Changes from last update dtd. 2/4/14

New Title	Old Title	Change in Pay Range?	Notes
Assistant Dir. of Public Works/Operations	Same	Yes, down 17%	
Asst. Dir of Planning, Dev, and Neighborhood Svcs.	Planning & Community Dev. Mgr	Yes, up 5%	a result of the newly created planning dept.
Asst. Dir of Public Works/Engineering	Engineering Manager	Yes, up 5%	have been unable to fill since last year, changes will help
Capital Improvement Projects Manager	CDBG Project Manager	No	to manage CIST projects; time charged to the projects
Director of Planning, Dev, and Neighborhood Svcs.	Assistant Dir. of Public Works/Planning	No	a result of the newly created planning dept.
Golf Course Professional	Golf Course Operator	Yes, see notes	combines GC Operator and 1 Laborer I from Cemeteries
HR/Safety Specialist	HR Specialist	No	Title change, focus on employee safety/risk mgmt.
Neighborhood Services Supervisor	Neighborhood Services Manager	Yes, down 13.6%	
Police Captain	Police Lieutenant	No	title change only, requested during budget process

CITY OF JOPLIN
SALARY ADMINISTRATION PLAN
EFFECTIVE DECEMBER 15, 2014

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

	Position	Annual Min	Annual Mid	Annual Max
	Accounting Specialist	$28,425	$34,837	$41,248
	Airport Manager (E)	$44,098	$55,284	$66,471
	Airport Operations Supervisor	$28,425	$34,837	$41,248
	Airport Operations Worker	$22,273	$27,296	$32,319
	Animal Control Officer	$25,784	$31,598	$37,413
	Arborist (E)	$38,093	$47,756	$57,418
*	Assistant City Attorney (E)	$48,618	$60,950	$73,283
	Assistant City Clerk	$29,848	$36,579	$43,310
*	Assistant City Manager (E)	$71,831	$90,052	$108,272
*	Assistant City Prosecutor (E)	$44,098	$55,284	$66,471
*	Assistant Director of Health & Env/Epid Coordinator (E)	$48,618	$60,950	$73,283
*	Assistant Director of Human Resources (E)	$41,997	$52,651	$63,305
*	Assistant Director of Parks and Recreation (E)	$48,618	$60,950	$73,283
*	Assistant Director of Planning, Development and Neighborhood Services (E)	$48,618	$60,950	$73,283
*	Assistant Director of Public Works/Engineering (E)	$62,051	$77,790	$93,529
*	Assistant Director of Public Works/Operations (E)	$51,049	$63,998	$76,948
*	Assistant Finance Director (E)	$51,049	$63,998	$76,948
*	Assistant Police Chief (E)	$51,049	$63,998	$76,948
	Assistant to the City Manager (E)	$38,093	$47,756	$57,418
	Athletic Manager (E)	$36,279	$44,462	$52,645
	Automotive Mechanic I	$28,425	$34,837	$41,248
	Automotive Mechanic II	$31,339	$38,407	$45,475
	Automotive Service Worker	$23,385	$28,660	$33,935
	Battalion Chief (E)	$46,303	$58,048	$69,793
	Building Inspector	$32,906	$40,328	$47,751
	Building Maintenance Supervisor (E)	$36,279	$44,462	$52,645
	Building Maintenance Technician	$31,339	$38,407	$45,475
	Capital Improvement Project Manager (E)	$46,303	$58,048	$69,792
	CDBG Project Manager (E)	$46,303	$58,048	$69,792
	Chief Building Official (E)	$46,303	$58,048	$69,792
	Chief Wastewater Plant Operator I	$29,848	$36,579	$43,310
	Chief Wastewater Plant Operator II	$32,906	$40,328	$47,751
	Chief Wastewater Plant Technician	$36,279	$44,462	$52,645
*	City Attorney (E)	$71,831	$90,052	$108,272
*	City Clerk (E)	$44,098	$55,284	$66,471
*	City Prosecutor (E)	$46,303	$58,048	$69,792
	Civil Engineer I (E)	$44,098	$55,284	$66,471
	Civil Engineer II (E)	$48,618	$60,950	$73,283
	Clerk	$19,240	$23,579	$27,918
	Communications Technician	$36,279	$44,462	$52,645
	Communications Technician Manager (E)	$39,998	$50,144	$60,289
*	Community Health Director (E)	$62,051	$77,790	$93,529
	Community Health Nurse (E)	$39,998	$50,144	$60,289
	Community Health Planner/Educator (E)	$34,551	$42,344	$50,136
	Compliance Officer I	$24,554	$30,093	$35,632
	Compliance Officer II	$28,425	$34,837	$41,248
	Construction Inspector	$32,906	$40,328	$47,751
	Cook	$19,240	$23,579	$27,918
	Court Assistant I	$22,273	$27,296	$32,319

