

Human Resources Committee

November 20, 2012

The **Human Resource Committee** met Tuesday, November 20, 2012, at 6:00 p.m. in the Conference Room at City Hall. Present were Chairperson John Uden, Committee members Dwayne Andrews, Bill Melnik, and John Hollowell. Also present were Mayor C.A. Grenz, Councilperson Sue Galbraith, City Clerk Becky Stanton, Deputy City Clerk Linda Wildman, Ambulance Billing/Finance Clerk Connie Watts, Auto Cad Technician/Flood Plain Administrator/Asst. to Public Works & Public Utilities Administrator Samantha Malenovsky, Grant Administrator Dawn Colton, Public Works Foreman Scott Gray and Recorder HR/Payroll Officer Billie Burkhalter.

1. **Roll Call:**
 - Noted above
2. **Discussion on proposed mediation relating to requests for wage/salary enhancements:**

Chairperson Uden explained that the four people who have filed a grievance have requested mediation. The entire Committee was in favor of the mediation.

Mayor Grenz explained that there has been a request to have the mediation take place in Billings, but he feels that it should take place in Miles City because the lasting effects are going to be here. He further stated that the whole Council needs to be a part of this mediation, along with the press and Attorney Janette Jones. He feels the cost to the City would be too great for everyone to travel to Billings. Chairperson Uden agreed. HR/Payroll Officer Burkhalter pointed out that City Laborer Negotiator Larry Martin's business is located in Billings and it would cost the taxpayer's \$200 an hour to have him travel all the way from Billings and attend the mediation, further clarifying that the Grievants had not agreed to Attorney Jones as a mediator and therefore could cut the costs by having a Billings mediator. City Clerk Stanton stated that legal counsel would have to agree to have the whole Council in attendance because, as per the City's Personnel Policy, the Human Resource Committee would be presiding over the mediation. She further questioned having press in attendance. Chairperson Uden stated the mediation would be an open meeting. City Clerk Stanton and HR/Payroll Officer Burkhalter disagreed. City Clerk Stanton felt that this was a form of intimidation and that the Grievants were requesting mediation in good faith.

ACT/FPA/APW&PUA Malenovsky stated she is representing herself in this mediation and would prefer it to take place in Miles City. She further stated that in the past few weeks her situation concerning the grievance has changed and is different than the three other grievants and she does not feel she needs to go to Billings for mediation.

Chairperson Uden stated his preference would be to have it in Miles City due to one of the Committee members being employed full time and the Mayor owning a

business here in town. Committee Member Melnik agreed.

*** Chairperson Uden moved to recommend to the Council that the City enter into mediation concerning the grievances filed by the four City employees and it be held as soon as possible to bring this to an end. The motion was seconded by Committee Member Andrews and, on roll call vote, passed unanimously, 4-0.*

*** Chairperson Melnik moved to recommend to the Council that the mediation be held in Miles City. The motion was seconded by Chairperson Uden.*

Committee Member Andrews stated he had a problem with having the whole Council in attendance at the mediation and felt that policy states the Human Resource Committee only and the policy needs to be followed as it is there to treat people fairly. There was discussion concerning how a decision would be made without the City Councils benefit of hearing the mediation. HR/Payroll Officer Burkhalter pointed out the Council makes decisions all the time based on recommendations from Committees without hearing it first-hand.

*** On roll call vote, the motion failed, 2-2, with Committee Member Andrews and Hollowell dissenting.*

*** Committee Member Andrews moved to recommend to the Council that the mediation be held in Billings. The motion was seconded by Committee Member Hollowell. On roll call vote, motion failed, 2-2, with Chairperson Uden and Committee Member Melnik dissenting.*

*** Chairperson Uden moved to refer this issue to Council as a whole to determine where this grievance hearing will be held. The motion was seconded by Committee Member Hollowell and, on roll call vote, passed unanimously, 4-0.*

Committee Member Andrews requested a cost be given to the Council for having the mediation in Miles City verses Billings.

ACT/FPA/APW&PUA Malenovsky requested her mediation be held separate from the other grievants and held in Miles City.

*** Councilperson Andrews moved to recommend to Council to have Auto Cad Technician/Flood Plain Administrator/Asst. to Public Works & Public Utilities Administrator Samantha Malenovsky's grievance held in Miles City. The motion was seconded by Chairperson Uden.*

Committee Member Hollowell stated that where the mediation is being held cannot be just from the view point of financial costs but to consider the Grievants view points. If the Grievants feel they are being intimidated then mediation won't work.

*** On roll call vote, the motion passed unanimously, 3-0, with Committee Member Hollowell abstaining.*

Chairperson Uden withdrew the formal hearing date until mediation is completed.

3. Review job descriptions of Deputy City Clerk and Finance Clerk and compensation recommendations:

Mayor Grenz had some issues concerning the revised Deputy City Clerk job description.

