

ORDINANCE 91- 2

AN ORDINANCE AMENDING ORDINANCE 82-8 "AN ORDINANCE ADOPTING A CODIFICATION OF PERSONNEL CLASSIFICATION PLAN AND CODIFICATION OF PERSONNEL PAY PLAN, PROVIDING FOR WAIVER THEREOF, REPEALING PRIOR CONFLICTING ORDINANCES AND REGULATIONS, WITH SEVERABILITY CLAUSE AND EMERGENCY PROVISION" SUBSTITUTING A NEW GRADE ALLOCATION CHART; PROVIDING FOR LONGEVITY INCREASES; CREATING NEW JOB DESCRIPTIONS FOR PARK & RECREATION DIRECTOR, ASSISTANT PARK DIRECTOR, ASSISTANT RECREATION DIRECTOR, RECORDS CLERK AND PAYROLL AND ACCOUNTS PAYABLE CLERK; WITH SEVERABILITY AND REPEALER CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Russellville has previously enacted an ordinance that established a Personnel Classification and Pay Plan by Ordinance No. 82-8 "An Ordinance Adopting a Codification of Personnel Classification Plan and Codification of Personnel Pay Plan, Providing for Waiver Thereof, Repealing Prior Conflicting Ordinances and Regulations, with Severability Clause and Emergency Provision";

AND WHEREAS, said Ordinance has previously been amended by Ordinance 87-1, Ordinance 88-8, Ordinance 89-3, Ordinance 89-18, and Ordinance 90-10;

AND WHEREAS, an independent evaluation and a committee have concluded that the present personnel plan needs certain changes to properly compensate the city's employees for their work;

AND WHEREAS, the City Council of the City of Russellville has concluded that these changes are in the best interest of the City and should be adopted;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF RUSSELLVILLE:

Section 1: The Grade Allocation Chart attached hereto and marked as Exhibit "A" is hereby adopted for the employee positions listed on same.

Section 2: All present employees of the City of Russellville shall be placed in Step Level A of their respective grades. However, in the event this would not result in an adjustment of benefits for any non-probationary employee, then those employees shall be placed at the appropriate step level in that grade so that they will receive a 5% adjustment from their present levels.

Section 3: The anniversary date for annual performance evaluations of all present non-probationary employees shall be April 1st of each year beginning in 1991. However, annual merit increases shall not be granted in 1991 for any employees who have received more than a 5% adjustment because of the revised Grade Allocations.

Section 4: The Position Descriptions for Parks & Recreation Director, Assistant Park Director, Assistant Recreation Director, Records Clerk and Payroll and Accounts Payable Clerk as attached hereto and marked as Exhibits "B", "C", "D", "E" and "F" are hereby adopted.

Section 5: In the event any provision of this Ordinance is invalid for any reason, such invalidity shall not affect the validity of any other provisions.

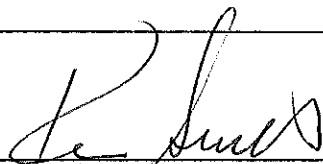
Section 6: All portions of any section of any ordinance or rule or regulation in conflict herewith are hereby repealed to the extent of the conflict only.

Section 7: This Ordinance shall be effective upon its passage and publication according to law.

FIRST READING CONDUCTED ON March 28, 1991.

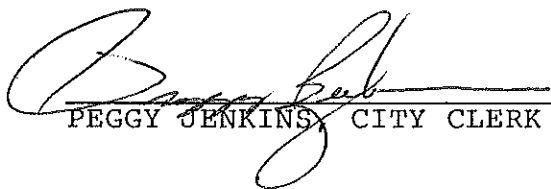
SECOND READING CONDUCTED AND PASSAGE by roll call vote
this 2nd day of April, 1991.

| AYES: | NAYES: | ABSTAINING: | ABSENT: |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <u>Willie Hampton</u> | <u>None</u> | <u>None</u> | <u>Howard Wren</u> |
| <u>Patricia Basham</u> | <u> </u> | <u> </u> | <u> </u> |
| <u>Russell Jones</u> | <u> </u> | <u> </u> | <u> </u> |
| <u>Jean Hankins</u> | <u> </u> | <u> </u> | <u> </u> |
| <u>Jackie Dunlap</u> | <u> </u> | <u> </u> | <u> </u> |
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KEN SMITH, MAYOR

ATTEST:



PEGGY JENKINS, CITY CLERK

Code _____

POSITION DESCRIPTION

CLASS TITLE: Assistant Park Director

CHARACTERISTICS OF THE CLASS: Supervises workers and performs same duties as people being supervised. Assignments received from park and recreation director. Performs routine task as needed and gets approval on any duties considered not routine. Plan work in correlation with assistant recreation director.

