

RESOLUTION NO. -13

RESOLUTION AMENDING PAY CLASSIFICATION PLAN

WHEREAS, there is a need to add more staffing for event coordination at the Foley Civic Center. Therefore, the Municipal Complex desires to delete a vacant and permanent, full-time Building Custodian position and use those funds to convert the Temporary, Part-Time Building Custodian to a Permanent, Full-Time Event Coordinator, and

WHEREAS, there is a need to create a Permanent, Part-Time Farmer's Market Administrative Assistant to assist in the development and operations of the City's new Farmers and Fishermens Market and there are surplus funds available to cover this cost due to the recent retirement of the City's part-time, contracted Horticulturist, and

WHEREAS, The Archer Company has performed job analysis and written job descriptions for these two positions (attached), and the Event Coordinator has been graded at a Grade 8 and the Administrative Assistant for the Farmers and Fishermens Market has been graded at a Grade 9, and

WHEREAS, there are adequate funds available in this year's budget to accommodate these changes. The total impact to the new FY14 Budget will be \$5,206.50 as reflected on the attached Cost Analysis.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Foley, Alabama, as follows:

SECTION 1: Authorizes deletion of the vacant Building Custodian position from the City's Pay Classification Plan.

SECTION 2: Authorizes the temporary, part-time position of Building Custodian to be converted to a regular, full-time Events Coordinator at a Grade 8 in the City's Pay Classification Plan, at an annual salary of \$29,017, effective pay period beginning August 13, 2013, with current employee #01-0528 authorized to remain in that position upon its conversion to the Pay Classification Plan.

SECTION 3: Authorizes the addition of a permanent, part-time (30 hours weekly and/or 1560 hours annually) Administrative Assistant to the Farmers and Fishermens Market at a Grade 9 in the City's Pay Classification Plan, at an

annual salary of \$23,284.49, effective pay period beginning August 13, 2013, with current employee #01-0857 authorized to remain in that position upon its conversion to the Pay Classification Plan.

SECTION 4: This Resolution shall become effective immediately upon its adoption as required by law.

Proposed Personnel Changes to Support Civic Center and Farmer's Market 08/05/2013			
(A) Current			
Vacant Building Custodian at Grade 6 (\$24,959 annually)		\$ 37,438.50	(Includes Benefits)
Temporary, Part Time Building Custodian (\$15,369 annually 19 hrs week)		\$ 16,905.90	(no Benefits)
		\$ 54,344.40	
(B) Proposed			
Convert PT Custodian to FT Event Coordinator at Grade 8 (\$29,017 annually)		\$ 43,525.50	(Includes Benefits)
Add farmer's Market Assistant @ 30 hrs/week at Grade 9 (\$23,284 annually)		\$ 25,612.40	(no Benefits)
		\$ 69,137.90	
Shortage Between A & B		\$ 14,793.50	
Less Bill Goodwin's Contract		\$ 20,000.00	
Annual Impact to Budget if Adopted		\$ (5,206.50)	(Annual Impact to Budget)

CODE: 1923
FLSA: N
GRADE: 8

CITY OF FOLEY
JOB DESCRIPTION, JULY 2013

JOB TITLE: EVENTS COORDINATOR
CITY MUNICIPAL COMPLEX

GENERAL STATEMENT OF JOB

Under general supervision, collaborates with potential customers, offering customer services for the event to be held. Compiles and organizes a contract packet and reviews all material within the packet with potential customers. Accepts deposit payments and signed contract packets. Updates the events calendar. Contacts customers regularly before the actual event to ensure proper setup for the event, timely payments, and to ensure that all equipment is operating properly. Secures the building after the event, locks up the facility and makes sure no damage or theft has occurred during the event. Reports to the Director of Senior Services and Municipal Complex..

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Protects the integrity of the Civic Center by monitoring guests to ensure rules are followed and the property of the Civic Center is respected while guests have an enjoyable experience.

Collaborates with customers throughout the process of contract completion to the event date on payments, setup, decoration, food, and entertainment. Prepares contract packet.

Provides customer service to all Civic Center patrons.

Handles all lighting and sound problems by troubleshooting and collaborating with supervisor and maintenance team.

Prepares the setup for the event and verifies it with the customer, makes any necessary changes to please the customer.

Coordinates the setup with the maintenance and custodial team and helps the team when possible and/or necessary.

Receives and/or reviews various records and reports such as Civic Center Rental Applications, set-up sheets, rules and regulations, City policies and procedures, fee schedules and rates, and contracts.

