



**TOWN OF BOWLING GREEN
TOWN COUNCIL WORK SESSION**

A G E N D A

**Thursday, March 25, 2021
6:30 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

BUSINESS:

- [1.](#) Job Descriptions

ADJOURNMENT



TOWN OF BOWLING GREEN WORK SESSION AGENDA ITEM REPORT

AGENDA ITEM: Job Descriptions
ITEM TYPE: Work Session
PURPOSE OF ITEM: Discussion Only
PRESENTER: Melissa Lewis, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Proposal to add new Job Descriptions

ATTACHMENTS:

- Administrative Job Description Proposal:
 - Current and Proposed Organizational Chart
 - Current and Proposed Adopted Pay Scales
 - Current Economic Development and Events Coordinator Job Description
 - Proposed Director of Community and Economic Development
 - Current and Proposed Clerk/ Treasurer Job Description
 - Current and Proposed Deputy Clerk/Treasurer Job Description
 - Current Administrative Assistant Job Description
 - Current Base Pay Practices

REQUESTED ACTION:

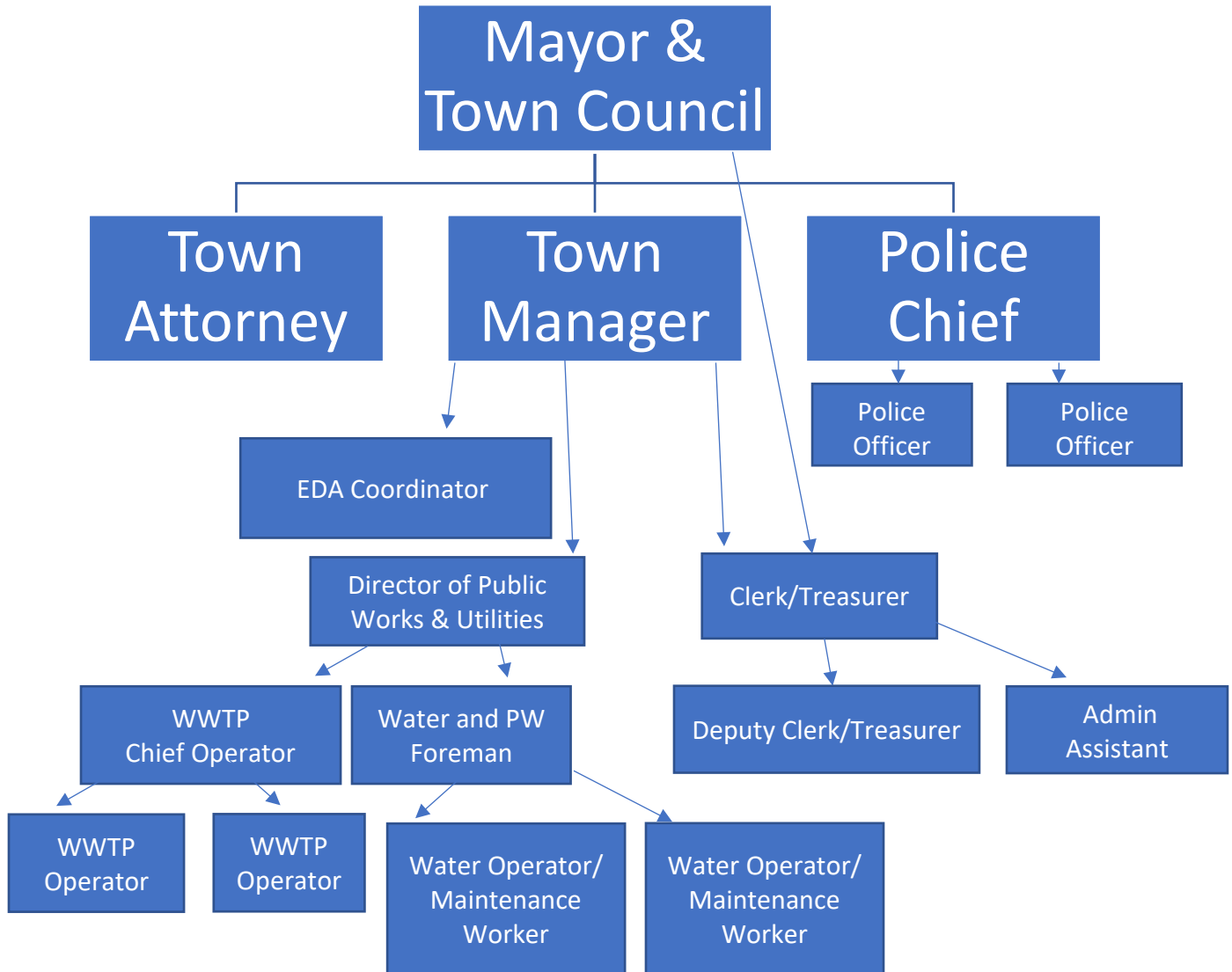
Discuss and reach a consensus for action at the April 1st Town Council Meeting.