Chairperson Uden asked City Clerk Stanton if they included in the position description for the Deputy City Clerk to take Council minutes would it alleviate her work load. City Clerk Stanton replied that she currently takes Council minutes and would like to keep the right to direct her staff when she needs them to take minutes. Per statute, this is her responsibility. Mayor Grenz pointed out that Ambulance Billing/Finance Clerk Watts currently prepares Council agendas and, since her position is going to be eliminated, he wants that to be in the Deputy City Clerk's position. City Clerk Stanton pointed out those duties have already been added into the Deputy City Clerk's job description.

Mayor Grenz stated he wants everything that was put in the revised Deputy City Clerk position to be placed in the current job description. He also, wants to add "any other duties assigned" under Job Requirements. Under Education and Experience, he wants "Preference will be given to Certified Municipal Clerks" to be deleted. Committee Member Andrews questioned why. Mayor Grenz explained he feels this statement limits his choice in applicants. City Clerk Stanton questioned that if an applicant comes in with municipal experience and governmental background, why wouldn't he/she be given preference? Mayor Grenz asked City Clerk Stanton if when she was hired, if she had that experience. Deputy City Clerk Wildman pointed out, that to become a certified municipal clerk, there is a strenuous accreditation to go through and for continuity that background should be in the job description. When City Clerk Stanton was hired there was no one with that background who had applied. City Clerk Stanton stated she could not understand why the preference wouldn't be considered.

Councilperson Galbraith stated she felt adding in "any other duties as assigned" was far too general to have in a position description. HR/Payroll Officer Burkhalter pointed out that the job description already has this statement under "Areas of Accountability and Performance" in General Duties, and felt it would be repetitive to place it in the description twice. HR/Payroll Officer Burkhalter also questioned why a preference for municipal clerk would be taken out of a job description, as it is a standard practice to have preference for an applicant who has previous experience. Committee Member Hollowell asked Mayor Grenz why he would want to add "other duties". Mayor Grenz responded that it will stop stubborn employees who are directed to do something and say that it is not in their job description.

Committee Member Andrews stated the City Clerk supervises the Deputy City Clerk. If there is something the Mayor or Council wants the Deputy to do, they would go through the City Clerk, and she will decide to assign the duties.

Chairperson Uden stated the reason they are going to a full time Deputy Clerk is

so there will always be a Clerk or Deputy in the Finance office to perform the clerk's duties. City Clerk Stanton stated she was gone for two weeks in March and the Finance Office did not miss a beat.

Mayor Grenz discussed the "preference" in the job description, stating if the previous City Clerk applies for this position and she was the only one who had experience in this job, would he have to give her preference? City Clerk Stanton explained that was only part of the consideration. References and past work history would be factored into that, too. Mayor Grenz stated its things like this that can get the City sued. City Clerk Stanton stated this is the reason for documentation on why not to hire that individual. Mayor Grenz stated he is going to be doing the hiring, with the approval of the Council, and it hamstrings what he has to look at. HR/Payroll Officer Burkhalter stated she felt it was reasonable to keep this in the job description. Chairperson Uden and Committee Member Andrews both stated they were in favor of keeping the preference in the job description. Committee Member Hollowell questioned what the definition of "preference" to the City Clerk was. City Clerk Stanton explained that it was part of the big picture; it will get your foot through the door for an interview, but does not mean you will be hired solely on that qualification.

Mayor Grenz requested that under "Job Performance Standards" be added "Deals tactfully and courteously with other City employees and Supervisors", and at the bottom of that it add "Maintains confidentiality of sensitive information". It was pointed out that this was already in both job descriptions.

Committee Member Andrews stated that people who do the job, who know the job, are the people who put this revised job description together and he is sure they did a thorough job on what the requirements are. He is perfectly comfortable with the revised description.

There was continued discussion concerning the Deputy City Clerk position description and, due to the confusion, it was decided the Committee would set another meeting to clarify what changes had been made to the job description and what changes Mayor Grenz wants. City Clerk Stanton stated that was fine, as long as she gets a say in her department.

4. Review job description for Public Works Director/Flood Plain Administrator and compensation recommendations:

Committee Member Andrews stated he needed clarification on the reasons for combining these two positions. He stated the Public Works Director is a managerial position that oversees and manages other positions, while the Flood Plain Administrator is a project-oriented position that has responsibilities with it, but is not a supervisor position. He feels these two positions do not relate to each other, and are distinctively different and should remain separate. Committee Member Andrews stated another big concern he has is that the two positions together will be too much work for one person, especially with all the new flood regulations. Committee Member Andrews further explained that the City has already interviewed two internal applicants for the Directors position and it was determined that they were not minimally qualified for the job. This

brings up the question as to why they were even interviewed? Then the City turns around and tries to change the job description in the middle of the advertising process. He believes this could open up the City to a lawsuit.

