City of Joplin
Council bill 2016-601
1/19/2016

Parks and Recreation Departmental Updated Structure -
SUMMARY SHEET OF CHANGES

Department	Old Position	New Position	Reason for Change	Old pay range	New pay range
Parks and Recreation	Golf/Athletic Field Maintenance Supervisor	**Athletic Faclities Superintendent**	Restructure and realign of the Parks and Recreation department management team to provide a clean and transparent process, allowing all parties to have goals and objectives that focuse on the overall goal of the Department and City. This position supervises a core funcition of the parks and rec department. Also will provide for the position to meet the decison making level and clearly align objectives and duties.	200	**320**
Parks and Recreation	Parks Maintenance Supervisor	**Parks Maintenance Superintendent**	Restructure and realign of the Parks and Recreation department management team to provide a clean and transparent process, allowing all parties to have goals and objectives that focuse on the overall goal of the Department and City. This position supervises a core funcition of the parks and rec department. Also will provide for the position to meet the decison making level and clearly align objectives and duties.	320	**Same**
Parks and Recreation	Parks Facilities Maintenance Supervisor	**Cemeteries Superintendent**	Restructure and realign of the Parks and Recreation department management team to provide a clean and transparent process, allowing all parties to have goals and objectives that focuse on the overall goal of the Department and City. This position supervises a core funcition of the parks and rec department. Also will provide for the position to meet the decison making level and clearly align objectives and duties.	310	**320**
Parks and Recreation	Senior Clerk	**Accounting Specialist**	Restructure - changing from Senior Clerk to Accounting Specialist to Accounting Specialst to meet the dceison making level to clearly align objectives and duties. This position controls and handles many centeral processes related to accounting and finance procedures and practices. The Senior Clerk has been perroming many tasks and carriess many responsiblies that exceed the senior clerk position.	130	**160**
Parks and Recreation	Recreation Supervisor	**Business Development Manager**	Restructure - reclassify position from Recreation Superviosr to Business Development Manager to improve business and revenue generation. This position will focus on creating value for the depamrtment and the Ctiy. This position will handle the departmental accounting, budget and daily business operatins (including RecTrack).	300	**Same**

CITY OF JOPLIN
FINANCIAL IMPACT OF PROPOSED PARKS CHANGES
25-Jan-16

Old Job Title	New Job Title	Change in Pay Range?	YEAR ONE FINANCIAL IMPACT
Previous Changes in Adopted Budget			
Recreation Supervisor	Business Development Manager	Yes, down 30%	(20,602)
Senior Clerk	Recreation Leader	No	-
Athletic Manager	Recreation Coordinator	Yes, Down 46%	(20,348)
Parks Director-Unfilled	Parks Director-Filled	No, but cost down 4%	(943)
Assistant Parks Director-Previous	Assistant Parks Director-Repl	No	4,252
Sub-Total Changes for Adopted Budget			**(37,641)**
Proposed Changes after Reorganization:			
Parks Facilities Maintenance Supervisor	Cemetery Superintendent	Yes, up 4%	3,022
Parks Maintenance Supervisor	Parks Superintendent	No	-
Golf/Athletic Field Maintenance Supervisor	Athletic Facilities Superintendent	Yes, up 21%	9,485
Senior Clerk	Accounting Specialist	Yes, up 12%	4,153
Recreation Leader	Recreation Coordinator	Yes, up 5%	1,798
New Position	Recreation Coordinator	New, use revenues	44,282
Additional Position	Lead Parks Caretaker	New, use P/S Tax	49,840
Sub-Total Proposed Changes			**112,580**
TOTAL FINANCIAL IMPACT OF PROPOSED AND ACTUAL CHANGES			**74,939**

JOB DESCRIPTION
CITY OF JOPLIN
ACCOUNTING SPECIALIST

TITLE: ACCOUNTING SPECIALIST

DEPARTMENT: FINANCE, PUBLIC WORKS, PARKS & RECREATION

DESCRIPTION:

Performs a variety of specialized or technical accounting and bookkeeping functions under general direction. Positions will have the same title and will have an area of expertise so all requirements are itemized below. Reports to their immediate department.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance and dependability.

GENERAL TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

Provide customer service as necessary. Provide clerical assistance to department members as necessary.

ACCOUNTS PAYABLE

- Prepare all accounts payable payments for the City.
- Review invoices for propriety before payment is issued; including recalculation for mathematical accuracy, adequacy of documentation, appropriateness of items being purchased, accuracy of account coding, sales tax or shipping charges assessed, and presence of proper authorization.
- Match invoices with approved purchase order and receiving documents prior to issuing payment.
- Monitor scheduled invoice payment dates to ensure payment terms are met and cash flow for the City is maintained.
- Enter payment information into accounts payable system for preparation of checks.
- Investigate open, past due invoices and reconcile monthly vendor statements.
- Assist City staff with questions regarding expenditures charged against department budgets.
- Enter positive pay for accounts payable in the electronic banking system.

ACCOUNTS RECEIVABLE

- Prepare all accounts receivable billings and collection of all accounts due to the City.
- Maintain all accounting records and aged listing of delinquent receivables.
- Prepare accounts receivable work paper analysis for management review.
- Monitor delinquent accounts and coordinate collection efforts for all City delinquent fees.
- Document collection efforts and recommend bad debt write-offs to management.
- Review daily cash receipts postings to verify accurate accounts receivable records.
- Print and affix signatures on payroll checks.
- Distribute payroll checks.
- Insure accounts receivable balances are collected in a timely manner.
- Prepare appropriate documentation and file liens against property for delinquent fees as prescribed by City ordinances.
- Maintain records for Special Tax Bills and Special Assessments.
- Prepare daily cash deposit and coordinate delivery to the bank.

