CITY OF JOPLIN
COUNCIL AGENDA ITEM

ITEM
Council Bill 2019-601 -approving the job description changes of CVB Department; and, amending the Annual Budget of the City of Joplin for the Fiscal Year 2017-2018.

MEETING DATE
February 4, 2019

ORIGINATING DEPT
Human Resources Department

ATTACHMENTS
Council Bill No. 2019-601 Ordinance and Budget Amendment, Schedule A, Personnel Board meeting minutes, and supporting documents.

REVIEWED BY
Human Resources Department: David Allgood; CVB Department Head: Patrick Tuttle; Finance Department: Leslie Haase; City Attorney: Peter Edwards; City Manager: Sam Anselm

SUMMARY
This Council Bill approves a change to the job description and title of Senior Clerk to Senior Clerk/ Tour Administration; Director of Sales to Assistant Director of CVB/Director of Sales. Job Description changes to CVB Director.

BACKGROUND
Changes to the CVB Director's job description are made to bring the description up to date and in line with actual job performance. A change was made in the education requirements as well.

Changes to the CVB Senior Clerk's job description were made to bring the description more in line with the actual job duties within the CVB, and not such a broad depiction of senior clerks throughout the COJ.

Changes to the CVB Director of Sales, is removing "conventions" from the duties and replacing it with "tourism" or "meeting":

- Responsible for promoting and selling the Joplin region as a convention (tourism) destination to meeting professionals within the tourism industry.
- Maintains close working relationships with area hotels, convention (meeting) space, banquet centers and area attractions. Serves as liaison between clients and these facilities.

Reason for change is currently in the City of Joplin there is no sizeable convention space to sell. CVB Department is re-focusing on the broader tourism, which is more in line with regional assets.

Assistant CVB Director is being added to this position to bring the position in line with other departments structure within the City. This was already a practice; being that the Director of Sales is a salaried employee in the department, and this position will can now officially fill in for the Director in their absence.

The job description has been updated to include experience in tourism and /Hospitality Management experience.

FUNDING SOURCE

There is no financial change with this council bill and is included in the fiscal year 2019 adopted budget.

RECOMMENDATION

Staff recommends approval of this council bill on first reading.

CITY OF JOPLIN
CVB RECLASSIFICATION IMPACT
AS OF JANUARY 11, 2019
SCHEDULE "1"

CVB Director (Range 350-no change):

DESCRIPTION	BUDGET AMOUNT	RECLASSIFICATION AMOUNT	INCREASE/ (DECREASE)
REGULAR WAGES	59,649	59,649	-
AUTO ALLOWANCE	2,407	2,407	-
CELL PHONE ALLOWANCE	626	626	-
LONGEVITY	596	596	-
DEFERRED COMP-ICMA	1,504	1,504	-
DISABILITY INSURANCE	194	194	-
MEDICARE	832	832	-
SOCIAL SECURITY	3,556	3,556	-
FAMILY HEALTH INSURANCE	12,296	12,296	-
LIFE INSURANCE	127	127	-
LAGERS RETIREMENT	8,036	8,036	-
WORKER'S COMPENSATION	108	108	-
TOTAL ANNUAL IMPACT	89,931	89,931	-

CVB Senior Clerk/Tourism (Range 130-no change):

DESCRIPTION	BUDGET AMOUNT	RECLASSIFICATION AMOUNT	INCREASE/ (DECREASE)
REGULAR WAGES	27,619	27,619	-
LONGEVITY	301	301	-
DISABILITY INSURANCE	91	91	-
MEDICARE	385	385	-
SOCIAL SECURITY	1,646	1,646	-
SINGLE HEALTH INSURANCE	5,912	5,912	-
LIFE INSURANCE	59	59	-
LAGERS RETIREMENT	3,546	3,546	-
WORKER'S COMPENSATION	48	48	-
TOTAL ANNUAL IMPACT	39,607	39,607	-

Asst CVB Director(Range 210-no change):

DESCRIPTION	BUDGET AMOUNT	RECLASSIFICATION AMOUNT	INCREASE/ (DECREASE)
REGULAR WAGES	42,846	42,846	-
CELL PHONE ALLOWANCE	626	626	-
LONGEVITY	323	323	-
DEFERRED COMP-ICMA	1,504	1,504	-
FAMILY DENTAL INSURANCE	595	595	-
DISABILITY INSURANCE	140	140	-
MEDICARE	539	539	-
SOCIAL SECURITY	2,304	2,304	-
FAMILY HEALTH INSURANCE	12,296	12,296	-
LIFE INSURANCE	92	92	-
LAGERS RETIREMENT	5,562	5,562	-
WORKER'S COMPENSATION	74	74	-
TOTAL ANNUAL IMPACT	66,901	66,901	-

Note: No budget amendment required.