Prepares and/or processes various records and reports such as events lists, volunteer lists, marketing materials and database maintenance, etc.

Refers procedure manuals, codes / laws / regulations, incident reports, system check lists, etc.

Operates a variety of equipment such as computer, copier, printer, postage machine, laptop computer,

EVENTS COORDINATOR

etc.

Uses a variety of tools such as three hole punch, paper cutter, laminator, binder, etc.; a variety of supplies such as copy paper, writing instruments, staples, tape, paperclips, general office supplies, etc.; and a variety of computer software such as Microsoft Word, Microsoft Excel, etc. Uses light board and sounds boards, dish machine and kitchen equipment, microphones.

Interacts and communicates with various groups and individuals such as law enforcement, firemen, co-workers, and the general public.

ADDITIONAL JOB FUNCTIONS

Provides backup support for Senior Center and other departments with clerical or event related tasks.

Assists Municipal Complex supervisor with clerical support.

Assists with decorating Civic Center for events, verifies essential supplies are on-hand for events, shops for needed supplies and assists with event set-ups. Skirts and dresses tables for events as needed. Assists with re-arranging setup for customers.

Washes, dries, and folds linens. Performs custodial duties as needed..

Changes event marquee, ensures accurate spelling and correct grammar and punctuation.

Performs switchboard relief.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent supplemented by six to nine months of responsible clerical and/or administrative work experience; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to bend, reach, stoop, climb and carry weights up to 20 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

EVENTS COORDINATOR

Language Ability: Requires the ability to read a variety of policy and procedure manuals, computer manuals, materials, etc. Requires the ability to enter data into computer and prepare records, reports, correspondence, etc., with proper format, punctuation, spelling, and grammar, using all parts of speech. Must be able to speak with poise, voice control, and confidence and to articulate information to others.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions. Requires the ability to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give oral and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Perception and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

CODE: 1922
FLSA: N
GRADE: 9

CITY OF FOLEY
JOB DESCRIPTION, JULY 2013

JOB TITLE: ADMINISTRATIVE ASSISTANT
COASTAL ALABAMA FARMER'S & FISHERMAN'S MARKET
(PART-TIME / 30 HRS WEEK AND/OR 1560 HRS ANNUALLY)

GENERAL STATEMENT OF JOB

Under general supervision, performs responsible administrative and clerical support for the Farmer's Market Manager in the daily planning, development, organization and management of the Farmer's Market. Assists the manager in implementing the strategic market plan and marketing strategies as well as developing, maintaining and coordinating an effective volunteer base for the Farmer's Market. Assists the manager in coordinating fund raising events including developing and maintaining a calendar of events for the Farmer's Market. Understands and shares operating rules, regulations, and procedures. Reports to the Farmer's Market Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs a wide variety of administrative tasks in support of the farmer's market operations and the farmer's market manager.

Assists with vendor relations and coordinates day to day needs of the local farmers, local businesses, stakeholders, and other entities.

Assists in the planning and coordination of farmers market special events.

Assists in recruiting, maintaining, and coordinating a volunteer base to help with operations of the market and special events of the market.

Coordinates and schedules the activities of the farmers participation in the farmers market.

Assists in processing contracts and fees from farmers who participate in the farmers market.

Assists with setup and closing of the market.

Assists manager with implementing the strategic market plan and marketing strategies.

Tracks and maintains various usage analysis and trending reports of the market for review by management.

Assists with collection of fees for events and farmers participating in the market.

Reviews farmers market page on City website to ensure content is current and up-to-date. Sends

ADMINISTRATIVE ASSISTANT

updates for the market to the City's website developer.

Receives and/or reviews various records and reports such as market rules and regulations, City policies and procedures, fee schedules and rates, and farmer's market page on the City's website. Reviews lists of organizations.

Prepares and/or processes various records and reports such as events lists, volunteer lists, marketing materials and database maintenance, etc..

Refers procedure manuals, codes / laws / regulations, publications and texts, etc.

Operates a variety of equipment such as computer, copier, printer, postage machine, laptop computer, etc.

Uses a variety of tools such as three hole punch, paper cutter, laminator, binder, etc.; a variety of supplies such as copy paper, writing instruments, staples, tape, paperclips, general office supplies, etc.; and a variety of computer software such as Incode, Microsoft Word, Microsoft Excel, Microsoft Publisher, Microsoft Outlook, etc.

Interacts and communicates with various groups and individuals such as vendors, farmers, City employees, co-workers, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent supplemented by six to nine months of responsible clerical and/or administrative work experience; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

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ADMINISTRATIVE ASSISTANT

supervisors.

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