CENTRAL CASHIER

- Responsible for central cashiering function for the City.
- Responsible for the collection of monies due to the City, the issuance of receipts for payments received, and to maintain cash receipts files.
- Collect all payments or licenses, fees, and permits.
- Assist with the collection of payments for City programs and activities.
- Verify, balance and post all funds collected by outside City departments.
- Review accuracy of account coding for cash receipts and sufficiency of documentation.
- Handle and respond to all inquiries and complaints from citizens or other outside customers.
- Assist with business license renewals.
- Assist with the collection of delinquent accounts.
- Print and affix signatures and verify backup documentation on accounts payable checks.
- Distribute accounts payable checks.
- Coordinate collection of insufficient fund checks.
- Maintain petty cash fund.
- Responsible for procurement of supplies on behalf of the Finance Department.
- Maintain accounts payable paid invoice files.
- Responsible for Cab Coupon Program sales and record maintenance.

LICENSING & OFFICE SERVICES

- Responsible for the issuance of all business licenses required by the City.
- Responsible for all mail services for the City.
- Insure that all businesses are properly inspected and licensed.
- Coordinate all business license renewals and verifies all requirements have been met prior to issuance of a license.
- Monitor continuing bond and insurance requirements.
- Handle customer complaints about businesses.
- Coordinate distribution of incoming mail.
- Coordinate processing of outgoing mail and other delivery services (UPS, Fed Ex, etc.)
- Accept delivery of certified mail, UPS packages, Federal Express packages and other shipping service deliveries.

PAYROLL CLERK

- Responsible for processing of all wages and benefit payments in compliance with applicable payroll laws, regulations and accounting procedures.
- Insure timely payment of employee wages, timely remittance of employee withholdings, and accurate preparation of required governmental payroll reporting.
- Accountable for maintenance of proper payroll documentation.
- Audit employee timesheets for accuracy and enter employee time and absence data into the payroll system for preparation of biweekly payroll checks.
- Update employee master file for changes in employee deductions, withholdings, address information, garnishments, and account code adjustments.
- Insure all remittances of withholdings and deductions are made in a timely manner and have been reconciled to the general ledger.
- Reconcile payroll reports to the general ledger and prepare payroll work papers for management. Maintain employee payroll files.
- Respond to employee inquiries regarding payroll information.

- Coordinate direct deposit of employee payroll with bank depository.
- Assist the Finance Director with the Policemen's and Firemen's Pension Plan.
- Coordinates initiation of retirement benefits and refunding of contributions for the Policemen's and Firemen's Pension Plan.
- Assists with preparing information for the annual actuarial valuation for the Policemen's and Firemen's Pension Plan.

PURCHASING & GRANTS

- Responsible for grant requests and draw-downs in compliance with the Grant Policy and Procedures.
- Maintain grant and project accounting records.
- Insure the City is in compliance with amounts appropriated and with all provisions of grant agreements, contracts and proper accounting procedures.
- Prepare periodic reports for management relating to the status of grant projects, capital projects, and approved capital outlay.
- Maintain records of expenditures against all City grants, contracts, and projects and insure funds disbursed have appropriate approval, are within approved expenditure limits and are properly accounted for in the general ledger.
- Coordinate the documentation of bids, preparation of purchase orders and insures all procurement is accomplished following all applicable laws, pronouncements and commonly accepted purchasing practices.
- Responsible for the issuance of bid control numbers and placement of published bid advertisements.
- Assist departments in preparation, solicitation, receipt and review of bids.
- Maintain all purchasing, bid and contract files for the City.
- Review all purchase requisitions and purchase orders for accuracy of account coding, availability of budgeted funds, appropriateness of expenditure and presence of approved authorizations.
- Process purchase orders on a daily basis.
- Review open purchase order listing and investigate questionable open items.
- Approve and set up new vendors in the master file after confirming the presence of required data.

UTILITY BILLING

- Responsible for billing and collecting all sewer and trash bills for the City.
- Coordinate information from the water company, including customer account information and water readings.
- Maintain all accounting records and aged listing of delinquent receivables.
- Research location changes of customers to help maintain accurate billing information.
- Prepare utility billing work paper analysis for management review.
- Monitor delinquent accounts and coordinate water shut-offs for non-payment.
- Document collection efforts and recommend bad debt write-offs to management.
- Insure utility balances are collected in a timely manner.
- Handle and respond to all inquiries and complaints from citizens or other outside customers.
- Responsible for the collection of utility payments due to the City and the issuance of receipts for payments received.
- Coordinate online payments with customers and the third-party vendor.
- Process all mail and drop box payments on a daily basis.
- Calculate and bill industrial sewer charges.

PARKS AND RECREATION

- Responsible for maintaining A/R and A/P accounting procedures and records of the Parks and Recreation Department including monitoring of all expenditures and revenue budget items, purchase order tracking, and petty cash management.
- Responsible for department financial procedures and records which includes the:
  - Operation and utilization of the department's software accounting/registration system known as RecTrac.
  - Maintenance of Department invoices.
  - Account posting, maintenance of cash disbursements records and reports, cash receipts, accounts payable, and accounts receivable summaries.
  - Preparing reports that include accounts payable reconciliation, accounts receivable reconciliation, and cash flow reports for the Department.
  - Assures that all financial controls, policies and procedures are consistently applied in facility admissions, memberships and rentals.
- Monitors Department revenues and expenditures. Support the overall process of management decision making.
- Assists the department with controlling operating objectives; works with department managers by providing supporting budget requests and financial estimates for each cost center and the divisions.
- Aid in the preparation of the yearly operations budget.
- Actively engage the general public and facility users/members. Respond to inquiries and resolve difficult customer service issues. Conduct surveys and gather feedback to ensure facilities meet community needs and enhance effectiveness.
- Working with the Director and other Division Managers to ensure citizens and guests are adequately informed of the activities and programs of the department while encouraging their participation.
- Maintaining sound relationships between staff and citizens, giving proper consideration to citizen/user complaints and suggestions.
- Serving as liaison with local civic organizations to establish and maintain cordial community relations.
- Advise and consult with Director on potential opportunities and impact on department's business.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all inclusive list of the duties associated with this position.
- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Skill in both verbal and written communication.
- Skill in interacting with city staff, vendors, businesses and co-workers.