CITY OF JOPLIN
EXHIBIT "A"-SALARY ADMINISTRATION PLAN
FOR CLASSIFIED AND UNCLASSIFIED POSITIONS
EFFECTIVE FEBRUARY 25, 2019
* - unclassified position according to city charter (E) - exempt according to FLSA

Grade	Position (* - unclassified according to city charter)	Step 1 (hrly/annual)	Step 2 (hrly/annual)	Step 3 (hrly/annual)	Step 4 (hrly/annual)	Step 5 (hrly/annual)	Step 6 (hrly/annual)	Step 7 (hrly/annual)	Step 8 (hrly/annual)	Step 9 (hrly/annual)	Step 10 (hrly/annual)	Step 11 (hrly/annual)	Step 12 (hrly/annual)	Step 13 (hrly/annual)	Step 14 (hrly/annual)	Step 15 (hrly/annual)	Step 16 (hrly/annual)	Step 17 (hrly/annual)	Step 18 (hrly/annual)	Step 19 (hrly/annual)	Step 20 (hrly/annual)	Step 21 (hrly/annual)	Step 22 (hrly/annual)
100	Cook	$9.719 $20,216	$9.913 $20,620	$10.112 $21,032	$10.314 $21,453	$10.520 $21,882	$10.731 $22,320	$10.945 $22,766	$11.164 $23,221	$11.387 $23,686	$11.615 $24,159	$11.847 $24,643	$12.084 $25,135	$12.326 $25,638	$12.573 $26,151	$12.824 $26,674	$13.080 $27,207	$13.342 $27,752	$13.609 $28,307	$13.881 $28,873	$14.159 $29,450		
110	Custodian Laborer I Utility Worker WIC Certifier	$10.714 $22,285	$10.928 $22,731	$11.147 $23,185	$11.370 $23,649	$11.597 $24,122	$11.829 $24,605	$12.066 $25,097	$12.307 $25,599	$12.553 $26,111	$12.804 $26,633	$13.060 $27,165	$13.322 $27,709	$13.588 $28,263	$13.860 $28,828	$14.137 $29,405	$14.420 $29,993	$14.708 $30,593	$15.002 $31,205	$15.302 $31,829	$15.608 $32,465		
120	Airport Operations Worker Court Assistant I Transit Dispatcher Transit Driver I	$11.250 $23,400	$11.475 $23,868	$11.705 $24,345	$11.939 $24,832	$12.177 $25,329	$12.421 $25,835	$12.669 $26,352	$12.923 $26,879	$13.181 $27,417	$13.445 $27,965	$13.714 $28,524	$13.988 $29,095	$14.268 $29,677	$14.553 $30,270	$14.844 $30,876	$15.141 $31,493	$15.444 $32,123	$15.753 $32,766	$16.068 $33,421	$16.389 $34,089		
130	Automotive Service Worker Laborer II Recreation Leader Senior Clerk Transit Driver II Wastewater Laboratory Assistant Wastewater Plant Utility Worker	$11.812 $24,569	$12.048 $25,060	$12.289 $25,562	$12.535 $26,073	$12.786 $26,594	$13.041 $27,126	$13.302 $27,669	$13.568 $28,222	$13.840 $28,786	$14.116 $29,362	$14.399 $29,949	$14.687 $30,548	$14.980 $31,159	$15.280 $31,783	$15.586 $32,418	$15.897 $33,067	$16.215 $33,728	$16.540 $34,402	$16.870 $35,091	$17.208 $35,792		
140	Compliance Officer I Detention Officer Engineering Assistant Equipment Operator Human Resources Assistant Parks Caretaker Police Services Assistant Utility Locator	$12.402 $25,796	$12.650 $26,312	$12.903 $26,838	$13.161 $27,375	$13.424 $27,923	$13.693 $28,481	$13.967 $29,051	$14.246 $29,632	$14.531 $30,224	$14.822 $30,829	$15.118 $31,445	$15.420 $32,074	$15.729 $32,716	$16.043 $33,370	$16.364 $34,037	$16.691 $34,718	$17.025 $35,413	$17.366 $36,121	$17.713 $36,843	$18.067 $37,580		
150	Animal Control Officer Court Assistant II CVB Tourism & Events Specialist Parks Facilities Maintenance Technician Recreation Coordinator Traffic Markings and Sign Technician Transit Driver Supervisor	$13.023 $27,088	$13.283 $27,630	$13.549 $28,182	$13.820 $28,746	$14.097 $29,321	$14.378 $29,907	$14.666 $30,505	$14.959 $31,115	$15.259 $31,738	$15.564 $32,372	$15.875 $33,020	$16.192 $33,680	$16.516 $34,354	$16.847 $35,041	$17.184 $35,742	$17.527 $36,457	$17.878 $37,186	$18.235 $37,930	$18.600 $38,688	$18.972 $39,462		
160	Accounting Specialist Airport Operations Supervisor Automotive Mechanic I Compliance Officer II Evidence Technician Heavy Equipment Operator Human Resources Specialist Legal Specialist Public Safety Communications Operator Wastewater Plant Operator	$14.358 $29,865	$14.645 $30,462	$14.938 $31,071	$15.237 $31,693	$15.542 $32,326	$15.852 $32,973	$16.169 $33,632	$16.493 $34,305	$16.823 $34,991	$17.159 $35,691	$17.502 $36,405	$17.852 $37,133	$18.209 $37,876	$18.574 $38,633	$18.945 $39,406	$19.324 $40,194	$19.710 $40,998	$20.105 $41,818	$20.507 $42,654	$20.917 $43,507		
170	Assistant City Clerk Crime Analyst/Accreditation Coordinator (E) Engineering Technician Jail Shift Supervisor Lead Cemetery Caretaker Lead Parks Caretaker Neighborhood Improvement Officer Traffic Signal Technician Wastewater Laboratory Technician	$15.077 $31,360	$15.379 $31,987	$15.686 $32,627	$16.000 $33,280	$16.320 $33,945	$16.646 $34,624	$16.979 $35,317	$17.319 $36,023	$17.665 $36,743	$18.018 $37,478	$18.379 $38,228	$18.746 $38,992	$19.121 $39,772	$19.504 $40,568	$19.894 $41,379	$20.292 $42,207	$20.697 $43,051	$21.111 $43,912	$21.534 $44,790	$21.964 $45,686		