Committee Member Hollowell disagreed with Committee Member Andrews in that the positions do go together. He cited that when Pat Rogers held the Public Works position the flood plain was included. He stated that the Public Works Director will be directing the maintaining of the dike, and the Public Works employees will be doing that work. Committee Member Hollowell explained that combining these two positions make sense as the Flood Administrator's has a high level of responsibility, their decisions cannot be overridden by Council due to the Flood Plain Ordinance. Only the Board of Appeals can do so, to a certain degree.

Mayor Grenz stated that if you read the job description for the Floodplain Administrator you will see that she is already doing half the work of the Public Works Director.

Foreman Gray questioned whose idea this was to combine the two positions.

City Clerk Stanton stated for a point of clarification the position for the Finance Clerk had not been discussed and questioned when this would be addressed. Chairperson Uden stated he would prefer to address that position at the next meeting along with the Deputy City Clerk position. City Clerk Stanton questioned if Mayor Grenz had rewritten this position also? Mayor Grenz stated he had not.

Committee Member Andrews reiterated the question of Foreman Gray, requesting who had decided on changing this position description. Mayor Grenz stated it came from him trying to solve the dilemma of looking at the two applicants who had applied and the legality of the situation. He further stated that Miles City is the only City in the State that had its own Flood Plain Administrator, and looking at the amount of work being done in her job description, he felt combining the two positions would save the City 20 to 30 thousand dollars a year. Chairperson Uden stated that financially it would benefit the City to have these two positions combined.

Committee Member Andrews questioned what would happen with the other duties that are held by the Flood Plain Administrator. He further stated he is just looking out for what is best for the City of Miles City, and doesn't believe overloading an employee is for the best.

Foreman Gray stated he was informed after his interview that the Directors position would go out-of-house for external applicants, but he would still be kept under consideration. HR/Payroll Officer Burkhalter stated it had not been advertised externally.

ACT/FPA/APW&PUA Malenovsky stated that combining the positions was not her idea and she is not trying to swing this position in any way. Chairperson Uden reiterated that this was brought up to save the City money.

Chairperson Uden stated that he was not aware that the Director's position had not been advertised outside of the City, and he believes this should be done.

****** *Chairperson Uden moved to create the position of Public Works Director/Flood Plain Administrator and combine into one position.*

Committee Member Hollowell stated he believes this position should be combined regardless of the situation and questioned the Committee if he could act on this motion. Chairperson Uden felt that it was a conflict of interest and the Committee was in agreement

****** *The motion died without a second.*

Chairperson Uden recommended that the Director of Public Works be advertised outside of the City. If there are no candidates found who are qualified, then this issue would come back to the Committee. He also requested different people conduct the interview so that there would not be any preconceived ideas. Committee Members Andrews and Hollowell were both in agreement that if there are no qualified outside candidates, the Public Works Directors position description would need to be brought back to the Committee for amendment and review.

Chairperson Uden recommended that the salary be set for \$5,000 less a year then what Public Utilities Director is making for the probationary period. Committee Member Hollowell pointed out the Salary Survey has been adopted, and the salary is at entry level wage. HR/Payroll Officer Burkhalter stated that the Salary Resolution states \$4,872.40 monthly, which follows the adopted salary survey, which is an annual salary of \$58,468.80. Chairperson Uden agreed.

City Clerk Stanton stated she had received an email from the Mayor that this position would not be advertised externally and requested Mayor Grenz send a follow up email authorizing her department to do this.

5. Recommendations to create position of Public Works Director/Flood Plain Administrator and to fill said position:

- None

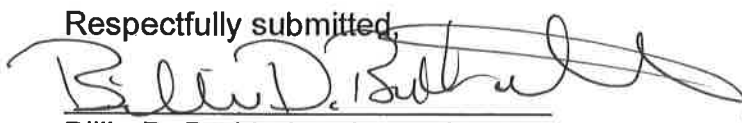
6. Request of Citizens

- None

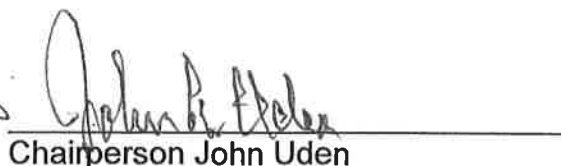
7. Adjournment

****** *Committee Member Andrews moved to adjourn the meeting. The motion was seconded by Committee Member Hollowell and passed. The meeting was adjourned at 7:55 p.m.*

Respectfully submitted,



Billie D. Burkhalter, Recorder



Chairperson John Uden

HUMAN RESOURCES COMMITTEE AGENDA

DATE: Tuesday, November 20, 2012

TIME: 6:00 PM

PLACE: City Hall Conference Room

AGENDA:

- 1) Roll Call**
- 2) Discussion on proposed mediation relating to requests for wage/salary enhancements.**
- 3) Review job descriptions of Deputy City Clerk and Finance Clerk and compensation recommendations.**
- 4) Review job description for Public Works Director/Flood Plain Administrator and compensation recommendations.**
- 5) Recommendations to create position of Public Works Director/Flood Plain Administrator and to fill said position.**
- 6) Citizen Request.**
- 7) Adjournment.**

Public comment on any public matter that is not on the agenda of this meeting can be presented under "Request of Citizens" provided it is within the jurisdiction of the City to address. :Public comment will be entered into the minutes of this meeting. The City Council cannot take any action on the matter unless notice of the matter has been made on an agenda and an opportunity for public comment has been allowed on the matter. Public matter does not include contested cases and other adjudicative proceedings.