MATHEMATICAL ABILITY

- Knowledge of generally accepted accounting principles and budgeting practices.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Skill in maintaining and reconciling accounting and financial records.

PHYSICAL REQUIREMENTS

- Requires long periods of sitting and standing.

- Manual dexterity sufficient to operate essential job related equipment such as computers, typewriters, calculators, FAX machines, copiers and telephones and varying other keypads.
- Must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working.

ENVIRONMENTAL ADAPTABILITY

- Knowledge of accounting, bookkeeping and payroll practices and principles.

GENERAL QUALIFICATIONS:

- Graduation from high school or GED and two to four years' related accounting or bookkeeping experience.
- OR, Associate's degree in Business Administration or related field AND one year of related accounting experience.
- Experience with data entry into an automated administrative system required.
- Must take and pass a test for entering data (typing) rapidly. (40 words per minute net)
- Must possess a valid Missouri operator's license.
- Must be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.

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Employee Name (Please Print) Date

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Employee Name (Signature)

JOB DESCRIPTION
CITY OF JOPLIN
ATHLETIC FACILITIES SUPERINTENDENT

TITLE: ATHLETIC FACILITIES SUPERINTENDENT

DEPARTMENT: PARKS DEPARTMENT

DESCRIPTION:

Under general supervision of the Director of Parks and Recreation or designee: plans, organizes and supervises the staff and operations of the athletic facilities work crews; supervises regular maintenance of athletic facilities, sports turf, swimming pools, golf course, grounds, and other cultivated areas in the City; assures that safe and clean park facilities are provided for residents. Supervises the construction, maintenance and scheduling of sports fields and facilities; Oversees the purchasing, maintenance and repair of equipment used on sports fields and the specifying and purchasing of all products and services; Rendering professional advice, opinions, assistance and services to the employer and user groups, as required; Participates in all master planning meetings for Parks and Recreation; Assures that safe and clean athletic facilities are provided for users and residents.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance and dependability.

GENERAL TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

- The Athletic Facilities Superintendent assumes responsibility for managing and maintaining sports fields and facilities, which may include:
    - Athletic fields (natural grass and synthetic surfaces).
    - Field management equipment.
    - Irrigation systems.
    - Sports field lighting and sound systems.
    - Facility grounds, landscaping/ornamentals and xeriscaping.
    - Tree inventory and management.
    - Stadiums, field houses, aquatic centers, historic sites.
    - Tennis courts, running tracks, and other sports and recreational facilities.
    - Parking lots and special game day parking areas.
    - Open spaces, wooded areas, and unused acreage.
    - Lakes, ponds and other water features.
    - Sod farm, nursery and greenhouses.
    - Other properties as specified in writing by the Director or Director's designee.
- Manages construction, renovation and/or reconstruction of sports facilities, whether performed in-house or by outside contractors.
- Prepares the annual budgets for the maintenance and capital improvement of sports facilities in accordance with master plans and defined maintenance standards.
- Interviews, hires, trains, directs and supervises a staff of employees for the purpose of maintaining the sports facilities and other properties.
- Keeps accurate and complete records on payroll, inventory, weather data, maintenance procedures, chemical applications, etc.
- Plans maintenance and project work to achieve the agreed-upon maintenance standards and

master plan to comply with ADA requirements, and oversees the training, scheduling and deploying of personnel to accomplish the work in compliance with Local, State, and Federal Laws.
- Develops and implements plans to reduce impacts on the environment including recycling, storm water management, waste management and erosion control, achieve LEED certification, and improve the overall sustainability of the facilities;
- Manages maintenance needs for non-athletic related events.
- Implements snow and ice removal on natural and synthetic fields, and in general areas such as parking lots, bleachers, and walkways.
- Oversees asphalt and concrete construction, repairs and maintenance.
- Manages maintenance and mechanical operation of all city swimming pools.
- Specifies, purchases (or leases) equipment and necessary supplies/materials to maintain the sports facilities and properties.
- Manages inventory and oversees the preventive equipment maintenance and replacement programs.
- Approves all expenditures and exercises cost control measures to keep operating and capital expenses in line with the approved budgets.
- Develops and implements disaster planning, and security measures for events and teams.
- Communicate with users of the field (coaches, players, parents, spectators) if necessary.
- Communicates regularly with other members of the parks and recreation management team to discuss activities, goals, plans and user input.
- Baseball Specific: Manages infield skin, mound and home plate areas, grass to skin transition.
- Participation in continuing education opportunities such as seminars, workshops, web-based training courses, field days and trade shows.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all inclusive list of the duties associated with this position.
- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Skill in establishing and maintaining effective working relationships with staff, other departments, and the public.
- Excellent oral and written communications skills.

MATHEMATICAL ABILITY

- Skill in analyzing work volume and efficiently utilizing staff and available resources to accomplish unit objectives.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Knowledge of horticultural, grounds keeping, and landscaping principles and practices.
- Knowledge of safe methods and techniques for applying a variety of insecticides, herbicides, and fertilizers.
- Knowledge of current federal, state and local laws and regulations affecting the management and operations of sports fields and facilities (including, but not limited to employment, safety and environmental standards, laws and regulations).
- A high degree of administrative and executive ability, especially in terms of problem solving and decision making.

PHYSICAL REQUIREMENTS

- Requires high levels of standing, bending, twisting, squatting, and carrying.
- Medium to heavy lifting may be required.
- Manual dexterity to such a degree as to allow proper assembly, operation, and maintenance of specialized essential job related equipment.
- Must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working.
- Must be mobile in order to move about on uneven ground and surfaces and able to ascend and descend stairs.
- Requires operation of varying keypads, such as computer keyboard, calculator, telephone, etc.