CITY OF JOPLIN
SALARY ADMINISTRATION PLAN
EFFECTIVE DECEMBER 15, 2014

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

	Position	Annual Min	Annual Mid	Annual Max
	Court Assistant II	$25,784	$31,598	$37,413
	Crime Analyst/Accreditation Coordinator	$29,848	$36,579	$43,310
	Custodian	$21,212	$25,996	$30,780
*	CVB Director (E)	$48,618	$60,950	$73,283
	CVB Tourism & Events Specialist	$25,784	$31,598	$37,413
*	Deputy Fire Chief (E)	$51,049	$63,998	$76,948
	Detention Officer	$24,554	$30,093	$35,632
*	Director of Information Services (E)	$65,152	$81,678	$98,205
*	Director of Planning, Development and Neighborhood Services (E)	$62,051	$77,790	$93,529
	Director of Sales/CVB (E)	$36,279	$44,462	$52,645
	Emergency Management Coordinator (E)	$39,998	$50,144	$60,289
	Engineering Assistant	$24,554	$30,093	$35,632
	Engineering Technician	$29,848	$36,579	$43,310
	Environmental Public Health Specialist I (E)	$32,906	$40,328	$47,751
	Environmental Public Health Specialist II (E)	$36,279	$44,462	$52,645
	Equipment Operator	$24,554	$30,093	$35,632
	Evidence Technician	$28,425	$34,837	$41,248
*	Executive Assistant/Sec to City Manager	$29,848	$36,579	$43,310
	Facility & Events Manager (E)	$36,279	$44,462	$52,645
*	Finance Director (E)	$65,152	$81,678	$98,205
	Financial Analyst (E)	$41,997	$52,651	$63,305
	Fire Apparatus Fleet Manager	$36,279	$44,462	$52,645
	Fire Captain	$39,998	$50,144	$60,290
*	Fire Chief (E)	$68,411	$85,764	$103,116
	Fire Driver/Engineer	$32,906	$40,328	$47,750
	Fire Marshal (E)	$39,998	$50,144	$60,289
	Fire Training Chief (E)	$44,098	$55,284	$66,471
	Firefighter/EMT	$29,847	$36,579	$43,310
	Fleet Maintenance Supervisor (E)	$38,093	$47,756	$57,418
	GIS Technician	$32,906	$40,328	$47,751
	Golf and Athletic Field Maint Supervisor (E)	$34,551	$42,344	$50,136
	Golf Course Maintenance Supervisor (E)	$34,551	$42,344	$50,136
	Golf Course Professional (E)	$38,093	$47,756	$57,418
	Heavy Equipment Operator	$28,425	$34,837	$41,248
	Human Resources Assistant	$24,554	$30,093	$35,632
*	Human Resources Director/Risk Mgmt (E)	$59,095	$74,085	$89,076
	Human Resources/Safety Specialist	$28,425	$34,837	$41,248
	Infrastructure Maintenance Supervisor (E)	$38,093	$47,756	$57,418
	Infrastructure Superintendent (E)	$46,303	$58,048	$69,792
	IT Analyst	$36,279	$44,462	$52,645
	Jail Administrator (E)	$39,998	$50,144	$60,289
	Jail Shift Supervisor	$29,848	$36,579	$43,310
	Laborer I	$21,212	$25,996	$30,780
	Laborer II	$23,385	$28,660	$33,935
	Land Surveyor (E)	$36,279	$44,462	$52,645
	Lead Cemetery Caretaker	$29,848	$36,579	$43,310
	Lead Parks Caretaker	$29,848	$36,579	$43,310
	Legal Specialist	$28,425	$34,837	$41,248
	Licensed Practical Nurse	$25,784	$31,598	$37,413