Memorandum

To: John Uden, Chairperson of Human Resources

From: Billie D. Burkhalter
HR/Payroll Officer

Cc: Becky Stanton, City Clerk

Date: September 17, 2012

Subject: Deputy City Clerk & Finance Clerk Position Descriptions

Please find attached the current position descriptions for Deputy City Clerk and the Finance/Ambulance Billing Clerk. Due to the reorganization of the Finance Department, there is a need to redefine these positions. I have attached updated position descriptions for the Deputy City Clerk and Finance Clerk for the Human Resources Committee's review and final approval.

If you should have any questions or concerns, please feel free to stop by my office at City Hall.

Thank you

CITY OF MILES CITY
POSITION DESCRIPTION
(REVISED)

POSITION: Deputy City Clerk

DEPARTMENT: Financial and Administrative Services

ACCOUNTABLE TO: City Clerk

SUMMARY OF WORK: This position is responsible for maintaining Management and Records Retention, assisting with payroll in absence of Payroll Clerk, and assisting City Clerk with all accounting and general ledger booking duties. Assisting with recording and preparing Council and Committee agendas, packet and minutes. This position is responsible for assisting in maintaining ordinances, resolutions, and bylaws adopted by the City Council.

JOB CHARACTERISTICS:

Nature of Work: This position performs administrative and accounting duties requiring attention to accuracy, detail and timeliness. This position includes attending and recording City Council and Committee minutes as Directed by City Clerk. This position is responsible for maintaining a structured work environment and assists with accurately processing the City's payroll in the Payroll Clerks absence. The position is a typical sedentary office environment with occasional travel by air/car may be required. Variety and complexity of activities makes the position a high stress occupation. This position maintains confidentiality of sensitive information and requires minimal physical involvement.

Personal Contacts: Daily contact with all City Employees, Department Directors, Mayor and the Public.

Supervision Exercised: Supervision of subordinate employees within the Finance and Administration Department which may involve implementing work schedules, training, and

instructing the employees.

Supervision Received: Supervision from City Clerk.

Essential Functions: This position requires the ability to train employees, prepare reports, calculate, review written material, record information, type, communicate, answer a telephone, and use of a computer for the purpose of operating Word, Excel, Budgetary, and Accounting programs.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

General Duties: Organize and maintain a structured work environment in the sections which he/she supervises. Assists in recording the proceedings of the City Council and City Committees; enter in a book all ordinances, resolutions, and bylaws adopted by the City Council; keep a record of all licenses, permits, leases, contracts, agreements and other City documents. Assist with (in payroll clerk's absence) and accurately prepare and process the City's payroll within the time period established by applicable regulations. Organize and maintain an accurate collection and storage of City records, letters, documents, leases, contracts, official documents and miscellaneous correspondence. Perform other related duties as required and other duties as assigned by the City Clerk, and state or local laws and regulations.

Personnel Management: Organize and maintain a structured work environment in the sections which he/she supervises. Train and instruct subordinates in the performance of their assigned tasks and responsibilities. Organize and implement a schedule of work.

Payroll: Assist with the preparation of the City's payroll so that paychecks are issued in a timely manner. Assists with the compilation of payroll reports and payments by deadlines set by law, such as quarterly payroll withholding, unemployment, and worker's compensation. (In payroll clerk's absence)

Management Information Systems: Organize and maintain the City's Management and Records Retention system which allows for the expedient retrieval of information. Keep records of all licenses, permits, leases, contracts, agreements and documents authorized

by the City. Maintain organized system for minutes, ordinances, resolutions and all City documents. Maintain all vehicle/equipment title information. Maintain computer backup of Accounting, Budget and Billing Programs.

Council/Committee Meetings: Prepare with the approval of the Mayor, all Council and Committee Agendas and supporting documentation to be presented to City Council and public. Maintain follow-up of all finalized Council/Committee action and information. Maintains electronic submission of City's Ordinances to Municipal Code Corporation.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of State's BARS (Budgetary Accounting Reporting System accounting practices and procedures, information systems management, personnel management, Accounting Software, Budget Prep, Word and Excel computer software, and State and Federal laws and regulations.

Skills: This position requires skills in the use of typewriter, computer, copy machine, 10-key adding machine, and a variety of office equipment and machines.

Abilities: This position requires the ability to:

- communicate effectively orally and in writing
- follow verbal and written instructions
- read ordinary print or type
- attention to accuracy, timeliness and detail
- establish effective working relationships with fellow employees, supervisors, and the public;
- requires good organizational skills.