ENVIRONMENTAL ADAPTABILITY

- Knowledge of principles and practices of supervision, including employee training and evaluation.
- Knowledge of methods, principles, practices, and equipment used in grounds keeping and landscaping.
- Skill in understanding and interpreting complex rules, regulations, policies, and guidelines.
- Landscape and irrigation design and maintenance practices and standards.
- Federal, state and City safety rules and regulations.
- Occupational hazards and safety precautions.
- Assessing and prioritizing multiple tasks, projects and demands.
- Safe and efficient operation and maintenance of equipment according to standard operating and safety procedures.
- Safe use of chemicals, pesticides, herbicides and cleaning compounds.
- Promoting and enforcing safe work practices.
- Operating a personal computer utilizing standard and specialized software.
- Advanced knowledge of agronomy and environmental turf grass management practices including pest/disease/weed management; an understanding of soil chemistry; a working knowledge of sports field construction principles, practices and methods; and a thorough understanding of the sport's governing bodies' requirements for field layout and marking.

GENERAL QUALIFICATIONS:

- High School Diploma or GED equivalent; AND five years' experience in the maintenance and repair of athletic facility grounds and facilities, *or*
- Bachelors' degree with three years direct experience with athletic facility maintenance, or
- Any equivalent combination of education and related work experience.
- Five years of experience in a lead or supervisory capacity is highly desirable.
- Certified Pool Operators license or Aquatic Facility Operator's license is required within 1 year of employment.
- Certification as a Certified Sports Field Manager (CSFM), and current state certification or licensing as a pesticide applicator is highly desirable.
- Must possess a valid Missouri operator's license.
- Must be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.

_____ _____
Employee Name (Please Print) Date

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Employee Name (Signature)

JOB DESCRIPTION
CITY OF JOPLIN
BUSINESS DEVELOPMENT MANAGER

TITLE: BUSINESS DEVELOPMENT MANAGER

DEPARTMENT: PARKS DEPARTMENT

DESCRIPTION:

Under general supervision of the Director of Parks and Recreation or designee: manage the Parks and Recreation Department's business affairs, coordinate and administer and develop marketing efforts, and manage guest service operations by providing difficult and complex technical and administrative support functions in the areas of: financial reporting and record keeping, accounting, computer software, accounts receivable and payables, purchases, and payroll. This position will supervise the Guest Services Staff that includes all Front Desk, Office, and Rental personnel.

GENERAL TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

Business

- Responsible for all department financial procedures and records of the Parks and Recreation Department, including monitoring of all expenditures and revenue budget items, purchasing, billing, and petty cash management.
- Responsible for all internal department financial procedures and records for customers/patrons which includes, but is not limited to:
    - Maintenance of customer accounts including checking accounts, credit card accounts, and invoices, and ensures that PCI compliance.
    - Account posting, maintenance of cash disbursements records and reports, cash receipts, accounts payable, and accounts receivable summaries.
    - Preparing monthly reports for the Director and Department that include accounts payable reconciliation, accounts receivable reconciliation, and cash flow reports.
    - Develops and implements fiscal and cash handling controls and procedures and insures the Department abides by all city financial policies and procedures.
- Support the overall process of management decision making as it relates to cost recovery, to maximize the department's short, medium and long term profitability. Analyzes strategic opportunities and challenges for the department in collaboration with colleagues within the department.
- Monitors Department expenditures and budget. Monitors budget performance and prepares financial management reports, analyze market and internal data to identify shifts in market trends: recommends corrective actions for resolution of budget performance issues.
- Coordinates the development, training, and effective use of department computer system and interfaces with technology services vendor. Maintain membership software and web software within the Department.
- Maintains automated registration, rental, and point of sale programs.
- Maintains communication with the management team regarding marketing strategy, financial and operational plans, and acts as liaison to City Finance Department.
- Prepares, submits, audits and verifies payroll information, including contracts with program instructors and vendors.
- Assists in the development, identification and internal management of alternate funding sources, grants, partnerships, and donations to ensure accounting, reporting requirements and regulations are met.

- Coordinates Department purchasing. Develops bids for office equipment, computer systems, and software.
- Assists with the development and preparation of Department budget.
- Manages Department records in accordance with City policies and procedures.
- Recruit, select, train, schedule, supervise and evaluate section personnel. Insure adequate staffing of front desk operations and facility rentals at the Athletic Complex and other facilities as designated.

Marketing/Development

- Assist in the development, strategy, and administration of marketing deliverables including increasing brand awareness, bringing in new customers, and coordinating public relations efforts.
- Strategize, write, edit and manage Department's marketing communications, including presentations, membership, and Department activities and program offerings, website content, blogs, monthly newsletters, tradeshow and conference pieces, etc., by coordinating and facilitating all department communications via print, email and social media.
- Coordination of overall marketing/communication efforts across the department to ensure clean, consistent, clear concise department wide message is communicated to the public.
- Work with the Director and other division managers to ensure citizens and guests are adequately informed of the activities and programs of the Department while encouraging their participation.
- Implement and maintain a comprehensive guest services and facility rental program for all Department facilities, including the Athletic Complex, Joe Becker Stadium, Memorial Hall, and Schifferdecker Golf Course; as well as outdoor aquatic centers, other athletic complexes and facilities, shelters/pavilions/gazebos and other City parks and facilities.
- Actively engage the general public and facility users/members. Respond to inquiries and resolve difficult customer service issues. Conduct surveys and gather feedback to ensure facilities meet community needs and enhance effectiveness.
- Oversee all guest services programming and assist with special event programming and coordination, including Membership Drives, Member Appreciation Events, Concessions/Vending, Tot Drop, Corporate Memberships, Member Retention and special promotions of Department facilities.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- Provides information to the public, vendors, auditors, and City staff requiring explanation of department policies, rules, and/or procedures.
- Answers telephone and handles customer inquiries.
- Opens and closes facilities as assigned.
- Prepares requisitions and maintains inventory of office equipment, parts and supplies.
- May act as Director in absence of Parks & Recreation Director as designated.

