

ORDINANCE NO. O-06-2016

AN ORDINANCE AMENDING THE “PERSONNEL AND PAY CLASSIFICATION PLAN” FOR THE CITY OF FORT THOMAS, BEING ORDINANCE NO. O-13-2007 AS IT PERTAINS TO DIRECTOR OF GENERAL SERVICES/ASSISTANT TO THE CITY ADMINISTRATIVE OFFICER, GENERAL SERVICES FOREMAN, AND CITY TREASURER/DIRECTOR OF FINANCE.

WHEREAS, the City of Fort Thomas Finance Committee of Council has reviewed a proposal to restructure the Finance Department and the General Services Department of the City of Fort Thomas; and

WHEREAS, the purpose of the restructuring plan is to streamline the delivery of city services, maintain the city’s current fiscal stability and position the city to better address future financial challenges; and

WHEREAS, implementation of the plan will require several existing job descriptions to be amended; and

WHEREAS, implementation of the plan will require the city’s organizational chart to be amended.

NOW, THEREFORE, BE IT ORDAINED by the Board of Council of the City of Fort Thomas, Campbell County, Kentucky, as follows:

SECTION I

That the City of Fort Thomas “Personnel and Pay Classification Plan” be amended as follows:

1. That the position of “Director of General Services / Assistant to the City Administrative Officer” be amended to “General Services Director” on the Authorized Positions list.
2. That the position of “General Services Foreman” be amended to “General Services Superintendent” on the Authorized Positions list.
3. That the position of “City Treasurer / Director of Finance” be amended to “Director of Finance / Assistant to the City Administrative Officer” on the Authorized Positions list.

SECTION II

That the Position Descriptions of “Director of General Services”, “General Services Superintendent”, “Director of Finance / Assistant to the City Administrative Officer” attached hereto be amended in the Classification Plan as indicated therein.

SECTION III

That the City of Fort Thomas, Kentucky, “Organizational Chart” attached hereto be adopted as the official “Organizational Chart” of the City of Fort Thomas.

SECTION IV

All ordinances, or parts thereof, in conflict with the provisions of this ordinance are to the extent of such conflict hereby repealed.

SECTION V

This ordinance shall take effect from and after the earliest date provided by law following its adoption and publication as provided by law.

APPROVED:

ATTEST:

Eric Haas, Mayor

Melissa K. Kelly, City Clerk

1st Reading: April 18, 2016

Adoption: May 16, 2016

Publication: May 26, 2016

City of Fort Thomas
Position Description

CLASS TITLE: Director of General Services

CHARACTERISTICS OF THE CLASS: Under general administrative direction, Director of General Services administers all activities of department including public services, building/zoning services, recreation and city facility maintenance, and does related work as required.

ESSENTIAL FUNCTIONS: Establish and maintain effective working relationships with other city departments and employees, other local and state agencies and the general public. Communicate accurately and promptly with employees, customers and the general public. Ability to plan, supervise, coordinate and evaluate all services and programs performed within department. Apply federal, state, and local laws and ordinances to the operation of a municipal government. Ability to prepare and administer departmental budget and oversee all procurement and payroll functions. Required working knowledge in areas relating to public infrastructure maintenance, snow removal, capital construction, workplace safety standards, equipment operation/maintenance, building and zoning administration, recreation administration and facility maintenance. Also must have the ability to work with citizen boards and commissions.

JOB DUTIES: Prepare and administer departmental operating and capital improvement budget. The ability to effectively manage and supervise employees in the accomplishment of department goals and objectives. Perform all department administrative duties including but not limited to scheduling, payroll, purchasing, safety, fleet maintenance, facility maintenance and personnel management. Provide advise and direction to subordinate staff as required. Meets with citizens to investigate problems and complaints. Provides departmental staffing to assigned city boards and commissions. Coordinates capital improvement program and related activities with City Engineer and other contracted service providers. Attends meetings and represents the city as required. Performs other duties, assignments and special projects as directed by the City Administrative Officer. Provide supervision and general oversight of all Recreation Department staff, programs, events, and functions. Development of long-range planning for the recreation programs and facilities. Performs the duties of Building Inspector/Zoning Administrator unless that position is otherwise assigned.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from a four year college or university with a degree in engineering, construction management, public administration or related field supplemented by appropriate experience in managing personnel, programs and special projects; or any combination of education, training, and experience which provides the desired knowledge, skills, and abilities. Public sector experience, especially at the local level, is preferred but not required for this position. Considerable experience in the field of recreation programs and parks management. Certification as a licensed Building Inspector in the State of Kentucky.

KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of construction and building practices, especially as they relate to public infrastructure and facilities maintenance. Working knowledge of general engineering and architectural principles, building construction technology and the provision of essential public services. The ability to enforce building and zoning codes, including the comprehension of building construction plans and specifications. The ability to manage daily operations and develop long-range planning for all parks and recreation activities. The ability to communicate effectively with staff and the public both orally and in writing. Ability to interpret statutes, policies, codes, plans and technical information is important. Must be able to address personal issues and conflicts within department. The capacity to firmly and fairly deliver city services and consistently enforcement laws and ordinances.