EDUCATION AND EXPERIENCE: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Post Secondary Education in Accounting, Business Administration, and/or Public Administration with a minimum of two years experience as a bookkeeper, payroll clerk, and/or business manager.

- Experience in public finance and municipal administration will be preferred or an equivalent combination of education and experience.
- Preference will be given to Certified Municipal Clerks

JOB PERFORMANCE STANDARDS: Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Performs assigned duties
- Maintains accurate and timely records
- Prepares and submits accurate and timely reports
- Deals tactfully and courteously with the public and other City employees
- Observes work hours
- Demonstrates punctuality
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Maintains a structured and organized work environment.
- Prepares and processes the City's payroll in a timely manner
- Maintains an accurate collection and storage of City documents
- Maintains confidentiality of sensitive information

Approved by Human Resource Committee: _____

Signed: _____ Date: _____

Supervisor: _____ Date: _____

CITY OF MILES CITY
DEPUTY CITY CLERK
POSITION DESCRIPTION

POSITION: Deputy City Clerk

DEPARTMENT: Financial and Administrative Services

ACCOUNTABLE TO: City Clerk

SUMMARY OF WORK: This position is responsible for maintaining Management and Information Systems, all Accounts Payable and all Accounts Receivable (excluding utility billing) with Financial and Administrative Services, assisting with payroll in absence of Payroll Clerk, and assisting City Clerk with all accounting and general ledger booking duties.

JOB CHARACTERISTICS:

Nature of Work: This position performs administrative and clerical duties requiring attention to accuracy, detail and timeliness. This position is responsible for maintaining a structured work environment and assists with accurately processing the City's payroll in the Payroll Clerks absence. The position is a typical sedentary office environment with occasional travel by air/car may be required. Variety and complexity of activities makes the position a high stress occupation. This position maintains confidentiality of sensitive information and requires minimal physical involvement.

Personal Contacts: Daily contact with all City Employees, Department Directors, Mayor and the Public.

Supervision Exercised: Supervision of subordinate employees within the Finance and Administration Department which may involve implementing work schedules, training, and instructing the employees.

Supervision Received: Supervision from City Clerk.

responsibility

Essential Functions: This position requires ability to accurately process all accounts receivable and payable, train employees, prepare reports, calculate, review written material, record information, type, communicate, answer a telephone, and use a computer for the purpose of operating Word, Excel, Budgetary, and Accounts Receivable programs.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

General Duties:

Organize and maintain a structured work environment in the sections which he/she supervises. Assist with (in payroll clerk's absence) and accurately prepare and process the City's payroll within the time period established by the Mayor or applicable regulations. Organize and maintain an accurate collection and storage of City records, letters, documents, leases, contracts, official documents and miscellaneous correspondence. Prepare and distribute the checks for the payment of City procurement. Bill all accounts receivable (licenses, contracts, agreements, leases, miscellaneous). Perform other related duties as required and other duties as assigned by the City Clerk, Mayor, and state or local laws and regulations.

Personnel Management:

Organize and maintain a structured work environment in the sections which he/she supervises. Train and instruct subordinates in the performance of their assigned tasks and responsibilities. Organize and implement a schedule of work. Will have the authority to discipline and recommend termination to the City Clerk in compliance with State Law and Union Contract.

Payroll:

Assist the preparation of the City's payroll so that paychecks are issued by the 15th and last day of each month. Assist the compilation of payroll reports and payments by deadlines set by law, such as quarterly payroll withholding, unemployment, and worker's compensation. (In payroll clerk's absence)

Management Information Systems:

Organize and maintain the City's Management and Information system which allows the expedient retrieval of information. Keep records of all licenses, permits, leases, contracts, agreements and documents authorized by the City. Maintain organized system for minutes, ordinances, resolutions and all City documents. Maintain all vehicle/equipment title information. Maintain computer backup of Accounting and Billing Programs.

Accounts Payable:

Receive purchase requisitions and determine if requested purchase amount is within the remaining appropriation. Sort and categorize purchase order, invoices, and claims; input the data into the computer. Prepare claims approval list and submit to Mayor or Finance Committee for approval. Following the Mayor or Finance Committee approval of the claims approval list, prepare and print the checks. Following the preparation and execution of checks, distribute and mail the checks to the appropriate vendor.

Council/Committee Meetings:

Prepare with the approval of the Mayor, all Council and Committee Agendas and supporting documentation to be presented to City Council and public. Maintain follow-up of all finalized Council/Committee action and information. Maintains electronic submission of City's Ordinances to Municipal Code Corporation.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of State's BARS (Budgetary Accounting Reporting System accounting practices and procedures, information systems management, personnel management, Accounting Software, Word and Excel computer software, and State and Federal laws and regulations.

Skills: This position requires skills in the use of typewriter, computer, copy machine, 10-key adding machine, and a variety of office equipment and machines.