GENERAL PHYSICAL REQUIREMENTS:

Language Ability and Interpersonal Communication

- Requires the ability to perform complex data analysis including the ability to classify, categorize, prioritize, rank, investigate and diagnose figures, computations, statistics, technical reports, statutes, guidelines and/or written information. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers, departments and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference and technical data and information such as financial reports, spreadsheets, regulations, payroll reports, payment records, collection reports, journal

entries, balance sheets, invoices, billing statements, insurance forms, purchase orders, accounts payable reports, computer software operating manuals, accounting principles and correspondence.
- Requires an exceptional ability to communicate orally and in written correspondence.
- Requires demonstrable ability to provide first line supervision. Ability to persuade, convince, orientate and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Mathematical Ability
- Requires the ability to perform complex addition, subtraction, multiplication, division and algebra. Must be able to calculate percentages, discounts, and interest and have the ability to perform high level mathematical operations using large numbers, fractions and computer formulas.

Judgment and Situational Reasoning Ability
- Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.
- Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.
- Requires the ability to exercise sound judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Physical Requirements
- Requires the ability to operate a variety of office equipment such as computer terminal, word processor, telephone, fax machine, calculator/adding machine, camera, cash register, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some combination of lifting, sitting, and carrying of objects weighing twenty-five pounds. Tasks may involve extended periods of time at a keyboard or workstation.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability
- Tasks are generally performed in safe and comfortable office surroundings. May experience exposure to adverse environmental conditions that include exposure to environmental factors such as temperature variations and extremes, violence, humidity, disease and/or dust.

GENERAL QUALIFICATIONS:
- Degree from an accredited college or university with major work in business administration, accounting, finance, marketing, office management or a closely related field and two years of direct experience in accounting or financial office support, marketing, or equivalent education and work experience. Experience must provide sufficient professional accounting and computer system experience, to demonstrate possession of the required knowledge and abilities. Requires exceptional knowledge of practices and techniques of automated accounting and financial record keeping and report preparation. Knowledge of the principles and practices of community recreation planning.

- Exceptional computer skills and **experience with RecTrac/WebTrac Recreation Software is highly desired.**
- Experience executing great marketing communications in the digital marketing/technology space with extensive knowledge and familiarity of internet technologies, online media, and social media tools (e.g. LinkedIn, Facebook, Twitter, and Google Plus).
- Knowledge of the methods of publicity and public relations.
- Knowledge of planning, preparing and working with an effective budget.
- Knowledge of social media and other forms of communication.
- Strong communication/writing skills.
- Skill in establishing and maintaining effective working relationships with other staff and members of the public.

_____ _____

Employee Name (Please Print) Date

_____

Employee Name (Signature)

JOB DESCRIPTION
CITY OF JOPLIN
CEMETERY SUPERINTENDENT

TITLE: CEMETERY SUPERINTENDENT

DEPARTMENT: PARKS DEPARTMENT

DESCRIPTION:

Under general direction of the Parks and Recreation Director, oversees several crews engaged in maintenance work requiring a high degree of skill. Exercises independent judgment and makes decisions within the scope of the assignments. Supervision is exercised over Labor Crew Leaders, Maintenance Workers, and others. Assignments are received in oral and written form and the work is subject to general review and inspection by the various division heads or other supervisors. Daily customer service interactions with grieving citizens. Sales of various services and items to the general public. Precise record-keeping.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance and dependability.

GENERAL TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

- Supervises the work of crews in the maintenance cemetery buildings/grounds, snow removal, grave site preparation, and turf maintenance activities.
- Takes work orders; visits job sites; determines job priorities and makes and adjusts work assignments accordingly.
- Inspects work in progress to assure conformance with instructions and regulations.
- Requisitions necessary equipment and materials.
- Trains, instructs and evaluates subordinates' work.
- Maintains accurate records of work performed, other cemetery activities, and responsibilities.
- Investigates and takes corrective action on citizen complaints.
- Provides safety information to work unit; recommends means of improving safety.
- Trains staff on proper operation of equipment and use of materials, interprets policies to workers, and enforces safety regulations.
- Maintain regular and punctual attendance at work.
- Establish and maintain effective working relationships with fellow employees, City officials, general public, and regulatory personnel.
- Promotes and sells cemetery lots and services to prospective purchasers.
- Explains cemetery rules and regulations to the public.
- Supervises crews as to when and where graves shall be dug and funerals serviced.
- Lays out graves and monument foundations.
- Supervises the secretary, maintenance workers and laborers. Hires and trains new employees, evaluates work; disciplines employees as needed; assigns work to employees.
- Assists in drafting the annual budget; researches budget requirements; negotiates budget.
- Inventories departmental supplies; orders necessary supplies; handles client complaints.

- Responsible to see that accurate records are kept on all lots to include receipts for money, perpetual care and accounts for plots that are being purchased.
- Assists the public with purchase of grave plots; arranges for burials with families; locates graves for families and monument companies.
- Conducts market research and develops marketing and advertising for cemeteries.
- Prepares grave sites for burial; digs grave; puts vault and imitation grass in place; fills graves; places flowers on graves.
- Maintains cemetery grounds; repairs graves that have settled, applies fertilizers and weed killers; installs and repairs sprinkler system; clears snow in the winter.
- Operates a variety of equipment, including backhoe, dump truck and tractor; perform maintenance and repairs on equipment.
- Thorough knowledge of cemetery grounds maintenance, irrigation system maintenance, installation, and repair; working knowledge of maintenance and repair on light equipment and small engines.
- Use mobile radio, phone, and personal computer including word processing and other software, copy and fax machine.
- Performs other related duties as required.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all inclusive list of the duties associated with this position.
- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Ability to establish and maintain effective working relationships with employees, other agencies and the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to direct the work of others.
- Ability to relate in an appropriate manner to the families of the deceased.

MATHEMATICAL ABILITY

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Thorough knowledge of cemetery practices, procedures, and equipment operations.
- Extensive knowledge of cemetery layout; working knowledge of record keeping procedures; thorough knowledge of the proper use and application of insecticides and herbicides.