CITY OF JOPLIN
SALARY ADMINISTRATION PLAN
EFFECTIVE DECEMBER 15, 2014

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

	Position	Annual Min	Annual Mid	Annual Max
	Medical Services Coordinator (E)	$41,997	$52,651	$63,305
*	Municipal Court Administrator (E)	$44,098	$55,284	$66,471
*	Municipal Judge (E)	$62,051	$77,790	$93,529
	Neighborhood Improvement Officer	$29,848	$36,579	$43,310
	Neighborhood Services Coordinator	$31,339	$38,407	$45,475
	Neighborhood Services Supervisor (E)	$39,998	$50,144	$60,289
	Network Manager	$46,303	$58,048	$69,792
	Nutritionist I (E)	$31,339	$38,407	$45,475
	Nutritionist II (E)	$34,551	$42,344	$50,136
	Parking Enforcement Officer	$23,385	$28,660	$33,935
*	Parks & Recreation Director (E)	$62,051	$77,790	$93,529
	Parks Caretaker	$24,554	$30,093	$35,632
	Parks Facilities Maintenance Supervisor (E)	$39,998	$50,144	$60,289
	Parks Facilities Maintenance Technician	$25,784	$31,598	$37,413
	Parks Maintenance Supervisor (E)	$41,997	$52,651	$63,305
	Planner (E)	$34,551	$42,344	$50,136
	Plans Reviewer	$38,093	$47,756	$57,418
*	Police Chief (E)	$68,411	$85,764	$103,116
	Police Corporal	$34,551	$42,344	$50,136
	Police Captain (E)	$46,303	$58,048	$69,792
	Police Officer I	$29,848	$36,579	$43,310
	Police Officer II	$32,906	$40,328	$47,751
	Police Officer Trainee	$28,425	$34,837	$41,248
	Police Sergeant	$39,998	$50,144	$60,289
	Property Negotiator/Appraiser	$32,906	$40,328	$47,751
*	Public Defender (E)	$41,997	$52,651	$63,305
	Public Information Officer (E)	$39,998	$50,144	$60,289
	Public Safety Communications Manager (E)	$36,279	$44,462	$52,645
	Public Safety Communications Operator	$28,425	$34,837	$41,248
	Public Safety Communications Supervisor	$34,551	$42,344	$50,136
*	Public Works Director (E)	$71,831	$90,052	$108,272
	Recreation Supervisor (E)	$38,093	$47,756	$57,418
	Recycling Coordinator (E)	$31,339	$38,407	$45,475
	Regional Response Planner (E)	$39,998	$50,144	$60,289
	Senior Accountant (E)	$39,998	$50,144	$60,289
	Senior Clerk	$23,385	$28,660	$33,935
	Small Engine Mechanic	$23,385	$28,660	$33,935
	Systems Operator	$28,425	$34,837	$41,248
	Traffic Markings and Sign Technician	$25,784	$31,598	$37,413
	Traffic Signal Technician	$29,848	$36,579	$43,310
	Transit Dispatcher	$22,273	$27,296	$32,319
	Transit Driver I	$22,273	$27,296	$32,319
	Transit Driver II	$23,385	$28,660	$33,935
	Transit Driver Supervisor	$25,784	$31,598	$37,413
	Transportation Coordinator (E)	$39,998	$50,144	$60,289
	Utility Locator	$24,554	$30,093	$35,632
	Utility Worker	$21,212	$25,996	$30,780
	Wastewater Laboratory Assistant	$23,385	$28,660	$33,935
	Wastewater Laboratory Supervisor	$38,093	$47,756	$57,418

CITY OF JOPLIN
SALARY ADMINISTRATION PLAN
EFFECTIVE DECEMBER 15, 2014

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

Position	Annual Min	Annual Mid	Annual Max
Wastewater Laboratory Technician	$29,848	$36,579	$43,310
Wastewater Plant Operator	$28,425	$34,837	$41,248
Wastewater Plant Superintendent (E)	$46,303	$58,048	$69,792
Wastewater Plant Technician	$31,339	$38,407	$45,475
Wastewater Plant Utility Worker	$23,385	$28,660	$33,935
Wastewater Pretreatment Inspector	$38,093	$47,756	$57,418
WIC Certifier	$21,212	$25,996	$30,780
WIC Services Coordinator (E)	$39,998	$50,144	$60,289

Part-Time Hourly	Step 1	Step 2	Step 3
Court Bailiff	$15.000	$15.600	$16.224
Interpreter/Translator	$10.161	$10.567	$10.990
Lead Peer Counselor	$11.540	$12.002	$12.482
Peer Counselor	$9.620	$10.005	$10.405
Police Reserve Officer	$10.161	$10.567	$10.990

Seasonal Hourly	Step 1	Step 2	Step 3
Aquatic Supervisor	$10.209	$10.617	$11.042
Cashier	$8.250	$8.580	$8.923
Day Camp Director	$10.209	$10.617	$11.042
Laborer	$9.438	$9.816	$10.209
Lifeguard	$8.250	$8.580	$8.923
Pool Operator	$9.438	$9.816	$10.209
Recreation Instructor	$9.075	$9.438	$9.816
School Crossing Guard	$9.816	$10.209	$10.617
School Crossing Guard Coordinator	$10.617	$11.042	$11.484

JOB DESCRIPTION
CITY OF JOPLIN
ASSISTANT DIRECTOR OF PLANNING, DEVELOPMENT AND NEIGHBORHOOD SERVICES

TITLE:	ASSISTANT DIRECTOR OF PLANNING, DEVELOPMENT AND NEIGHBORHOOD SERVICES
DEPARTMENT:	PLANNING DEPARTMENT

DESCRIPTION:

Under general direction, plans and organizes the planning functions of the City of Joplin. Reports to the Director of Planning, Development and Neighborhood Services.

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 short-and long-term comprehensive programs and plans for development, growth, revitalization, and utilization of land and physical facilities to maximize quality of life for the community and its residents.
- Provides professional planning assistance to requestors as needed.
- Organizes and coordinates a variety of planning tasks.
- Collects and analyzes data on economic, social, and physical factors affecting land use.
- Projects future community needs.
- Confers with local authorities, civic leaders, and land planning and development specialist to devise and recommend arrangement of land and physical facilities for residential, commercial, industrial, and community uses.
- Conducts public meetings and meets with groups and committees to identify and resolve problems.
- Recommends governmental measure affecting land use, public utilities, community facilities, and housing and transportation to control and guide community develop land renewal.
- Speaks before various civic and professional organizations.
- Present reports to the City Manager and City Council on individual projects as necessary.
- Review and evaluates environmental impact reports applying to specified private and public planning projects and programs.
- Confers and coordinates activities with local planning agencies.