Grade	Position (* - unclassified according to city charter)	Step 1 (hrly/annual)	Step 2 (hrly/annual)	Step 3 (hrly/annual)	Step 4 (hrly/annual)	Step 5 (hrly/annual)	Step 6 (hrly/annual)	Step 7 (hrly/annual)	Step 8 (hrly/annual)	Step 9 (hrly/annual)	Step 10 (hrly/annual)	Step 11 (hrly/annual)	Step 12 (hrly/annual)	Step 13 (hrly/annual)	Step 14 (hrly/annual)	Step 15 (hrly/annual)	Step 16 (hrly/annual)	Step 17 (hrly/annual)	Step 18 (hrly/annual)	Step 19 (hrly/annual)	Step 20 (hrly/annual)	Step 21 (hrly/annual)	Step 22 (hrly/annual)
180	Automotive Mechanic II	$15.829	$16.146	$16.468	$16.798	$17.134	$17.476	$17.826	$18.183	$18.546	$18.917	$19.295	$19.681	$20.075	$20.476	$20.886	$21.304	$21.730	$22.164	$22.608	$23.060		
	Building Maintenance Technician	$32,924	$33,583	$34,254	$34,940	$35,638	$36,351	$37,078	$37,820	$38,576	$39,348	$40,135	$40,937	$41,756	$42,591	$43,443	$44,312	$45,198	$46,102	$47,024	$47,965		
	Nutritionist I (E)																						
	Wastewater Plant Technician																						
190	Building Inspector	$16.621	$16.953	$17.292	$17.638	$17.991	$18.351	$18.718	$19.092	$19.474	$19.864	$20.261	$20.666	$21.079	$21.501	$21.931	$22.370	$22.817	$23.273	$23.739	$24.214		
	Construction Inspector	$34,572	$35,263	$35,968	$36,688	$37,421	$38,170	$38,933	$39,712	$40,506	$41,316	$42,143	$42,986	$43,845	$44,722	$45,617	$46,529	$47,460	$48,409	$49,377	$50,364		
	Environmental Public Health Specialist I (E)																						
	GIS Technician																						
	Property Negotiator/Appraiser																						
200	Community Health Planner/Educator (E)	$17.451	$17.800	$18.156	$18.519	$18.890	$19.267	$19.653	$20.046	$20.447	$20.856	$21.273	$21.698	$22.132	$22.575	$23.026	$23.487	$23.956	$24.436	$24.924	$25.423		
	Golf Course Maintenance Supervisor (E)	$36,298	$37,024	$37,765	$38,520	$39,290	$40,076	$40,878	$41,695	$42,529	$43,380	$44,247	$45,132	$46,035	$46,955	$47,895	$48,852	$49,829	$50,826	$51,843	$52,879		
	Nutritionist II (E)																						
	Planner (E)																						
	Public Safety Communications Supervisor																						
	Utility Billing Supervisor																						
	Wastewater Pretreatment Technician																						
210	Building Maintenance Supervisor (E)	$18.324	$18.690	$19.064	$19.446	$19.834	$20.231	$20.636	$21.049	$21.469	$21.899	$22.337	$22.784	$23.239	$23.704	$24.178	$24.662	$25.155	$25.658	$26.171	$26.695		
	Chief Wastewater Plant Technician	$38,114	$38,876	$39,654	$40,447	$41,256	$42,081	$42,922	$43,781	$44,657	$45,550	$46,461	$47,390	$48,338	$49,304	$50,291	$51,296	$52,322	$53,369	$54,436	$55,525		
	Communications Technician																						
	Asst CVB Dir/Director of Sales/CVB (E)																						
	Environmental Public Health Specialist II (E)																						
	Fire Apparatus Fleet Manager																						
	IT Analyst																						
	Land Surveyor (E)																						
	Public Safety Communications Manager (E)																						
	Solid Waste & Stormwater Education Manager (E)																						
	Wastewater Plant Manager (E)																						
300	Assistant to the City Manager (E)	$19.240	$19.625	$20.017	$20.418	$20.826	$21.243	$21.667	$22.101	$22.543	$22.994	$23.453	$23.923	$24.401	$24.889	$25.387	$25.895	$26.412	$26.941	$27.479	$28.029	$28.590	$29.161
	Fleet Maintenance Supervisor (E)	$40,019	$40,820	$41,636	$42,469	$43,318	$44,184	$45,068	$45,969	$46,889	$47,827	$48,783	$49,759	$50,754	$51,769	$52,804	$53,861	$54,938	$56,037	$57,157	$58,300	$59,466	$60,656
	Golf Course Professional (E)																						
	Infrastructure Maintenance Supervisor (E)																						
	Plans Reviewer																						
	Recreation Manager (E)																						
	Wastewater Laboratory Supervisor																						
	Wastewater Pretreatment Inspector																						
310	Assistant Wastewater Plant Superintendent	$20.203	$20.607	$21.019	$21.440	$21.868	$22.306	$22.752	$23.207	$23.671	$24.144	$24.627	$25.120	$25.622	$26.135	$26.657	$27.191	$27.734	$28.289	$28.855	$29.432	$30.021	$30.621
	Communications Technician Manager (E)	$42,022	$42,863	$43,720	$44,594	$45,486	$46,396	$47,324	$48,270	$49,236	$50,220	$51,225	$52,249	$53,294	$54,360	$55,447	$56,556	$57,688	$58,841	$60,018	$61,218	$62,443	$63,692
	Community Health Nurse (E)																						
	Emergency Management Coordinator (E)																						
	Jail Administrator (E)																						
	Public Information Officer (E)																						
	Regional Response Planner (E)																						
	Senior Accountant (E)																						
	Transportation Coordinator (E)																						
	WIC Services Coordinator (E)																						
320	* Assistant Director of Human Resources/Safety Manager (E)	$21.213	$21.637	$22.070	$22.511	$22.962	$23.421	$23.889	$24.367	$24.854	$25.351	$25.859	$26.376	$26.903	$27.441	$27.990	$28.550	$29.121	$29.703	$30.297	$30.903	$31.521	$32.152
	Athletic Facilites Superintendent (E)	$44,123	$45,006	$45,906	$46,824	$47,760	$48,715	$49,690	$50,684	$51,697	$52,731	$53,786	$54,861	$55,959	$57,078	$58,219	$59,384	$60,571	$61,783	$63,019	$64,279	$65,565	$66,876
	Capital Improvement Project Manager (E)																						
	Cemetery Superintendent (E)																						
	Financial Analyst (E)																						
	Medical Services Coordinator (E)																						
	Parks Maintenance Superintendent (E)																						
330	Airport Manager (E)	$22.274	$22.719	$23.174	$23.637	$24.110	$24.592	$25.084	$25.586	$26.098	$26.619	$27.152	$27.695	$28.249	$28.814	$29.390	$29.978	$30.577	$31.189	$31.813	$32.449	$33.098	$33.760
	* Assistant City Prosecutor (E)	$46,330	$47,257	$48,202	$49,166	$50,149	$51,152	$52,175	$53,219	$54,283	$55,369	$56,476	$57,605	$58,758	$59,933	$61,131	$62,354	$63,601	$64,873	$66,171	$67,494	$68,844	$70,221
	Civil Engineer I (E)																						
	* Municipal Court Administrator (E)																						
340	CDBG Project Manager (E)	$23.388	$23.856	$24.333	$24.820	$25.316	$25.822	$26.339	$26.865	$27.403	$27.951	$28.510	$29.080	$29.662	$30.255	$30.860	$31.477	$32.107	$32.749	$33.404	$34.072	$34.753	$35.448
	Chief Building Official (E)	$48,647	$49,620	$50,612	$51,625	$52,657	$53,710	$54,784	$55,880	$56,998	$58,138	$59,300	$60,486	$61,696	$62,930	$64,189	$65,473	$66,782	$68,118	$69,480	$70,870	$72,287	$73,733
	City Prosecutor (E)																						
	* Infrastructure Superintendent (E)																						
	Network Manager																						
	Wastewater Plant Superintendent (E)																						