PHYSICAL REQUIREMENTS

- The employee frequently is required to stand, sit, walk and talk or hear.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

ENVIRONMENTAL ADAPTABILITY

- While performing the duties of this job, the employee frequently works in outside weather conditions.
- The employee regularly works near moving mechanical parts and is regularly exposed to wet and/or humid conditions and vibration.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.
- The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.
- Ability to work outside in all kinds of weather.

GENERAL QUALIFICATIONS:

- Graduation from high school plus five (5) years grounds maintenance and cemetery management experience OR
- Any equivalent combination of education and experience.
- Two (2) years of related supervisory experience.
- A non-commercial pesticide applicators certificate is suggested but not required.
- Must possess a valid Missouri operator's license.
- Must be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.

_____ _____
Employee Name (Please Print) Date

_____
Employee Name (Signature)

JOB DESCRIPTION
CITY OF JOPLIN
PARKS MAINTENANCE SUPERINTENDENT

TITLE: PARKS MAINTENANCE SUPERINTENDENT

DEPARTMENT: PARKS DEPARTMENT

DESCRIPTION:

Under general supervision, plans, organizes and supervises the staff and operations of the parks maintenance work crews; supervises regular maintenance of City Parks, park facilities, lawns, grounds, and other cultivated areas in the City; assures that safe and clean park facilities are provided for residents.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance and dependability.

GENERAL TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

- Plans, coordinates and supervises the maintenance of landscape and grounds in assigned parks, recreation centers, municipal facilities, and playgrounds, including inspection, maintenance, management and improvement of City parks.
- Evaluates maintenance issues, and recommends and implements solutions to provide safe, clean and aesthetically pleasing park facilities.
- Coordinates the daily activities of assigned parks maintenance unit.
- Coordinates and assigns staff, vehicles and equipment.
- Reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities.
- Establishes and enforces work methods, procedures and standards.
- Assures that maintenance activities are in compliance with all laws, regulations, policies and safety standards.
- Supervises staff through appropriate work delegation.
- Meets regularly with staff to discuss and resolve special projects and workload issues.
- Provides assistance and training in technical issues and responsibilities.
- Works with employees to correct performance deficiencies.
- Supervises maintenance operations and resource allocations.
- Prioritizes projects and inspects jobsites to assure quality work products and effective use of resources.
- Oversees the maintenance of irrigation systems, inspects systems and repairs.
- Plans and directs the application of pesticides, herbicides and fertilizers, and oversees work to assure the safe and effective application of materials.
- Supervises special projects.
- Identifies problem areas and implements solutions.
- Orders and stages materials, supplies and equipment for special projects and assures projects meet goals and standards.
- Supervises a variety of administrative activities including records management, employee scheduling, payroll reporting, and work activity reports.
- Maintains inventories and assures that adequate materials, supplies, and tools are available.

- Reports and resolves safety conditions and security issues.
- Processes and responds to work requests and complaints.
- Supervises setup and teardown and other tasks for special City events as directed.
- Monitors work sites to assure that safety rules and regulations are adhered to, and that the work zones and all equipment are in safe operating condition.
- Recognizes and reports unsafe acts, conditions, accidents and injuries.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all inclusive list of the duties associated with this position.
- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Establishing and maintaining effective working relations with co-workers.
- Effective verbal and written communication.

MATHEMATICAL ABILITY

JUDGMENT AND SITUATIONAL REASONING ABILITY

- City policies and procedures.
- Principles and practices of pesticide/herbicide application and plant disease identification and treatment.
- Proper use and storage of chemicals, including OSHA Material Safety Data Sheets (MSDS) for hazardous chemicals used in the workplace.
- Using initiative and independent judgment within established procedural guidelines.
- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Troubleshooting repairs on irrigation systems and equipment.

PHYSICAL REQUIREMENTS

- Work is performed outdoors.
- Required to perform moderate physical work, and lift and carry up to 50 pounds.

ENVIRONMENTAL ADAPTABILITY

- Methods, materials, tools and equipment used in parks maintenance.
- Landscape and irrigation design and maintenance practices and standards.
- Federal, state and City safety rules and regulations.
- Occupational hazards and safety precautions.
- Assessing and prioritizing multiple tasks, projects and demands.
- Safe and efficient operation and maintenance of equipment according to standard operating and safety procedures.
- Safe use of chemicals, pesticides, herbicides and cleaning compounds.
- Promoting and enforcing safe work practices.
- Operating a personal computer utilizing standard and specialized software.

GENERAL QUALIFICATIONS:

- High School Diploma or HST equivalent; AND five years' experience in the maintenance and repair of park grounds and facilities, *or*

- Bachelors' degree with three years direct experience with park facility maintenance, or any equivalent combination of education and related work experience. Five years of experience in a lead or supervisory capacity is highly desirable.
- Must possess a valid Missouri Commercial Driver's License.
- Must possess a valid Missouri operator's license.
- Must be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.

_____ _____

Employee Name (Please Print) Date

_____

Employee Name (Signature)

CITY OF JOPLIN

SALARY ADMINISTRATION PLAN

EFFECTIVE DECEMBER 15,2014 - Updated 8.5.15

* - unclassified position according to city charter (E) - exempt according to FLSA

Range	Position	Hourly Min	Hourly Mid	Hourly Max	Annual Min	Annual Mid	Annual Max
100	Clerk Cook	$ 9.2500	$ 11.3360	$ 13.4220	$19,240	$23,579	$27,918
110	Custodian Laborer I Utility Worker WIC Certifier	$ 10.1980	$ 12.4980	$ 14.7980	$21,212	$25,996	$30,780
120	Airport Operations Worker Court Assistant I Transit Dispatcher Transit Driver I	$ 10.7080	$ 13.1230	$ 15.5380	$22,273	$27,296	$32,319
130	Automotive Service Worker Laborer II Parking Enforcement Officer Recreation Leader Senior Clerk Small Engine Mechanic Transit Driver II Wastewater Laboratory Assistant Wastewater Plant Utility Worker	$ 11.2430	$ 13.7790	$ 16.3150	$23,385	$28,660	$33,935
140	Community Development Assistant Compliance Officer I Detention Officer Engineering Assistant Equipment Operator Human Resources Assistant Parks Caretaker Utility Locator	$ 11.8050	$ 14.4680	$ 17.1310	$24,554	$30,093	$35,632