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 elected City officials, other Department management staff, and the public.

MATHEMATICAL ABILITY

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Knowledge of the principles and practices of public administration, including program planning, project management.

PHYSICAL REQUIREMENTS

- Requires high levels of sitting and standing.
- Manual dexterity sufficient to operate essential job related equipment such as computer, typewriters, FAX machines, copiers, and telephones.
- Must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or to others while working.

ENVIRONMENTAL ADAPTABILITY

- Knowledge of coaching and training employees.
- Knowledge of Joplin City Charter/ Code.
- Skill in evaluating complex plans to ensure compliance with project specifications.
- Skill in planning, organizing and directing varying programs.

GENERAL QUALIFICATIONS:

- An undergraduate degree in Public Administration, Urban Planning and experience equivalent to four (4) years of professional planning experience, at least three (3) of which must have been in a public sector setting, and in supervision of staff.
- A master's degree in planning or a related field is preferred.
- Experience in project planning and management.
- 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.

_____ _____

Employee Name (Please Print) Date

_____

Employee Name (Signature)

JOB DESCRIPTION
CITY OF JOPLIN
ASSISTANT DIRECTOR OF PUBLIC WORKS - ENGINEERING

TITLE: ASSISTANT DIRECTOR OF PUBLIC WORKS - ENGINEERING

DEPARTMENT: PUBLIC WORKS DEPARTMENT

DESCRIPTION:

Under general supervision, oversees and directs the day-to-day engineering oriented activities of the Public Works 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.

- Confers with and provides technical engineering advice to design professionals and contractors regarding the design, construction, maintenance, and repair of streets, sidewalks, sanitary and storm sewer lines, wastewater treatment, traffic controls, and municipal structures and facilities.
- Oversees the review and approval of engineering drawings, plans, and blue prints to ensure compliance with established project specifications and established engineering standards.
- Prepares project status reports and budget estimates.
- Confers and coordinates activities with State, Federal, and local design professionals, environmental, and public works agencies/organizations.
- Speaks before various civic and professional organizations on Public Works matters.
- Presents periodic reports to the Public Works Director regarding engineering oriented activities.
- Oversees the overall operations of the Public Works Department in the capacity of Assistant Public Works Director and functions as Public Works Director during the absence of the Director.
- Organizes, coordinates, assigns, and reviews the work of subordinate engineering staff involved in a variety of public works engineering oriented activities, including street design, general field survey, contract/bid development, public works construction project inspection, and the design and construction/renovation of City buildings and facilities.
- Meets with design professionals, contractors, property owners, and the public to explain public works projects and resolve problems.
- Directs assigned personnel, evaluates their performance, and provides training and development as appropriate.
- Prepares and manages assigned program area budget; participates in the development and implementation of long-range planning including reviewing and evaluating work products, methods and procedures as well as forecasting needed staff, equipment, material and supplies.

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 elected City officials, other Department management staff, and the public.

MATHEMATICAL ABILITY

- Skill and experience in contract development and management for both consultant and construction contracts.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Knowledge of the principles and practices of public administration, including budgeting, program planning/development, project management, and employee training and supervision.
- Skill in interpreting complex public works oriented engineering designs, drawings, plans, and regulations.
- Skill in evaluating complex public works oriented engineering designs, drawings, and plans to ensure compliance with established project specifications and engineering standards.

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, and telephones.
- 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.
- Travels to a variety of construction and or work sites at all times of the year with possible exposure to hazardous conditions and/or disease when at these sites.

ENVIRONMENTAL ADAPTABILITY

- Knowledge of civil engineering, public works, and municipal utility operations.
- Knowledge of Joplin City Charter/Code regarding public works functions/activities.
- Knowledge of federal, state and local laws and regulations affecting municipal public works activities and public administration techniques as relative to a Public Works Department
- Skill in planning, organizing, and directing the work of subordinate engineering staff.

GENERAL QUALIFICATIONS:

- Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering or closely related area of Engineering.
- Experience equivalent to four years of professional engineering, at least two of which must have been in a public works setting.
- Must possess registration as Professional Engineer in the State of Missouri or acquire within probationary period.
- 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.

_____ _____
Employee Name (Please Print) Date

_____
Employee Name (Signature)

PUBLIC WORKS DEPARTMENT	APPROVED:
ORDINANCE #:	PAY RANGE:

JOB DESCRIPTION
CITY OF JOPLIN
CAPITAL IMPROVEMENT PROJECT MANAGER

TITLE: CAPITAL IMPROVEMENT PROJECT MANAGER

DEPARTMENT: PLANNING

DESCRIPTION:

The objective of the Capital Improvement Project Manager is to assist in timely completion of the capital improvement projects identified in the Capital Improvement Program.

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 are extremely important in this position and requires a high level of 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.