Abilities: This position requires the ability to: communicate effectively orally and in writing; follow verbal and written instructions, read ordinary print or type; pay attention to accuracy, timeliness and detail; establish effective working relationships

with fellow employees, supervisors, and the public; and use good organizational skills.

or 1/2 Any other duties assigned

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Post Secondary Education in Accounting, Business Administration, and/or Public Administration with a minimum of two years experience as a bookkeeper, payroll clerk, and/or business manager.
- Experience in public finance and municipal administration ~~will be preferred or~~ an equivalent combination of education and experience.
- Preference will be given to Certified Municipal Clerks 2

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties
- Maintains accurate and timely records
- Prepares and submits accurate and timely reports
- Deals tactfully and courteously with the public
- Observes work hours
- Demonstrates punctuality
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Maintains a structured and organized work environment.
- Prepares and processes the City's payroll in a timely manner
- Maintains an accurate collection and storage of City documents
- Prepares and distributes checks for payments of City procurement

--Maintains confidentiality of sensitive information

Approved by Human Resource Committee: _____

Signed: _____ Date: _____

Supervisor: _____ Date: _____

Revised 4/2008

CITY OF MILES CITY
POSITION DESCRIPTION
(revised)

POSITION: Finance Clerk

DEPARTMENT: Finance & Administrative Services

ACCOUNTABLE TO: City Clerk

Payroll a,
SUMMARY OF WORK: This position is responsible for all accounts payable and all accounts receivable (excluding Utility Billing). This position also provides for complex financial, administrative and clerical services. This includes processing and monitoring payments and expenditures. Providing these services in an effective and efficient manner will ensure that municipal finances are accurate and up-to-date, and that vendors and suppliers are paid within established time limits. Works closely with Department Directors and public.

JOB REQUIREMENTS:

Nature of Work: This position performs duties which require attention to accuracy, detail, and timeliness. The duties include general secretarial tasks, perform day to day processing of accounts payable transactions to ensure that municipal finances are maintained in an effective, up-to-date and accurate manner. This position requires minimal physical involvement and consists mainly of sedentary work in an office environment. Maintains confidentiality of sensitive information.

Knowledge, Skills and Abilities: Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; operate Word, Excel, Quick-books, Budgetary and Accounting programs. Skilled in operating office tools and equipment. Ability to perform mathematical computations accurately and quickly; to communicate effectively both verbally and in writing; to establish successful working relationships; to work under pressure with frequent interruptions; to work with angry or difficult customers.

Personal Contacts: Daily contact with the public and employees.

Supervision Received: Supervision from the City Clerk

Working Conditions/Physical Demands: This position frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. Occasionally lift and/or move up to 25 pounds.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

General Duties: Bill and maintain all accounts receivable (licenses, contracts, agreements, leases, miscellaneous). Receive purchase requisitions and verify for

accuracy and that they comply with financial policies and procedures. Sort and categorize purchase order, invoices, and claims for data entry. Prepare claims approval list and submit to Mayor or Finance Committee for approval. Following the Mayor or Finance Committee approval of the claims approval list, prepare and print checks. Following the preparation and execution of checks, distribute and mail the checks to the appropriate vendor all scan all documents. Monthly follow up on all outstanding checks, Assist City Clerk, Deputy City Clerk and Human Resource/Payroll Officer as needed. Perform other related duties as required and other duties as assigned by the City Clerk, and state or local laws and regulations

EDUCATION AND EXPERIENCE AND MINIMUM QUALIFICATIONS:

Previous experience in Accounts Payable/Receivable is highly preferred. The position requires knowledge of clerical office functions including reception and phone etiquette; strong keyboard skills and a thorough knowledge in computer word processing /data entry and spreadsheets. Must be able to communicate effectively, orally and in writing, establish and maintain effective relationships; and adhere to the strict standards of confidentiality. Must be able to operate typical office machines such as computers, phone system, calculators, copiers, fax and scanners.

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equal to a high school diploma plus two year of post high school education in accounting or secretarial. Must be able to demonstrate proficiency in word processing, spelling, grammar, letter composition and basic mathematic skills and familiarity with basic principles of bookkeeping.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours.

Supervision of Subordinates

- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Demonstrates telephone usage and etiquette.
- Performs general clerical and receptionist duties.
- Performs general accounts payable and receivable duties
- Maintains confidentiality of sensitive information.
- Team building skills
- Effective organizational skills
- Time management skills
- Stress management skills

Approved by Human Resource Committee: _____

Signed: _____ Date: _____

Supervisor: _____ Date: _____

CITY OF MILES CITY
POSITION DESCRIPTION

POSITION: Director

DEPARTMENT: Public Works

ACCOUNTABLE TO: City Mayor

SUMMARY OF WORK: Performs, supervises, and administers the overall operation of the Engineering and Operations Department.