150	Animal Control Officer Court Assistant II CVB Tourism & Events Specialist Licensed Practical Nurse Parks Facilities Maintenance Technician Recreation Coordinator Traffic Markings and Sign Technician Transit Driver Supervisor	$ 12.3960	$ 15.1915	$ 17.9870	$25,784	$31,598	$37,413
160	Accounting Specialist Airport Operations Supervisor Automotive Mechanic I Compliance Officer II Evidence Technician Heavy Equipment Operator Human Resources/ Safety Specialist Legal Specialist Police Officer Trainee Public Safety Communications Operator Systems Operator Wastewater Plant Operator	$ 13.6660	$ 16.7485	$ 19.8310	$28,425	$34,837	$41,248
170	Assistant City Clerk Chief Wastewater Plant Operator I Crime Analyst/Accreditation Coordinator Engineering Technician * Executive Assistant/Sec to City Manager Firefighter/EMT Jail Shift Supervisor Lead Cemetery Caretaker Lead Parks Caretaker Neighborhood Improvement Officer Police Officer I Traffic Signal Technician Wastewater Laboratory Technician	$ 14.3500 $ 10.2497	$ 17.5860 $ 12.5614	$ 20.8220 $ 14.8731	$29,848 $29,847	$36,579 $36,579	$43,310 $43,310

180	Automotive Mechanic II Building Maintenance Technician Neighborhood Services Coordinator Nutritionist I (E) Recycling Coordinator (E) Wastewater Plant Technician Wastewater Pretreatment Technician	$ 15.0670	$ 18.4650	$ 21.8630	$31,339	$38,407	$45,475
190	Building Inspector Chief Wastewater Plant Operator II Construction Inspector Environmental Public Health Specialist I (E) Fire Driver/Engineer GIS Technician Police Officer II Property Negotiator/Appraiser	$ 15.8200 $ 11.3005	$ 19.3885 $ 13.8491	$ 22.9570 $ 16.3977	$32,906 $32,907	$40,328 $40,329	$47,751 $47,750
200	Community Health Planner/Educator (E) Golf Course Maintenance Supervisor (E) Nutritionist II (E) Planner (E) Police Corporal Public Safety Communications Supervisor	$ 16.6110	$ 20.3575	$ 24.1040	$34,551	$42,344	$50,136
210	Building Maintenance Supervisor (E) Chief Wastewater Plant Technician Communications Technician Director of Sales/CVB (E) Environmental Public Health Specialist II (E) Facility & Events Manager (E) Fire Apparatus Fleet Manager IT Analyst Land Surveyor (E) Public Safety Communications Manager (E)	$ 17.4420	$ 21.3760	$ 25.3100	$36,279	$44,462	$52,645

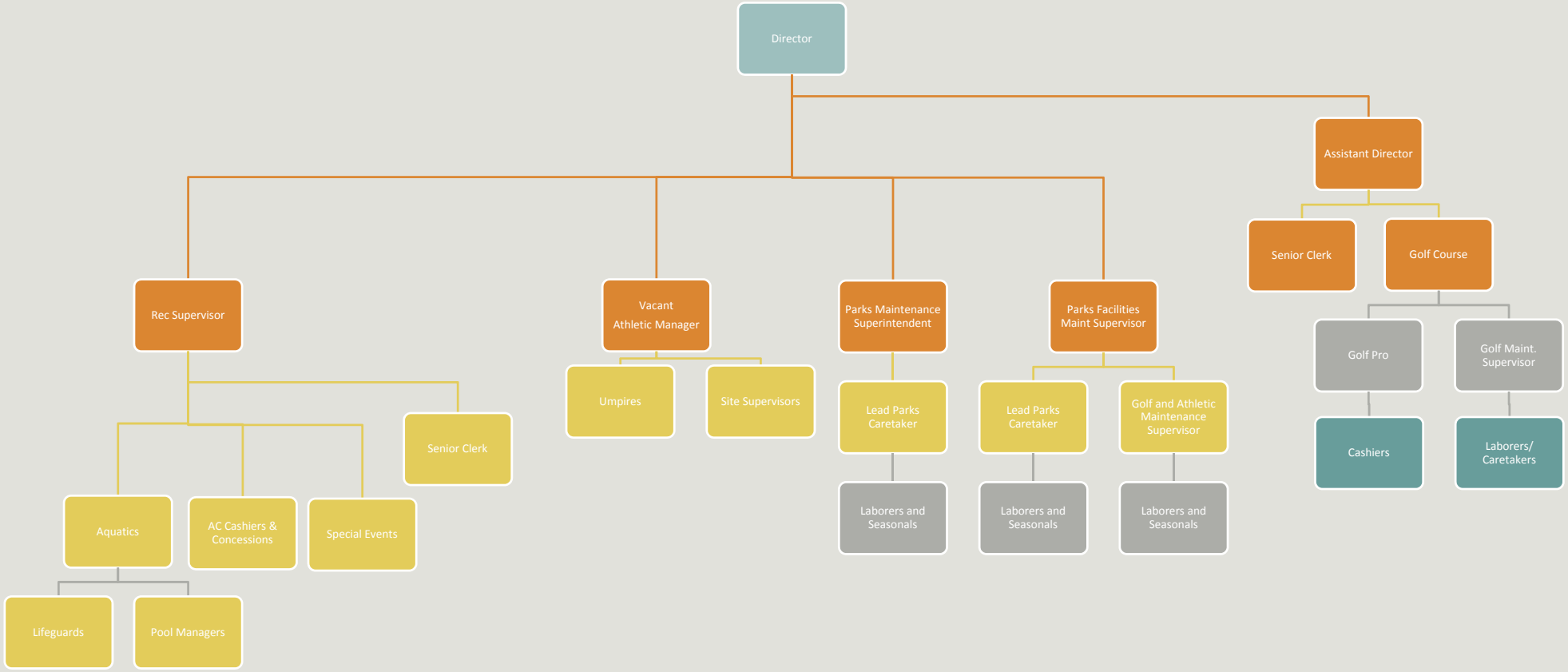
300	Arborist (E)	$ 18.3140	$ 22.9595	$ 27.6050	$38,093	$47,756	$57,418
	Assistant to the City Manager (E)						
	Fleet Maintenance Supervisor (E)						
	Golf Course Professional (E)						
	Infrastructure Maintenance Supervisor (E)						
	Plans Reviewer						
	Business Development Manager (E)						
	Wastewater Laboratory Supervisor						
	Wastewater Pretreatment Inspector						
310	Communications Technician Manager (E)	$ 19.2300	$ 24.1075	$ 28.9850	$39,998	$50,144	$60,289
	Community Health Nurse (E)						
	Emergency Management Coordinator (E)						
	Fire Captain	$ 13.7356	$ 17.2198	$ 20.7039	$39,998	$50,144	$60,290
	Fire Marshal (E)						
	Jail Administrator (E)						
	Neighborhood Services Supervisor (E)						
	Police Sergeant						
	Public Information Officer (E)						
	Regional Response Planner (E)						
	Senior Accountant (E)						
	Transportation Coordinator (E)						
	WIC Services Coordinator (E)						
320	* Assistant Director of Human Resources (E)	$ 20.1910	$ 25.3130	$ 30.4350	$41,997	$52,651	$63,305
	Athletic Facility Superintendent (E)						
	Cemetery Superintendent (E)						
	Financial Analyst (E)						
	Medical Services Coordinator (E)						
	Parks Maintenance Superintendent (E)						
	* Public Defender (E)						
330	Airport Manager (E)	$ 21.2010	$ 26.5790	$ 31.9570	$44,098	$55,284	$66,471
	* Assistant City Prosecutor (E)						
	* City Clerk (E)						
	Civil Engineer I (E)						
	Fire Training Chief (E)						