Grade	Position (* - unclassified according to city charter)	Step 1 (hrly/annual)	Step 2 (hrly/annual)	Step 3 (hrly/annual)	Step 4 (hrly/annual)	Step 5 (hrly/annual)	Step 6 (hrly/annual)	Step 7 (hrly/annual)	Step 8 (hrly/annual)	Step 9 (hrly/annual)	Step 10 (hrly/annual)	Step 11 (hrly/annual)	Step 12 (hrly/annual)	Step 13 (hrly/annual)	Step 14 (hrly/annual)	Step 15 (hrly/annual)	Step 16 (hrly/annual)	Step 17 (hrly/annual)	Step 18 (hrly/annual)	Step 19 (hrly/annual)	Step 20 (hrly/annual)	Step 21 (hrly/annual)	Step 22 (hrly/annual)
350	* Assistant City Attorney (E)	$24.557	$25.048	$25.549	$26.060	$26.581	$27.113	$27.655	$28.208	$28.772	$29.348	$29.935	$30.534	$31.144	$31.767	$32.402	$33.050	$33.711	$34.386	$35.073	$35.775	$36.490	$37.220
	* Assistant Director of Health & Env/Epid Coordinator (E)	$51,079	$52,100	$53,142	$54,205	$55,289	$56,395	$57,523	$58,673	$59,847	$61,044	$62,264	$63,510	$64,780	$66,076	$67,397	$68,745	$70,120	$71,522	$72,953	$74,412	$75,900	$77,418
	* Assistant Director of Planning, Development and Neighborhood Services (E) Civil Engineer II (E) * CVB Director (E)																						
360	* Assistant Director of Public Works/Operations (E)	$25.785	$26.301	$26.827	$27.363	$27.911	$28.469	$29.038	$29.619	$30.211	$30.815	$31.432	$32.060	$32.702	$33.356	$34.023	$34.703	$35.397	$36.105	$36.827	$37.564	$38.315	$39.081
	* Assistant Finance Director (E)	$53,633	$54,705	$55,800	$56,916	$58,054	$59,215	$60,399	$61,607	$62,839	$64,096	$65,378	$66,686	$68,019	$69,380	$70,767	$72,183	$73,626	$75,099	$76,601	$78,133	$79,696	$81,289
370	* Human Resources Director/Risk Mgmt (E)	$29.848	$30.445	$31.054	$31.675	$32.308	$32.955	$33.614	$34.286	$34.972	$35.671	$36.385	$37.112	$37.854	$38.612	$39.384	$40.171	$40.975	$41.794	$42.630	$43.483	$44.353	$45.240
		$62,084	$63,326	$64,592	$65,884	$67,202	$68,546	$69,916	$71,315	$72,741	$74,196	$75,680	$77,193	$78,737	$80,312	$81,918	$83,557	$85,228	$86,932	$88,671	$90,444	$92,253	$94,098
380	* Assistant Director of Public Works/Engineering (E)	$31.342	$31.969	$32.608	$33.260	$33.926	$34.604	$35.296	$36.002	$36.722	$37.457	$38.206	$38.970	$39.749	$40.544	$41.355	$42.182	$43.026	$43.886	$44.764	$45.659	$46.573	$47.504
	* Community Health Director (E)	$65,191	$66,495	$67,825	$69,182	$70,565	$71,977	$73,416	$74,884	$76,382	$77,910	$79,468	$81,057	$82,678	$84,332	$86,019	$87,739	$89,494	$91,284	$93,109	$94,972	$96,871	$98,808
	* Director of Planning, Development and Neighborhood Services (E) * Parks & Recreation Director (E)																						
390	* Director of Information Technology (E)	$32.908	$33.566	$34.237	$34.922	$35.621	$36.333	$37.060	$37.801	$38.557	$39.328	$40.115	$40.917	$41.735	$42.570	$43.421	$44.290	$45.176	$46.079	$47.001	$47.941	$48.900	$49.878
	* Finance Director (E)	$68,449	$69,818	$71,214	$72,638	$74,091	$75,573	$77,084	$78,626	$80,198	$81,802	$83,439	$85,107	$86,809	$88,546	$90,317	$92,123	$93,965	$95,845	$97,762	$99,717	$101,711	$103,745
410	* Public Works Director (E)	$36.281	$37.007	$37.747	$38.502	$39.272	$40.057	$40.858	$41.675	$42.509	$43.359	$44.226	$45.111	$46.013	$46.933	$47.872	$48.829	$49.806	$50.802	$51.818	$52.855	$53.912	$54.990
		$75,464	$76,974	$78,513	$80,084	$81,685	$83,319	$84,985	$86,685	$88,419	$90,187	$91,991	$93,831	$95,707	$97,621	$99,574	$101,565	$103,597	$105,668	$107,782	$109,937	$112,136	$114,379