Management:

- Under the direction of the Director of Public Works or Assistant Director of Public Works, coordinates, develops, manages and administers engineering design and construction oversight contracts and municipal construction contracts.
- Solves problems through research, analysis of City policies, and careful consideration of all alternatives, to obtain a cohesive and effective resolution.
- Provides support necessary to prioritize agenda and develop strategies for implementation.
- Expected to be a liaison between departments, consultants, contractors, project stakeholders and City Administration to ensure projects meet the desired outcome.
- Responsible for completing the appropriate selection process for consultant services to provide professional needs assessment, design and /or construction inspection services for various city projects.

Administration:

- Takes initiation with timely follow through to achieve completion of engineering design tasks
- Checks bidding procedures and contract pay requests.
- Effectively coordinates among contractors, consultants and in-house staff to ensure to ensure all issues and conflicts on Capital Improvement Projects are resolved in a timely manner.
- Continually collects, prepares, and analyzes progress of Capital Improvement projects.
- Responsible for the effective project close-out to include, but not limited to any necessary change-order administration, final payment, ensuring input from end-users and consultants about the quality of work and resolving any noted discrepancies with contractor(s). This will be done by effective note-keeping and communication throughout the project.

Projects:

- Provides all necessary support by way of effective coordination in various activities related to Capital Improvement projects such as engineering design, right-of-way & easement acquisitions, construction and interactions with the property owners and the general public.

- Responsible for pre-bid administration of projects by ensuring consultant estimates either fit within budgets or follow established procedures for ensuring adequate funds to legally award bids, briefing Department Heads, City Administration and the City Council (as needed) on projects as necessary and/or as directed.
- Responsible for bid administration by working with consultants to make sure bids are clean, responsible and references are checked. Proper bid administration will ensure adequate funds are available and either ensure the availability of funds or working with consultants to recommend award on a financially feasible project. Further, this position will be responsible for ensuring not only affordability, but value (i.e., is this a good price for the project being delivered, or is there a better time or way to complete the project?)

Meetings/ Public Relations:

- Communicates goals and objectives while developing working relationships with both the private and public sectors.
- Facilitates liaison meetings with agencies to develop working relations, to tackle issues and to advance the City's interests.
- Present items to the City Council, or other appointed boards and commissions as needed. Responsible for timely and responsive service on behalf of the consultants and contractor(s) who are providing services to the City.

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 communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to participate effectively in all types of meetings.
- Effective at communication and mediation and resolution of competing desires.

MATHEMATICAL ABILITY

- Ability to make advanced mathematical computations.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Ability to comprehend, retain, and apply City policies and State and Federal regulations.

PHYSICAL REQUIREMENTS

- The duties of this job may include physical activities such as climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing/listening, seeing/observing, bending/twisting, and performing repetitive motions.
- Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception, and the ability to adjust focus.
- This job is performed in an office and outside environment.

ENVIRONMENTAL ADAPTABILITY

- Knowledge of effective planning and coordination techniques.

- Knowledge of Microsoft Office software.
- Skill in resolving problems or situations
- Very diligent and effective at staying on top of tasks, scheduling people and tasks and be relentless in support of the City's time, people and financial resources.
- Ability to provide expert advice without formal supervisory responsibility.
- Ability to comprehend the complexity of tasks and develop realistic timelines.
- Ability to effectively prioritize tasks for timely completion
- Ability to instruct and train in methods & procedures.
- Ability to respond to complaints and grievances.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.

GENERAL QUALIFICATIONS:

- Graduation from an accredited college or university with a degree in Civil Engineering or related discipline.
- Six years of experience in infrastructure design, and project management in assigned area.
- A master's degree in Civil Engineering or related discipline may be substituted for one year of work 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.

CERTIFICATION

- Must possess a Professional Engineer's license; MO registration, as issued by the State Board of Registration for Professional Engineers, required within six months of employment. Must possess or obtain a valid Missouri Motor Vehicle Operator's License.

_____ _____
Employee Name (Please Print) Date

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Employee Name (Signature)

JOB DESCRIPTION
CITY OF JOPLIN
DIRECTOR OF PLANNING, DEVELOPMENT AND NEIGHBORHOOD SERVICES

TITLE: DIRECTOR OF PLANNING, DEVELOPMENT AND NEIGHBORHOOD SERVICES

DEPARTMENT: PLANNING

DESCRIPTION:

Under general direction, plans, organizes and administers the planning and community development functions 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.

- 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.

- Organizes, coordinates, and directs, a variety of planning and community development oriented tasks and functions and assesses and evaluates new or expanded economic development needs of the City and makes appropriate recommendations. Oversees annexation issues. In addition oversees the; building, engineering, neighborhood services and planning divisions. May function as Public Works Director during an absence of the Public Works Director.
- Prepares annual budget request and manages operating and capital budgets within the division, including determining priorities and allocating resources; selects, trains, and evaluates the work of staff to ensure that all are achieving established goals and maximizing resources. Oversees grant programs and accomplishments with HUD, HOME, CDBG and EDA.
- Conducts public meetings and meets with groups and committees to identify and resolve problems.
- Serves as senior planner for the department. Provides professional planning assistance to members of the community. Conducts research and prepares statistical reports on land use, physical, social and economic conditions and issues.
- Coordinates and responds to annexation issues from the public, both voluntary and involuntary. Works with other departments and prepares reports to evaluate requests for review by the City Manager and consideration by City Council.
- Confers and coordinates activities with State, Federal, and local planning and development agencies and firms. Speaks before various civic and professional organizations; presents reports to the City Manager and City Council on individual projects as necessary.