NECESSARY SPECIAL REQUIREMENTS: Possession of, or the ability to obtain, a valid Kentucky vehicle operators license. Completion of all required training and certification upon appointment or within a time period agreed upon by the City Administrative Officer and the employee.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes and local ordinances, with regard to an employee in this classification.

KENTUCKY WAGE AND HOUR OVERTIME STATUS: Exempt

City of Fort Thomas
Position Description

CLASS TITLE: **General Services Superintendent**

CHARACTERISTICS OF THE CLASS: Under general administrative direction, serves as **Superintendent** for the General Services Department supervising the activities of the department and performing related work as required.

ESSENTIAL FUNCTIONS: Assists the Director of General Services in performing all department activities including planning, organizing and completing assigned functions. The **Superintendent** must maintain an effective working relationship with departmental personnel, other city departments, other local and state agencies and the general public. Ability to supervise employees and oversee the performance of daily assignments. Must be able to establish priorities, manage unscheduled needs/emergencies and communicate clearly with various personnel.

JOB DUTIES: Assist the Director of General Services in planning, organizing and directing the activities of the department. Oversee and coordinate the daily assignment and completion of work activities within the department. Provide adequate supervision and oversight of departmental personnel and evaluate the quality/performance of work. Meet other departments and the general public to discuss needs and problems. Investigate complaints from the public and recommend solutions. Assist the director in the preparation of annual budget and prioritize equipment needs/priorities for the department. **Serve as fleet manager for all City vehicles and equipment.** Enforce and promote safety standards within department. Participate in the planning and implementation of capital improvements for the city. Assist in the review and evaluation of contracted services. Coordinate activities of utility providers within city. Respond during emergency conditions and inclement weather conditions. Perform other duties, assignments and special projects as assigned and directed by the director.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from a high school or its equivalency, supplemented by responsible experience in the delivery of public services and completion of public works/construction projects, or any other combination of education, training, and experience which provides the desired knowledge, skills, and abilities. Public sector experience, especially at the local level, is preferred but not required for this position.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of construction practices, infrastructure maintenance and the delivery of basic public services. An understanding of construction techniques, maintenance principles and the operation and use of equipment. Ability to effectively communicate and supervise employees on a regular basis. An ability to establish and maintain effective working relationships and communicate both orally and in writing.

NECESSARY SPECIAL REQUIREMENTS: Possession of, or the ability to obtain, a valid Kentucky **vehicle** operators license.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes and local ordinances with regard to an employee in this classification.

KENTUCKY WAGE AND HOUR OVERTIME STATUS: Exempt

City of Fort Thomas
Position Description

CLASS TITLE: **Director of Finance / Assistant to the City Administrative Officer**

CHARACTERISTICS OF THE CLASS: Under general administrative direction, serves as staff assistant to the City Administrative Officer of the City. Implements and maintains the financial affairs of the city relating to the receipt, deposit, custody, and disbursement of city funds; and does related work as required.

ESSENTIAL FUNCTIONS: Establish and maintain effective working relationships with other city employees and officers, government agencies, and the general public. Communicate accurately with other city employees and officers, government agencies, and the general public. Ability to supervise, evaluate, and train department employees. Prepare and maintain the City budget. Accurately perform mathematical calculations in order to complete the administrative and financial tasks of this position. Ability to operate modern computer equipment and utilize programs in the completion of job duties. Apply federal, state, and local laws and ordinances to the operation of a municipal budget and audit.

JOB DUTIES: Assists and/or coordinates special projects and duties as directed by the City Administrative Officer. Attends meetings and conferences for the city as assigned. Assists City Administrative Officer in the preparation of the budget. Maintain and provide pertinent data on the city's revenue, expenditures and resources, both current and long range. Supervises the performance of all municipal accounting including the processing of bills, the issuance of checks, preparation and maintenance of daily cash receipt and disbursement journal, general ledger, and fixed asset books. Supervises the collection of all taxes, penalty, and interest. Serves as custodial agent for all revenue bonds. Reports delinquent taxes to the City Attorney. Supervises purchasing procedures and practices. Under direction of the Mayor, Council, or City Administrative Officer, authorizes and prepares the transfer of funds. Prepares or supervises the preparation of periodic accounting reports for the Council, federal and state agencies. Provides information and assistance to auditors. Serves as treasurer of the Police and Fire Pension Fund. Provides assistance and participates in the execution of bonds and apportionment ordinances.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from a four year college or university with a degree in accounting/business finance (Municipal Finance preferred), supplemented by considerable responsible experience in public sector finance; or any combination of education, training, and experience which provides the desired knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the theories and practices of municipal fiscal administration and modified accrual accounting. Thorough knowledge of state and local laws and ordinances. Thorough knowledge of banking practices and procedures involved in the receipt of disbursement of money and related fiscal records. Ability to work effectively with employees, governmental officials, and the public. Ability to

utilize a computer in the completion of duties. Ability to present financial data clearly and concisely, orally and in writing.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes (KRS 83A), and local ordinances, with regard to an employee in this classification.

KENTUCKY WAGE AND OVERTIME STATUS: Exempt.