162	Firefighter Trainee	$10.2301	$10.4839	$10.7380	$10.9921	$11.2459	$11.5000	$11.7541	$12.0079	$12.2620	$12.5161	$12.7699	$13.0240	$13.2782	$13.5319	$13.7861	$14.0398	$14.2940	$14.5481	$14.8019	$15.0560		
		$29,790	$30,529	$31,269	$32,009	$32,748	$33,488	$34,228	$34,967	$35,707	$36,447	$37,186	$37,926	$38,666	$39,405	$40,145	$40,884	$41,624	$42,364	$43,103	$43,843		
172	Firefighter/EMT	$10.7679	$11.0361	$11.3029	$11.5701	$11.8379	$12.1051	$12.3719	$12.6401	$12.9069	$13.1741	$13.4420	$13.7091	$13.9770	$14.2442	$14.5110	$14.7788	$15.0460	$15.3128	$15.5810	$15.8479		
		$31,356	$32,137	$32,914	$33,692	$34,472	$35,250	$36,027	$36,808	$37,585	$38,363	$39,143	$39,921	$40,701	$41,479	$42,256	$43,036	$43,814	$44,591	$45,372	$46,149		
192	Fire Driver/Engineer	$11.9880	$12.2751	$12.5622	$12.8489	$13.1360	$13.4231	$13.7102	$13.9969	$14.2840	$14.5711	$14.8578	$15.1449	$15.4320	$15.7191	$16.0058	$16.2919	$16.5790	$16.8661	$17.1532	$17.4399		
		$34,909	$35,745	$36,581	$37,416	$38,252	$39,088	$39,924	$40,759	$41,595	$42,431	$43,266	$44,102	$44,938	$45,774	$46,609	$47,442	$48,278	$49,114	$49,950	$50,785		
312	Fire Captain	$14.4900	$14.8359	$15.1820	$15.5282	$15.8740	$16.2191	$16.5649	$16.9111	$17.2569	$17.6020	$17.9481	$18.2940	$18.6401	$18.9859	$19.3310	$19.6769	$20.0230	$20.3692	$20.7139	$21.0601	$21.4059	$21.7521
		$42,195	$43,202	$44,210	$45,218	$46,225	$47,230	$48,237	$49,245	$50,252	$51,257	$52,265	$53,272	$54,280	$55,287	$56,292	$57,299	$58,307	$59,315	$60,319	$61,327	$62,334	$63,342
342	Battalion Chief (E)	$24.447	$24.962	$25.476	$25.991	$26.505	$27.020	$27.534	$28.049	$28.563	$29.078	$29.592	$30.107	$30.621	$31.136	$31.650	$32.165	$32.679	$33.194	$33.708	$34.223	$34.737	$35.252
	Fire Marshal (E)	$50,849	$51,921	$52,990	$54,061	$55,130	$56,202	$57,270	$58,342	$59,411	$60,482	$61,551	$62,623	$63,691	$64,763	$65,832	$66,903	$67,972	$69,044	$70,112	$71,184	$72,253	$73,324
	Fire Training Chief (E)																						
		$17.4619	$17.8300	$18.1971	$18.5649	$18.9320	$19.3001	$19.6669	$20.0350	$20.4021	$20.7699	$21.1370	$21.5052	$21.8719	$22.2400	$22.6071	$22.9749	$23.3420	$23.7102	$24.0769	$24.4451	$24.8122	$25.1799
		$50,849	$51,921	$52,990	$54,061	$55,130	$56,202	$57,270	$58,342	$59,411	$60,482	$61,551	$62,623	$63,691	$64,763	$65,832	$66,903	$67,972	$69,044	$70,112	$71,184	$72,253	$73,324
362	Deputy Fire Chief (E)	$27.917	$28.465	$29.013	$29.561	$30.109	$30.657	$31.205	$31.753	$32.301	$32.849	$33.397	$33.945	$34.492	$35.040	$35.588	$36.136	$36.684	$37.232	$37.780	$38.328	$38.876	$39.424
		$58,067	$59,207	$60,347	$61,487	$62,627	$63,767	$64,906	$66,046	$67,186	$68,326	$69,466	$70,606	$71,743	$72,883	$74,023	$75,163	$76,303	$77,443	$78,582	$79,722	$80,862	$82,002
402	Fire Chief (E)	$35.011	$35.824	$36.637	$37.450	$38.263	$39.076	$39.889	$40.702	$41.515	$42.328	$43.141	$43.954	$44.767	$45.580	$46.392	$47.205	$48.018	$48.831	$49.644	$50.457	$51.270	$52.083
		$72,823	$74,514	$76,205	$77,896	$79,587	$81,278	$82,969	$84,660	$86,351	$88,042	$89,733	$91,424	$93,115	$94,806	$96,495	$98,186	$99,877	$101,568	$103,260	$104,951	$106,642	$108,333