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.

JOB DESCRIPTION
CITY OF JOPLIN
DIRECTOR OF PLANNING, DEVELOPMENT AND NEIGHBORHOOD SERVICES

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Skill in establishing and maintaining effective working relationships with elected City officials, other Department management staff and the public.

MATHEMATICAL ABILITY

- Knowledge of the principles and practices of public administration, municipal government, including budgeting, program planning/development, project management, and employee training and supervision.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Skill in evaluating complex plans to ensure compliance with established project specifications and standards.
- Skill in planning, organizing, and directing program.
- Skill in managing multiple projects simultaneously.

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, and telephones; 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 Joplin City Charter/Code.

QUALIFICATIONS:

- An undergraduate degree in Public Administration or Urban Planning.
- Experience equivalent to five years of professional planning experience, at least three of which must have been in a public sector setting.
- Preference given to a master's degree in planning or a related field.
- AICP certification preferred.
- Experience in staffing and supervision, finance and budget control and project planning and management.
- 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)

PLANNING DEPARTMENT	APPROVED:
11.18.13	
ORDINANCE 2012-173	PAY RANGE:
380	

JOB DESCRIPTION
CITY OF JOPLIN
DIRECTOR OF PLANNING, DEVELOPMENT AND NEIGHBORHOOD SERVICES

PLANNING DEPARTMENT	APPROVED:
11.18.13	
ORDINANCE 2012-173	PAY RANGE:
380	

JOB DESCRIPTION
CITY OF JOPLIN
GOLF PROFESSIONAL

TITLE: GOLF PROFESSIONAL

DEPARTMENT: PARKS & RECREATION

DESCRIPTION:

Under general supervision the Golf Professional is responsible for overseeing and providing direction in all aspects of management of the golf facilities, including golf operations, course maintenance, customer service, sales and marketing, food and beverage, accounting/budgeting and human resources. The Golf Professional reports to the Assistant Director of Parks and Recreation.

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.

- Manage all aspects of clubhouse operations and programs including its activities and the relationships between the facility, its patrons, employees, community, government and industry.
- Coordinates operating policies and procedures and directs the work of clubhouse staff.
- Works with the Golf Maintenance Supervisor with the oversight of golf course maintenance objectives.
- Implements and monitors the budget, monitors the quality of products and services and ensures maximum customer satisfaction.
- Secures and protects assets, including financial, facilities and equipment.
- Maintain active membership in good standing with the PGA of America. Maintain and promote a positive professional image within the community.

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.

- Oversee the management and performance of all golf shop and applicable department operations and services; assure high standards and total customer satisfaction.
- Promotes the golf course and program to strive for optimum utilization of the facilities;
- Manages and oversees the software reservation system, starting and monitoring of play.
- Oversee and manage liquor license and the sales of alcoholic beverages.
- Establish golf shop operations personnel policies and ensure proper hiring, training, supervising, personal development and corrective action in accordance with fair labor standards, safety and established policy. Assist with the development of operating procedures for the golf operation.
- Oversee and manage clubhouse and golf instruction personnel.
- Assist with the coordination and development of annual business plans for the golf operation.
- Oversee golf marketing initiatives including all promotional materials, the promotion of new golf memberships, play recruitment, yield management, golf packages, and outside events; Coordinate and ensure correspondence, reporting, newsletters, and communications for the golf operation.
- Coordinate plans for all food and beverage needs, on-course food and beverage needs, banquets, outside events for all golf functions.
- Assists in the development, maintenance and administration of strategic long-range and annual organizational and business plans, as well as assists and advises with long-range plans for improvements to the facility.
- Meet, greet, and welcome prospective customers/patrons.
- Interpret and enforce The Rules of Golf; Enforce all rules and regulations governing golf course usage.
- Oversee an innovative tournament program that services all customer segments.

- Oversee golf instruction/clinics/golf schools/golfer development programs for all customer segments.
- Oversee a profitable merchandise concession that is consistent with customer/patron demographics and needs.
- Assist with the fiscal responsibilities and performance for the golf operations including planning, budgeting, forecasting, monitoring, and corrective management.
- Establish sales goals and forecasts for all golf programs and services, monitor and analyze reports.
- Maintain a close working relationship with the Assistant Director of Parks and Recreation and the Golf Maintenance Supervisor, as well as other division leaders.
- Develops and monitors operation of golf program, including teaching, scheduling, tournaments, locker rooms, driving range, cart rentals, and pro shop facility.
- Play golf and provide instruction with customers/patrons of all skill levels as time and duties permit.
- Oversee and enforce golf shop operations policies, procedures, controls, and fee structures to ensure the safekeeping of assets, inventory and resources.
- Attend conferences, workshops, meetings, and trade shows to keep abreast of current information and developments in the field.

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

- Excellent oral and written communication skills.
- Excellent presentation skills.

