

ORDINANCE 92- 12

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" BY PROVIDING THE JOB DESCRIPTIONS AND PAY CLASSIFICATIONS FOR PARKS AND RECREATION DIRECTOR, ASSISTANT RECREATION DIRECTOR AND ASSISTANT PARK DIRECTOR; WITH SEVERABILITY AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE

THAT WHEREAS, the City of Russellville has previously adopted 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 the City has now determined that it is necessary and proper to amend that ordinance to provide for accurate job descriptions for the positions of Parks and Recreation Director, Assistant Recreation Director and Assistant Park Director;

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

Section 1: The job descriptions for Parks and Recreation Director, Assistant Recreation Director and Assistant Park Director, as attached hereto and marked as Exhibits "A", "B" and "C" are adopted for these positions, and these positions are classified as shown on the attachments for payment classification purposes.

Section 2: In the event any provision of this Ordinance is invalid for any reason, such invalidity shall not effect the validity of any other provisions.


Section 3: All portions of any section of any ordinance or rule or regulation in conflict herewith are hereby repealed to the extent of that conflict only.

Section 4: This Ordinance shall be effective upon its passage and publication according to law.

FIRST READING CONDUCTED on August 18, 1992.

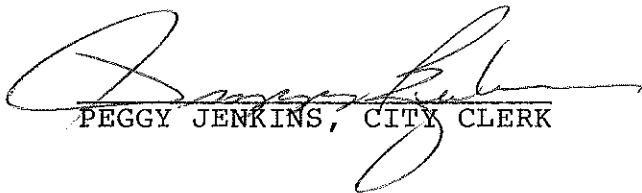
SECOND READING CONDUCTED AND PASSAGE by roll call vote this 8th day of September, 1992.

AYES:	NAYES:	ABSTAINING:	ABSENT:
<u>Willie Hampton</u>	<u>None</u>	<u>None</u>	<u>None</u>
<u>Patricia Basham</u>	<u></u>	<u></u>	<u></u>
<u>Howard Wren</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>



KEN SMITH, MAYOR

ATTEST:



PEGGY JENKINS, CITY CLERK

TITLE: PARKS AND RECREATION DIRECTOR

CHARACTERISTICS: Manage the Parks and Recreation Department for the City of Russellville. This includes direction of activities necessary to execute a comprehensive, year-round recreation program. Facilities responsibilities include management of personnel activities related to construction, maintenance and repair of all city-owned properties within the Parks and Recreation Department jurisdiction. Determination of the need for and administration of all necessary contracted services for maintenance and improvement of park facilities is a position requirement. Manage the department to meet the strategic and philosophical objectives as defined by the Parks Board.

ACCOUNTABILITIES/DUTIES: Organize, plan and direct the activities of a staff of two professional assistants, two full-time and three part-time building and grounds maintenance personnel and up to ten Summer Youth Program employees. Manage the activities of the assistant positions to assure that comprehensive, high quality recreation programs are available to the broadest cross-section of the community. Manage the activities of the assistant positions such that all park facilities are well-maintained, functional, attractive and available to the citizens of Russellville. Serve as primary liaison with affiliated organizations for recreation program development and execution. Contacts include groups such as Little League Baseball, Senior Citizens Center, Jr. Pro Football, civic clubs, schools and other public interest organizations. Develop the Parks Department annual operating budget and administer it to provide the level of excellence in programs and maintenance described above. This position is accountable to assure that the city's recreation programs and parks facilities are in compliance with all laws relating to operation, access, etc.

MINIMUM REQUIREMENTS

Training and Experience: Bachelor degree in recreation or related field. Five years experience in parks and recreation management is essential. Willingness and ability to pursue continuing education opportunities in order to stay abreast of current trends in the field and regulation changes is necessary.

SPECIAL KNOWLEDGE SKILLS AND ABILITIES: Extreme public relations skills are critical to success in this position. Mechanical aptitude with an understanding of strategic maintenance needs for equipment and facilities is necessary. A working knowledge of the infrastructure of state government and agencies such as BRADD is essential in securing funding or meeting regulatory compliance. Facilitate the record keeping requirements of the department to satisfy operational, audit, and regulatory needs. Creative and innovative use of recreational materials, equipment and procedures.

Ex "A"

Grade 12

CLASS TITLE: ASSISTANT PARK DIRECTOR

CHARACTERISTICS: Under the direct supervision of Parks and Recreation Director. Responsible for carrying out duties without direct supervision. Must maintain a good working relationship with all department personnel, other department heads and other city administrative employees. Maintain a high standard of public relations. Be able to seek out and work with key citizen contacts that can enhance the operation and services of the Parks and Recreation Department. Supervises the activities of buildings and grounds maintenance personnel and additional Summer Youth Program employees. Assists the Director in planning and organizing the maintenance program for the department's facilities. Assists in the administration of service contracts as required by the Director.

DUTIES: Supervise three employees. Prepare evaluations for those employees. Responsible for completion of all planned maintenance activities of facilities and equipment. Responsible for maintenance portion of budget. Advise director on purchasing of supplies. Responsible for preparation of facilities prior to conduct of planned events and cleanup activities thereafter. Supplements and aids in recreational programs as needed.

MINIMUM REQUIREMENTS: Four year college degree in Parks and Recreation or related field.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES: Must be able to effectively accomplish assigned maintenance tasks through subordinate employees. Working knowledge of procedures, tools, and equipment required in maintenance of parks and facilities. Public relations skills are required.

Ex C

Grade 1A

CLASS TITLE: ASSISTANT RECREATION DIRECTOR

CHARACTERISTICS: Under the general supervision of Parks and Recreation Director. Responsible for carrying out duties without direct supervision. Must maintain a good working relationship with all department personnel, other department heads and other city administrative employees. Maintain a high standard of public relations. Be able to seek out and work with key citizen contacts that can enhance the operation and services of the Parks and Recreation Department. Supervises the activities of regular employees and additional Summer Youth employees in preparing for and conducting recreation programs. Assists the Director in planning and scheduling year-round, comprehensive recreation activities for the citizens of Russellville.

DUTIES: Supervise two employees. Responsible for evaluations of those employees. Responsible for coordinating officials, fields and equipment for recreational events. Solicit and select instructors for training activities sponsored by the recreation department. Solicit, select and train volunteers and employees in the specifics of event operations, as needed. Evaluate and recommend equipment needed to support planned recreation programs. Evaluate the effectiveness of specific programs as they occur and make appropriate recommendations for improvements. Supplement and aid in parks maintenance activities as needed.

MINIMUM REQUIREMENTS: Four year college degree in Parks and Recreation or related field.

SPECIAL KNOWLEDGE SKILLS AND ABILITIES: Creative and innovative use of recreational materials, equipment and procedures. Must be able to effectively conduct recreational programs through subordinate employees. Public relations skills are a must. Must stay abreast of developments in the field for application within our system of recreational programs.

Ex B