166	Police Officer Trainee	$14.167	$14.536	$14.904	$15.272	$15.640	$16.008	$16.376	$16.744	$17.113	$17.481	$17.849	$18.217	$18.585	$18.953	$19.321	$19.690	$20.058	$20.426	$20.794	$21.162		
		$29,467	$30,235	$31,000	$31,766	$32,531	$33,297	$34,062	$34,828	$35,595	$36,360	$37,126	$37,891	$38,657	$39,422	$40,188	$40,955	$41,721	$42,486	$43,252	$44,017		
196	Police Officer	$16.668	$17.101	$17.534	$17.967	$18.400	$18.833	$19.266	$19.699	$20.132	$20.566	$20.999	$21.432	$21.865	$22.298	$22.731	$23.164	$23.597	$24.030	$24.464	$24.897		
		$34,669	$35,570	$36,471	$37,371	$38,272	$39,173	$40,073	$40,974	$41,875	$42,777	$43,678	$44,579	$45,479	$46,380	$47,280	$48,181	$49,082	$49,982	$50,885	$51,786		
206	Police Corporal	$17.959	$18.409	$18.858	$19.307	$19.757	$20.206	$20.655	$21.105	$21.554	$22.003	$22.453	$22.902	$23.351	$23.801	$24.250	$24.699	$25.149	$25.598	$26.047	$26.496		
		$37,355	$38,291	$39,225	$40,159	$41,095	$42,028	$42,962	$43,898	$44,832	$45,766	$46,702	$47,636	$48,570	$49,506	$50,440	$51,374	$52,310	$53,244	$54,178	$55,112		
316	Police Sergeant	$20.203	$20.691	$21.179	$21.667	$22.155	$22.643	$23.131	$23.619	$24.107	$24.596	$25.084	$25.572	$26.060	$26.548	$27.036	$27.524	$28.012	$28.500	$28.988	$29.476	$29.964	$30.452
		$42,022	$43,037	$44,052	$45,067	$46,082	$47,097	$48,112	$49,128	$50,143	$51,160	$52,175	$53,190	$54,205	$55,220	$56,235	$57,250	$58,265	$59,280	$60,295	$61,310	$62,325	$63,340
346	Police Captain (E)	$26.170	$26.779	$27.388	$27.997	$28.606	$29.214	$29.823	$30.432	$31.041	$31.649	$32.258	$32.867	$33.476	$34.085	$34.693	$35.302	$35.911	$36.520	$37.128	$37.737	$38.346	$38.955
		$54,434	$55,700	$56,967	$58,234	$59,500	$60,765	$62,032	$63,299	$64,565	$65,830	$67,097	$68,363	$69,630	$70,897	$72,161	$73,428	$74,695	$75,962	$77,226	$78,493	$79,760	$81,026
366	Assistant Police Chief (E)	$26.866	$27.526	$28.185	$28.844	$29.504	$30.163	$30.822	$31.482	$32.141	$32.800	$33.460	$34.119	$34.778	$35.438	$36.097	$36.756	$37.416	$38.075	$38.734	$39.394	$40.053	$40.712
		$55,881	$57,254	$58,625	$59,996	$61,368	$62,739	$64,110	$65,483	$66,853	$68,224	$69,597	$70,968	$72,338	$73,711	$75,082	$76,452	$77,825	$79,196	$80,567	$81,940	$83,310	$84,681
406	Police Chief (E)	$34.555	$35.389	$36.224	$37.059	$37.894	$38.728	$39.563	$40.398	$41.232	$42.067	$42.902	$43.736	$44.571	$45.406	$46.240	$47.075	$47.910	$48.744	$49.579	$50.414	$51.248	$52.083
		$71,874	$73,609	$75,346	$77,083	$78,820	$80,554	$82,291	$84,028	$85,763	$87,499	$89,236	$90,971	$92,708	$94,444	$96,179	$97,916	$99,653	$101,388	$103,124	$104,861	$106,596	$108,333

JOB DESCRIPTION
CITY OF JOPLIN
DIRECTOR CVB

Exhibit C

TITLE: DIRECTOR

DEPARTMENT: CONVENTION & VISITORS BUREAU

DESCRIPTION: Under general direction, responsible for all management and operating functions of the Joplin Convention & Visitors Bureau (JCVB) for the promotion/marketing the City of Joplin as a tourism destination.