MATHEMATICAL ABILITY

- Knowledge of accounting and financial management principles including uniform system of accounts, financial analysis, budgeting, cash flow forecasting, compensation and benefit administration, financing capital projects, audits, internal revenue service, computers, business office organization and long-range financial planning.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Human resource management skills in employee relations, management styles, organizational development, work/family balance, time management, stress management, labor issues and leadership vs. management.
- Effective negotiation skills.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- This position requires that the person stand or walk most of the time with bending, stooping, squatting, twisting, reaching, and working on irregular surfaces or at heights above the ground.

ENVIRONMENTAL ADAPTABILITY

- Sales and marketing knowledge.
- Knowledge of building and facilities management in the areas of preventive maintenance, insurance and risk management, clubhouse/building remodeling and renovation, contractors, energy and water resource management, housekeeping, security, laundry and lodging operations.

GENERAL QUALIFICATIONS:

- Bachelor's Degree in Recreation Administration, Business Administration, Physical Education or other closely related field, and a minimum of two (2) years' experience in operating a municipal golf facility; OR an equivalent combination of education and experience; substituting on a year-for-year basis.
- Preferably college level course work in accounting, budgeting, personnel, finance and/or business administration; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Supervisory training and experience.
- Experience with golf reservation and accounting software.
- Knowledge of RecTrac software preferred.
- Must be Class A or Class Junior A PGA Professional in good standing.
- Extensive experience in golf course programming and operations.
- Must be a Missouri resident due to eligibility to obtain the "Managing Officer" for the golf course per Missouri Division of Alcohol and tobacco.
- 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.

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Employee Name (Please Print) Date

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Employee Name (Signature)

JOB DESCRIPTION
CITY OF JOPLIN
HUMAN RESOURCES/ SAFETY SPECIALIST

TITLE: HUMAN RESOURCES/ SAFETY SPECIALIST

DEPARTMENT: HUMAN RESOURCES

DESCRIPTION:

Under general supervision from the Director of Human Resources and Risk Management, performs a variety of technical and general level human resource functions in the areas of employment, payroll, and benefits. In addition performs a variety of general safety and risk management functions in the area of loss control, safety, claims, and training & development.

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.
- 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.

- Processes Workers Compensation claims.
- Works with the third party administrator on the care of the employee.
- Arranges for medical assistance or for surveillance of injured employees.
- Verifies and coordinates Workers Compensation services, including light duty assignments.
- Manages Return to Work programs for injured workers.
- Enters data into the MMSEA program to determine eligibility of the injured worker for Medicare or Medicaid benefits.
- Conducts training in all safety topics, assist in the development of training content and works with department heads to ensure their staff is following safety protocols.
- Handles property and casualty claims, and works with third party administrator to ensure the claims are handled timely and properly. May conduct on site investigations of claims.
- Perform safety inspections and reports to management and reports any non-compliance or hazardous conditions to management.
- Participates in the development of policies and procedures to prevent accidents.
- Oversees HR process of Fortis software program.
- Responsible for oversight of the volunteer program for the City.
- Manages the staffing and training of information desk in the lobby.
- Investigates all accidents and injuries.
- Conducts Job Safety, Risk and Ergonomic Assessments.
- Performs other safety, loss control and risk related duties as needed and/or assigned.
- Assists the Director of HR and RM in the management of the Safety Committee and Emergency Response Teams.
- Ensures compliance with OSHA, EPA, DNR, FTA, FMCSA, FAA and other local, state and federal regulations.

- Prepares a variety of employment reports required by State and Federal laws, regulations and guidelines.
- Responds to employee questions about personnel rules/regulations and safety policy/procedures.
- Serves as a backup for HR, Payroll and other HR processes, as needed and/or assigned.
- Prepares Risk Management reports for management on weekly, monthly or annual basis.

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 quality customer service and written and verbal communication.
- Ability to communicate in a professional and effective manner with a diverse clientele.

MATHEMATICAL ABILITY

- Ability to operate a computer and application software for the purpose of creating spreadsheets, reports, and correspondence.
- Ability to prepare detailed reports to management on HR and Safety issues.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Knowledge of the Missouri Worker's Compensation rules and guidelines
- Knowledge of areas of Human Resources, Safety and claims handling best practices.
- Skill in understanding and interpreting complex laws, regulations, policies, procedures, and guidelines.

PHYSICAL REQUIREMENTS

- Requires high levels of sitting and standing.
- Manual dexterity sufficient to operate job related office equipment.
- Must be sighted, hearing, and mobile to such a degree as not to compromise safety.
- May require physical duties such as walking, bending, climbing, reaching, lifting, standing, and pulling to conduct facility inspections and risk assessments.

ENVIRONMENTAL ADAPTABILITY

- Knowledge of EEOC, OSHA, EPA/DNR, DOT and other state and federal laws.
- Knowledge of computer software applications
- Knowledge in the use and application of Excel, Word and PowerPoint programs.
- Ability to create and deliver effective training programs.
- Ability to follow very detailed step by step processes for filing of State and Federal reports and forms and data entry into computerized systems.