JOB CHARACTERISTICS:

Nature of Work: This position performs administrative, supervisory, and operational duties requiring attention to accuracy, detail, and timeliness. The position requires working in confined spaces, with heavy equipment, with high pressures and voltages, work involving vehicle traffic, and possible exposure to dangerous gases. Approximately half time in the office and half time overseeing various segments of the Engineering and Operations Department. This position is on call 24 hours a day for response to emergencies.

Personal Contacts: Frequent contact with fellow employees and the public to hear information, suggestions, and complaints.

Supervision Received: Direction from the City Mayor as needed.

Supervision Exercised: Daily supervision of all departmental employees.

Essential Functions: This position requires ability to communicate effectively orally and in writing; follow verbal and written instructions; plan for and direct emergency operations; keep records; prepare reports; monitor grants; general administrative duties; understand and apply codes, rules and regulations; exercise good judgment; make decisions; calculate; coordinate projects; and supervise employees.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

The duties of the Director of Engineering and Operations Department shall include but not be limited to the following:

Engineering and Operations Administration: Procure equipment and supplies in accordance with the City's purchasing policies. Prepare, implement and monitor an annual budget for the department and its sections. Perform other related duties as required and/or other duties as assigned by State and local laws, the City Mayor or the City Council. Purchasing and Procurement:

Prepare purchase orders and submit invoices for payment according to the City's purchasing policy. Budget Preparation and Control: Prepare and negotiate the Department's annual budgets. Monitor the Department's annual budgets relative to budget appropriations and estimated revenues. Prepare and submit to the City Mayor periodic reports pertinent to activities of the Department. Inventory Control: At least once per year, perform an inventory of the Department's assets, equipment and supplies. Submit to the City Mayor a report which indicates the depreciated value of the inventory and its condition. General Administration: Provide and manage an office area where the public, upon request can obtain information pertaining to all public works and public utilities and related projects. Maintain maps, ordinances, code books, building permits, and other pertinent information.

Parks and Recreation: Operate and maintain city parks, playgrounds, and swimming pools. Operate and maintain the City Swimming Pool in accordance with City policies and manufacturer recommendations. Assure the general public can use the City's parks and playgrounds without fear of injury. Operate and maintain City parks and playgrounds in accordance to City policies and manufacturer recommendations.

Street Maintenance: Maintain city streets, alleys, and roadways. Responsible for the proper repair and maintenance of the City streets, right-of-ways, roadways and storm sewer system. Train and demonstrate the proper and safe way to perform the following: install and repair street signs; operate City pickups, trucks, and light equipment; repair potholes, cracks, and other defects in City streets, roadways, curbs, gutters, storm drains, and fixtures.

Planning and Design: Serve as the technical advisor to the Mayor, City Council and other departments pertaining the planning, design, and management of all public works and improvements. Plan, supervise, and participate in the design and preparation of specifications for public works improvements, including streets, sidewalks, alleys, public grounds, public improvements and related appurtenances. Supervise the inspection of all public works construction including change orders, determination of partial payments, final inspection, and acceptance of work. Receive complaints of public works deficiencies and investigates or passes on to appropriate individual or department for follow-up investigation. Issues notices of violations to contractors and the general public.

Building Inspections: Assure local compliance with the Uniform Building Code, Zoning Ordinance and Flood Plain regulations. Review Plans for compliance with building, zoning, and related codes. Review Computes fees for permits. Issue building permits, prepare Zoning Board of Appeals, Variances requests, notices, and minutes. Provide information to contractors, property owners, and the general public in person and by telephone. Receive complaints of building code and ordinance violations and investigates. Make job inspections during the process of construction to observe compliance. Identify violations of codes and ordinances. Obtain and prepare evidence and prepare reports of violations. Issue notices of violations to contractors and the general public.

Personnel Management: Maintain a staff of trained operators and laborers, communicate management goals, and objectives. Prepare and submit for review by the City Mayor standard operating procedures. Prepare and submit payroll information each payroll period for the Engineering and Operations Department. Organize and maintain a structured work environment in the sections supervised. Train and instruct subordinates in the performance of their assigned tasks

and responsibilities. Periodically evaluate subordinates performance, identify the strengths and weakness of subordinates, identify and implement training. Has the authority to discipline and recommend termination to the Mayor in compliance with State Law and Union Contracts.

JOB REQUIREMENTS:

Knowledge: This position is required to possess considerable knowledge of the operation and maintenance of all departmental machinery, tools, and equipment; as well as an understanding of the codes and regulations affecting all districts, including and zoning; and a working knowledge of computers, drafting, surveying and engineering.

Abilities: This position requires the ability to: work during inclement weather conditions; walk for extended periods of time; climb ladders and other obstacles; lift weights up to 70 pounds; follow procedures and make accurate recordings; handle emergency situations; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

--Bachelor Degree in Engineering or Public Administration with a minimum of five years experience in the management/supervision of municipal public works or an equivalent combination of training and experience.

Special requirements:

--Must have a valid Montana Driver's License.

--Must be eligible for coverage by the City's insurance carriers.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

--Performs assigned duties.