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.

- Keen knowledge, interest and ability to sell Joplin as a tourism destination.
- Ability to travel.
- Effective oral and written communication skills.
- Good negotiation skills.
- Attendance and dependability.
- Must maintain confidentiality.

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.

- Overseeing the day-to-day operations and administration of JCVB, and its programs and policies.
- Organizing, coordinating, and implementing the day-to-day activities involved in the promotion of Joplin and its tourism industry.
- Overseeing and implementing sales and marketing plans.
- Developing and implementing programs to promote the Joplin region as a tourism destination.
- Representing JCVB in support of local festivals, events, attractions, facilities, and community organizations.
- Representing JCVB with regional tourism stakeholders, chamber leaders and elected officials.
- Developing, implementing and monitoring the annual JCVB budget.
- Developing, coordinating and implementing financial strategies and programs that maintain the fiscal integrity of JCVB.
- Reviewing expenditures and keeping the Advisory Board and City advised of financial matters.
- Supervising the JCVB staff and their assigned duties, and professional growth.
- Developing individual, team and accountability goals for staff.
- Serves on appropriate community committees and boards promoting the mission of JCVB.
- Managing external communication to obtain maximum publicity of programs and accomplishments.
- Establishing and maintaining positive relationships with Joplin City Council.
- Performing other duties and responsibilities as assigned by the City of Joplin.
- Team leader of VisitJoplinMO experience.

- Manages a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

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 hospitality industry owners/managers, City of Joplin management staff, and the public.
- Ability to interact positively with the pubic, clients and tourism stakeholders.

MATHEMATICAL ABILITY

- Knowledge of basic match and bookkeeping procedures.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Knowledge of tourism/event facilities, including hotels, motels and restaurants, available in the City of Joplin.
- Knowledge of tourism/event marketing strategies and techniques, including material development and distribution.
- Knowledge of office management principles and practices, including employee training and supervision.
- Knowledge of project management techniques and procedures.

PHYSICAL REQUIREMENTS

- Requires high levels of sitting and standing; manual dexterity sufficient to operate essential job-related equipment such as computers, typewriters, FAX machines, copiers, telephones, web-based search engines, and social media platforms.
- 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

- Skill in planning, organizing, and implementing an effective marketing/promotional strategy to increase tourism activity in the City of Joplin.
- Skill in planning, coordinating, assigning, and reviewing/evaluating the work of subordinate staff.
- Skill in developing effective marketing/advertising materials for use in promoting tourism and visitor activity.
- Skill in making informational/marketing presentations targeting a variety of visitor/tourist populations.

GENERAL QUALIFICATIONS:

- A Bachelor's degree in Business Administration, Marketing, Hotel/Restaurant Management, or closely related area and experience equivalent to two years full time supervisory/managerial work in the hospitality industry.
- Must possess a valid driver's license and be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.

JOB DESCRIPTION
CITY OF JOPLIN
ASST. DIRECTOR CVB / DIRECTOR OF SALES/CVB

Exhibit C

TITLE: ASSISTANT DIR. / DIRECTOR OF SALES

DEPARTMENT: CONVENTION & VISITORS BUREAU

DESCRIPTION: Under general direction, manages a program to promote, market and sell the conference and meeting space, and tourism opportunities within the region supported by the Joplin Convention & Visitors Bureau (JCVB) of the City of Joplin.

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.

- Keen knowledge, interest and ability to sell Joplin as a tourism destination.
- Ability to travel.
- Effective oral and written communication skills.
- Good negotiation skills.
- Attendance and dependability.
- Must maintain confidentiality.

SPECIFIC 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.

- Responsible for promoting and selling the Joplin region as a tourism destination to meeting professionals within the tourism industry.
- Maintains close working relationships with area hotels, meeting space, banquet centers and area attractions. Serves as liaison between clients and these facilities.
- Conducts quarterly meetings with area hotel sales professionals and attractions for updates on bureau sales activities.
- Assist director in establishing measurable annual sales goals for JCVB.
- Researches new group business by prospecting group web sites, convention/group databases, directories and other sources producing sales.
- Secures new tourism business for the region through research, direct mail, telephone and email solicitation, social media and direct sales calls.
- Prepares fiscal year convention and trade show schedule, with budget expectations.
- Coordinates/conducts meeting planner site inspections and bid presentations considering the Joplin region as a tourism destination.
- Attends industry tradeshows and marketplaces to generate tourism leads.
- Prepares customized bid packets and itineraries and makes bid presentations to clients.
- Develops and participates in JCVB "FAM" Familiarization Tours.
- Plans and participates in client site tours of regional meeting venues.
- Plans and participates in sales missions along with Joplin region hospitality partners.