JOB DESCRIPTION
CITY OF JOPLIN
HUMAN RESOURCES/ SAFETY SPECIALIST

GENERAL QUALIFICATIONS:

- A college degree in Business Management, Safety or Human Resources, Safety with at least two (2) years of experience in any of these disciplines.
- Or, two (2) years of college coursework toward a degree in Human Resource Management, Safety, Business Management, or closely related field and at least four (4) years' experience in the Human Resources and/or the Safety fields.
- An additional year of experience may substitute for one year of education.
- Must possess a valid driver'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
PLANNER

TITLE: PLANNER

DEPARTMENT: PLANNING DEPARTMENT

DESCRIPTION:

Under general direction, performs planning, zoning and community development tasks and functions for the City of Joplin. Reports to the Director of Planning, Development and Neighborhood Services.

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.

- Researches items, prepares agendas, organizes meetings and summarizes data for the Historic Preservation Commission, Planning and Zoning Commission, Board of Adjustment, Metropolitan Planning Organization (MPO), Joplin Redevelopment Corporation.
- Compiles and summarizes the data for special use permits, rezoning requests, historic preservation requests, zoning variances and exceptions.
- Prepares project data and distributes to commission and council members.
- Writes and presents formal and technical reports, working papers and correspondence making recommendations and decisions on projects.
- Presents requests for the Historic Preservation Commission, Board of Adjustment, Planning and Zoning Commission and City Council.
- Serves as Project Manager for all types of projects to include CDBG, HOME, MPO and other projects.
- Updates City zoning maps and records. Maintains and updates the City's Comprehensive Plan.
- Maintains records and files, including plans, zoning ordinances and other data relating to planning and zoning activities; answers questions about planning and zoning, zoning ordinances and community development.
- Prepares the Community Development Block Grant (CDBG), the HOME Grant, HUD and Economic Development Administration (EDA) applications for funding.
- Develops documents for community development projects.
- Researches Federal regulations and determines eligibility for funding; compiles data and prepares reports for City Council and the U.S. Department of Housing and Urban Development (HUD) funding.
- Prepares the Consolidated Plan for metropolitan Joplin and prepares documents and reports for HUD.
- Responsible for meeting all HUD requirements and correcting issues as they are identified.
- Maintains detailed documentation always being prepared for review and auditing.
- Develops the Planning Work Program and Transportation Improvement Program for the Joplin Metropolitan Planning Organization (MPO).
- Maintains detailed documentation of the Joplin MPO, including performance reports, transportation plans and data, and financial records; prepares reports for the Missouri Department of Transportation (MoDOT).

- Assists the Planning, Development and Neighborhood Services Director with writing Economic Development grant applications for submission to the Missouri Department of Economic Development.
- Works with several economic development boards and organizations.
- Assists the Director with economic development projects and programs including Tax Incremental Financing (TIF) and Missouri's Enterprise Zone.
- Presents the City's planning goals, strategies, long range plans, mission and vision for citizens within the community, neighborhood groups and public organizations.
- Leads project reviews as a team member and as assigned by the Director or City Manager.
- Writes a variety of ordinances and regulations relating to development controls.
- Recommends priorities, schedules and funding sources to implement public improvement plans.
- Attends many meetings at other than normal work times.

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 Planning and Zoning Commission members, City Council Members, grant applicants and the public.
- Ability to facilitate groups and to present difficult information to large and small groups.
- Skill in expressing ideas effectively orally and in writing.

MATHEMATICAL ABILITY

- Ability to apply statistical, algebraic, or geometric knowledge in practical situations.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Management and leadership skills.
- Knowledge of HUD CDBG guidelines and rules.
- Knowledge of economic and social characteristics and needs of the different community areas.
- Knowledge of municipal planning principles and practices.
- Knowledge of community development principles and practices.
- Knowledge of the data to be used by the Planning and Zoning Commission and the City Council.
- Knowledge of City of Joplin zoning ordinances.
- Knowledge of City planning and zoning policies, procedures, and guidelines.

PHYSICAL REQUIREMENTS

- Requires long periods of sitting.
- Must be mobile to such a degree that allows efficient, effective essential job related movement such as moving around a building or work area to perform essential job functions.
- Low levels of twisting and bending may be required.
- Must have manual dexterity sufficient to operate common office equipment such as computers, typewriters, copiers, FAX machines and telephones.
- Must not hamper the safety of self or others.

ENVIRONMENTAL ADAPTABILITY

- Knowledge of Community Development Block Grant and HOME program regulations.
- Skill in researching and preparing informational materials regarding planning, zoning and community development.
- Skill in maintaining files, records and reports.
- Skill in operating a variety of standard office equipment, including FAX machines, personal computers, calculators and copiers.
- Ability to operate computer hardware and software such as spreadsheets, databases and GIS programs.
- Ability to pay close attention to details while seeing the bigger picture.

GENERAL QUALIFICATIONS:

- A Bachelor's degree in Public Administration, Community Development, Urban Planning, or closely related field.
- Experience in effective communication and in technical writing techniques.
- 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.

_____ _____
Employee Name (Please Print) Date

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Employee Name (Signature)