--Maintains accurate and timely records.

--Prepares and submits accurate and timely reports.

--Deals tactfully and courteously with the public.

--Observes work hours.

- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Demonstrates supervisory and leadership skills.
- Provides helpful and cooperative assistance to users.
- Is knowledgeable of State and Federal codes, rules and regulations.
- Prepares and effectively monitors budget.
- Maintains operation of districts efficiently and effectively.
- Is available for 24 hour emergency service.
- Performs other duties as requested.
- Procures equipment and supplies.
- Operates and maintains parks and recreation areas.
- Maintains city streets, alleys, and roadways.
- Assures compliance with local building and inspections.

Approved by Human Resources Committee: _____

Signed: _____ Date: _____

Supervisor: _____ Date: _____

Revised 05/17/2012

CITY OF MILES CITY JOB DESCRIPTION

Position: Floodplain Administrator/AutoCAD Technician/Assistant Public Works & Public Utilities

Department: Public Works

Accountable To: Public Works

Summary of Work: The primary function of this position is to develop, implement, interpretation and administer a comprehensive floodplain management program. Principal authority on all floodplain related matters within the City. Duties for the floodplain administrator include: building sciences, floodplain mapping, community rating system (CRS) coordinator, permitting, planning, reviewing, interpretation of floodplain maps and enforcing Miles City's Floodplain Ordinance. This position responds to requests for information from the public regarding floodplain issues, CRS, and infrastructure. Other duties assigned include: assisting the Public Works/Utilities departments requiring mapping services for land uses, water, sanitary sewer, storm drainage, and district administration. This position will aid Public Works/Utilities in the office and in the field for city projects dealing with infrastructure and day to day duties, this position must be able to assist with the day-to-day duties of the Public Works/ Public Utilities Directors.

Job Characteristics:

Nature of Work: This position performs complex duties of technical services, spatial data management, and program operations to the Floodplain, CRS program, Public Works/Utilities Departments. Requires some meetings and travel. Provides technical and program information to the public regarding floodplain and public works infrastructure.

Personal contacts: Frequent contact with the general public, city, county, state and federal officials, business groups, special interest groups, non-profit groups, engineering firms, and land developers.

Supervision Received: Under the direct supervision of the Public Works & Public Utilities Directors

Essential Functions: This position requires the ability to operate and understand the Miles City Flood Plain Ordinance and operate the City AutoCAD system, read and interpret written material; aerial photography, topographic maps, plat maps and drawings, and engineering designs, communication orally and in writing;

current.

travel to meetings, training, and development site inspections, calculate, and comprehend complex rules and regulations.

Areas of Job Accountability and Performance: Plans, organizes, and implements the administrative activities of the City's floodplain program and regulation. Reviews and approves/denies Floodplain Permits, Elevation Certificates, Letter of Map Amendments/Letter of Map Revisions (LOMA/LOMR), elevation survey's and provides an accurate accounting thereof. Researches, prepares, and presents oral and written reports and presentations relative to the performance of the floodplain program to city boards and committees. Primary individual responsible for tracking and implementing needed changes to local floodplain regulations. Administer the City's Community Rating System (CRS) program. Operates the AutoCAD system, providing technical support to the City's Departments. Provides support for City public works and public utilities; performs mapping for local projects and area general maps; works closely with federal, state and local regulatory agencies; prepares maps and information to the public and other governmental agencies.

Job Requirements:

Knowledge: This position requires a strong technical knowledge in the operation and maintenance of the floodplain ordinance, Community Rating System, AutoCAD system and the practical application thereof; budget and financial administration, community developments strategies, computer-aided mapping, public contracting, and surveying.

Skills: This position requires skills in AutoCAD, math, reading, communication, mapping, and general computer operation. Accuracy in work habits imperative.

Abilities: This position requires the ability to: interpret and apply federal law, state law and administrative regulations, and local ordinances; serve as liaison between local government and other community groups and governmental agencies, prepare reports; travel; attend meetings; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public. Ability to multi-task is important. Current Montana driver's license a must; must be eligible for coverage by city's insurance carrier. Ability to walk for extended periods of time. Ability to work during inclement weather conditions and extreme temperatures. Ability to work independently a must. Ability to perform site inspections is required. Ability to follow safety procedures.

Education and Experience: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a Bachelor's degree in engineering, science, geography or related field. Floodplain Manager Certification (CFM) or ability to quickly attain CFM certification necessary and 1+ year's direct experience in floodplain management a plus. Public sector experience is a plus.

Job Performance Standards: Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Observes work hours.
- Demonstrates punctuality.
- Deals tactfully with the public.
- Establishes and maintains effective working relationship with fellow employees, supervisors, and the public.
- Effectively serves as liaison for various groups.
- Prepares, submits and maintains accurate and timely reports.
- Demonstrates ability to learn complex federal laws, state laws, and local ordinances.

Approved by Human Resource Committee: May 17th, 2012