	* Municipal Court Administrator (E)						
340	Battalion Chief (E)	$ 15.9007	$ 19.9341	$ 23.9674	$46,303	$58,048	$69,793
	Capital Improvement Project Manager (E)	$ 22.2610	$ 27.9075	$ 33.5540	$46,303	$58,048	$69,792
	CDBG Project Manager (E)						
	Chief Building Official (E)						
	* City Prosecutor (E)						
	Infrastructure Superintendent (E)						
	Network Manager						
	Police Captain (E)						
	Wastewater Plant Superintendent (E)						
350	* Assistant City Attorney (E)	$ 23.3740	$ 29.3030	$ 35.2320	$48,618	$60,950	$73,283
	* Assistant Director of Health & Env/Epid Coordinator (E)						
	* Assistant Director of Parks and Recreation (E)						
	* Assistant Director of Planning, Development and Neighborhood Services (E)						
	Civil Engineer II (E)						
	* CVB Director (E)						
360	* Assistant Director of Public Works/Operations (E)	$ 24.5430	$ 30.7685	$ 36.9940	$51,049	$63,998	$76,948
	* Assistant Finance Director (E)						
	* Assistant Police Chief (E)						
	* Deputy Fire Chief (E)						
370	* Human Resources Director/Risk Mgmt (E)	$ 28.4110	$ 35.6180	$ 42.8250	$59,095	$74,085	$89,076
380	* Assistant Director of Public Works/Engineering (E)	$ 29.8320	$ 37.3990	$ 44.9660	$62,051	$77,790	$93,529
	* Community Health Director (E)						
	* Director of Planning, Development and Neighborhood Services (E)						
	* Municipal Judge (E)						
	* Parks & Recreation Director (E)						
390	* Director of Information Services (E)	$ 31.3230	$ 39.2685	$ 47.2140	$65,152	$81,678	$98,205
	* Finance Director (E)						
400	* Fire Chief (E)	$ 32.8900	$ 41.2325	$ 49.5750	$68,411	$85,764	$103,116
	* Police Chief (E)						
410	* Assistant City Manager (E)	$ 34.5340	$ 43.2940	$ 52.0540	$71,831	$90,052	$108,272
	* City Attorney (E)						
	* Public Works Director (E)						

REGULAR Part-Time Hourly		Step 1- Hr	Step 2 - Hr.	Step 3- Hr.
530	Peer Counselor	$9.620	$10.005	$10.405
555	Interpreter/Translator	$10.161	$10.567	$10.990
570	Lead Peer Counselor	$11.540	$12.002	$12.482

SEASONAL Part -Time Hourly		Step 1- Hr.	Step 2 - Hr.	Step 3 - Hr.
500	Cashiers - Golf Course/ Athletic Complex	$8.250	$8.580	$8.923
502	Clerk	$8.663	$9.010	$9.370
505	Recreation Instructor	$9.075	$9.438	$9.816
520	Laborer	$9.438	$9.816	$10.209
540	School Crossing Guard	$9.816	$10.209	$10.617
555	Police Reserve Officer	$10.161	$10.567	$10.990
560	School Crossing Guard Coordinator	$10.617	$11.042	$11.484
570	Engineering Aid	$11.540	$12.002	$12.482
580	Court Bailiff	$15.000	$15.600	$16.224
600	Cashier - Pools Lifeguard	$8.250	$8.580	$8.923
610	Pool Operator	$9.438	$9.816	$10.209
620	Aquatic Supervisor Day Camp Director	$10.209	$10.617	$11.042

Org Chart – Parks and Recreation - Previous



Org Chart – Parks and Recreation - Proposed