EXAMPLES OF DUTIES: Assists in planning work to maintain all parks. Maintenance of all park facilities and buildings. Assists in administration of recreational activities. Operates truck, tractor, and other park equipment. Supervises and participates in mowing, cleaning, and all general maintenance of parks. Performs all related work as required or directed by supervisor.

MINIMUM REQUIREMENTS:

Training and Experience: Completion of high school and experience in grounds and building maintenance or the equivalent combination of training and experience which provides the required knowledge skills and abilities.

Special Knowledge, Skills, and Abilities: Working knowledge of procedures followed and of tools and equipment used in the work assigned. Ability to understand and follow instructions. Ability to work effectively with fellow employees. Ability to deal courteously and tactfully with all citizens. Ability to perform manual labor for extended periods and at times under adverse weather or working conditions. Possess a valid Kentucky driver's license.

Code _____

POSITION DESCRIPTION

CLASS TITLE: Park & Recreation Director

CHARACTERISTICS OF THE CLASS: Plan, direct, and supervise maintenance of all existing park grounds and facilities for the City of Russellville. Plan for any future development of park facilities. Plan, direct, and supervise a comprehensive recreation program for the City of Russellville.

EXAMPLES OF DUTIES: Administer the care and maintenance of all park grounds, facilities and equipment. Promote and administer recreation programs and activities. Work closely with all affiliated organizations involved in promoting parks and recreation, for example, little league baseball, civic clubs, senior citizens center. Meet and work with the park board on suggestions and recommendations they make. Prepare the annual budget for the department. Supervise all department personnel.

MINIMUM REQUIREMENTS

Training and Experience: Graduation from a college or university with a degree in park and recreation field. Continue education through attendance at workshops, training sessions, conferences, etc.

SPECIAL KNOWLEDGE SKILLS AND ABILITIES: Knowledge of the philosophy and objectives of public recreation. Knowledge of the care and maintenance of park grounds and equipment. Ability to deal courteously and tactfully with all citizens. Ability to establish and maintain effective working relationships with city, county and state officials and employees. Ability to maintain records orally and in writing. Possess a valid Kentucky driver's license.

POSITION DESCRIPTION

CLASS TITLE: Assistant Recreation Director

CHARACTERISTICS OF THE CLASS: Assist in planning, directing and supervising a comprehensive recreation program for the City of Russellville. Supervises workers and perform same duties as people being supervised. Assignments received from park and recreation director. Performs routine task as needed and gets approval on any duties considered not routine. Plans work in correlation with assistant park director.

EXAMPLES OF DUTIES: Assist in planning, directing and supervising recreation programs that encourage participation by the residents of the city. Help select, assign, train and direct the work of volunteers and employees engaged in the recreational activities. Recommends equipment and materials to be purchased for the various programs. Perform related work as required.

MINIMUM REQUIREMENTS

TRAINING AND EXPERIENCE: Completion of high school and experience in related activities essential to the job.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of recreational materials and equipment. Knowledge of procedures used in recreational activities. Ability to work effectively with fellow employees. Ability to deal courteously and tactfully with all citizens. Possess a valid Kentucky driver's license.

PAY GRADE

RECORDS SUPERVISOR

DEFINITION OF CLASS

This is a responsible position in processing and maintaining police department records and files. Involves a large amount of administrative work and some supervision of communications personnel. Work is performed in accordance with oral and written orders and instructions received from the Superior, but with some latitude for use of independent judgement in deciding upon work methods. General supervision is received from the Administrative Captain.

EXAMPLES OF WORK PERFORMED

Administrative Duties: Enter all department reports into computer system (citations, accidents, case reports, property reports, parking tickets, field contacts and investigation reports.) File and maintain files of said reports. Type police department correspondence.

Supervisory Duties: Supervision of communication personnel when they are assigned to perform work in records. Assumes supervisor duties over the communication section in the absence of or unavailability of the Communication Supervisor.

Telecommunicator Duties: Employee of this class maybe required to act in capacity of telecommunicator when department needs so require.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to compile accurate and legible records and reports.
Thorough knowledge of operation of IBM System 36 computer Terminal.
Thorough knowledge of standard operating procedures, especially dispatching procedures and records.
Some typing skills
Ability to supervisor, direct and inspect the work of subordinates and to assume responsibility in absence of the Communication Supervisor.
Ability to understand, interpret and carry out oral and written instructions.

MINIMUM REQUIREMENTS OF TRAINING AND EXPERIENCE

Graduation from a standard senior high school, possessing a good reputation and background which will stand up under close scrutiny, and preferably supplemented by three years experience as a telecommunicator. Must maintain certification from state as a Telecommunicator.