- Provides sales activity and needs at weekly staff meetings.
- Maintains statistical data pertaining to conventions held and booked, and their regional economic impact.
- Maintains client activity in a database.
- Provides input to JCVB Director regarding advertising placement in convention industry publications.
- Oversees membership within convention industry organizations.
- Participates in industry events and represents the bureau at statewide events.
- Work a flexible schedule as necessary to include nights, weekends and holidays.
- Travel as required; some overnight.
- Maintains a working knowledge of the City of Joplin and the JCVB organizations.
- Performs other duties as directed by the CVB Director.
- May act as director in their absence.
- Team member of the VisitJoplin experience.
- Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

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 read and interpret documents such as procedure manuals.
- Ability to write reports and correspondence.
- Ability to conduct meetings, make sales presentations and speak effectively while presenting information and responding to questions from, customers, civic leaders and the public.
- Effective oral and written communication skills required.
- Good negotiation skills.

MATHEMATICAL ABILITY

- Knowledge of basic match and bookkeeping procedures.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Good reasoning ability. Ability to apply common sense understanding to carry out furnished instructions in written and oral form.
- Aptitude to work with others, maintain heavy workloads and handle frequent interruptions.

PHYSICAL REQUIREMENTS

- Requires high levels of sitting and standing; manual dexterity sufficient to operate essential job-related equipment such as computers, typewriters, FAX machines, copiers, telephones, web-based search engines, and social media platforms.
- 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.

GENERAL QUALIFICATIONS:

- Bachelor's Degree in a tourism or hospitality related discipline, business administration, or marketing, and two to five years related direct sales management experience and/or training; or equivalent combination of education and experience.
- Must possess a valid driver's license and be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.

JOB DESCRIPTION
CITY OF JOPLIN
SENIOR CLERK / TOURISM ADMINISTRATION

Exhibit C

TITLE: SENIOR CLERK / TOURISM ADMINISTRATION

DEPARTMENT: CONVENTION & VISITORS BUREAU

DESCRIPTION: Under general direction, is responsible for management of the general office-wide administrative and operational needs of the Joplin Convention & Visitors Bureau (JCVB) of the City of Joplin.

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.

- Keen knowledge, interest and ability to promote Joplin as a destination.
- Efficient oral and written communication skills.
- Attendance and dependability.
- Must maintain confidentiality.

SPECIFIC 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.

- Answers the telephone and properly directs calls as necessary.
- Distributes incoming mail.
- Greets guests into the bureau; answering their questions, encouraging them to visit Joplin attractions and events, and providing good customer service.
- Manages budget procurement items, check request and Purchase Orders.
- Maintains a neat and tidy visitor reception area.
- Assists Director with correspondence and other projects as needed.
- Conducts local tours when needed.
- Monitors the inventory of JCVB publications and other regional tourism brochures.
- Schedules and supervises all intern employees.
- Manages and procures for JCVB give-away and promotional item inventory.
- Enter Visitor Guide and other JCVB collateral orders in Inventory Module.
- Submit events to Missouri Life and Missouri Division of Tourism websites.
- Enters inquiry requests from voicemail, email leads list into JCVB database.
- Manages incoming Leads database; maintain, upload, and merge scans for duplicates – tracking for duplicates per source.
- Processes and mails first-class visitor packets daily, assists with regular mail and handles bound printed matter and bulk mailing.
- Team member of the VisitJoplinMO experience.
- Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

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 read and interpret documents such as procedure manuals.
- Skill in establishing and maintaining effective working relationships with other City employees at all levels and the public; serve as an ambassador.

MATHEMATICAL ABILITY

- Knowledge of basic math and bookkeeping procedures.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Knowledge of the staff and operating policies/procedures of the JCVB.
- Good reasoning ability. Ability to apply common sense understanding to carry out furnished instructions in written and oral form.
- Aptitude to work with others, maintain heavy workloads and handle frequent interruptions.

PHYSICAL REQUIREMENTS

- Requires high levels of sitting and standing; manual dexterity sufficient to operate essential job-related equipment such as computers, typewriters, FAX machines, copiers, telephones, web-based search engines, and social media platforms.
- 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 general office procedures, including filing systems, formats for various reports and correspondence, and the operation of standard office equipment/machines.
- Skill in operating standard office equipment/machines, including computers, FAX machines, copiers, calculators, and telephones.
- Skill in operating a keyboard to type correspondence and/or to enter information into various computerized data bases.
- Skill in preparing a variety of records, reports, and correspondence using MS Office applications.
- Skill in maintaining filing/records systems.
- Must be able to read and interpret policies and documents.

GENERAL QUALIFICATIONS:

- Graduation from high school or G.E.D. equivalent.
- Experience equivalent to two years full-time clerical support work, office management, or bookkeeping. Two or more years' experience in tourism or hospitality a plus.
- Must possess a valid driver's license and be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.

COUNCIL BILL NO. 2019-601 ORDINANCE NO.

AN ORDINANCE approving various job description changes for the CVB Department.

WHEREAS, the City of Joplin desires to reorganize the CVB Department by changing various job descriptions, and,

WHEREAS, having referred the subject matter of this Council Bill to the City Personnel Board and having received the favorable recommendation thereof.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, as follows:

Section 1. That various job titles be changed as shown on Exhibit "A" attached hereto within the Salary Administration Plan of the City of Joplin.

Section 2. That various job descriptions within the CVB Department be revised and updated as shown on Exhibit "C" revised job descriptions of the City of Joplin attached hereto.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI this _____day of _____, 2019.

_____
Gary L. Shaw, Mayor

ATTEST:

_____
Barbara J. Gollhofer, City Clerk

APPROVE AS TO FORM:

_____
Peter C. Edwards, City Attorney