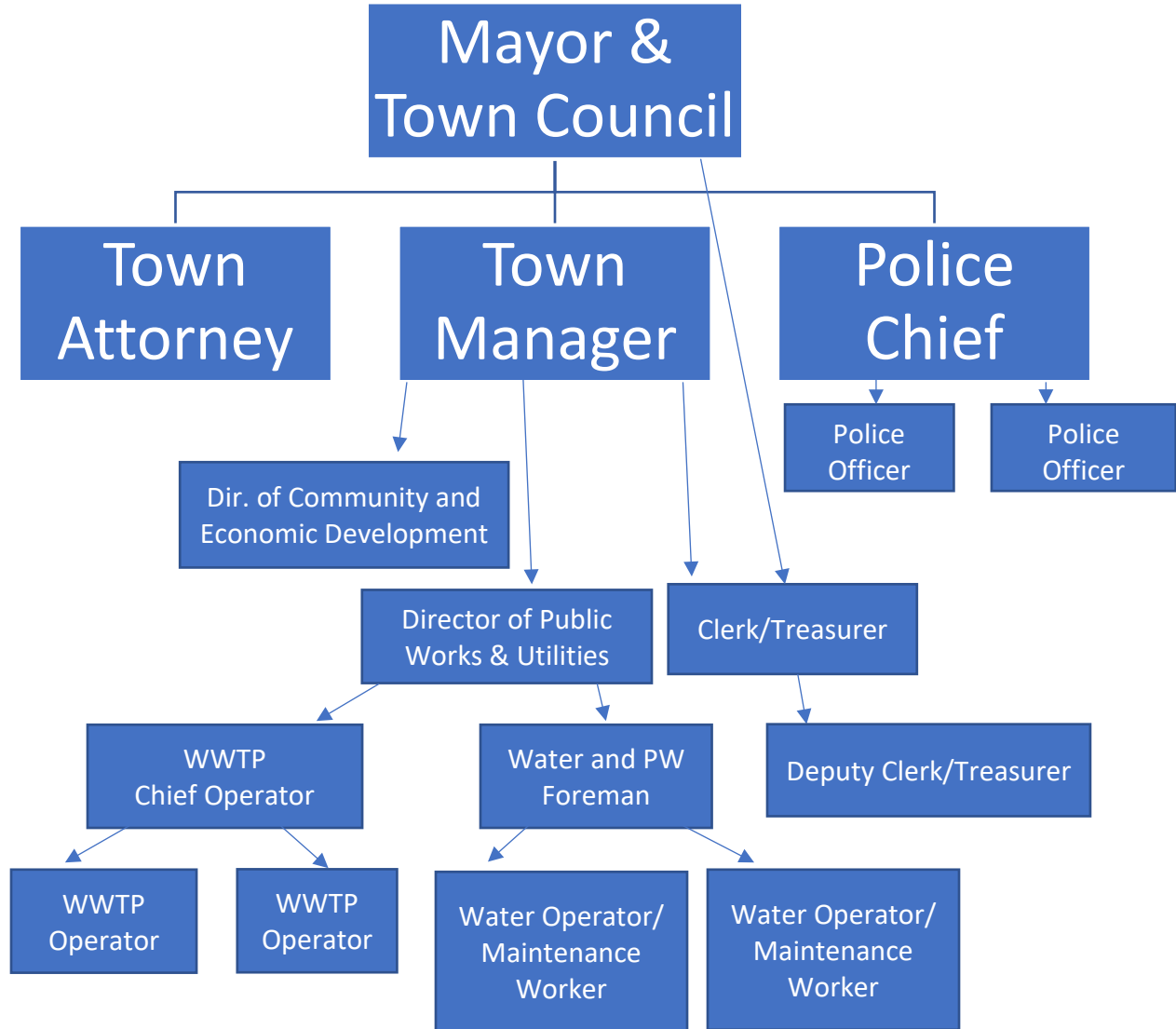
Proposal on
**Administrative
Job Descriptions**

Town Council work session
March 25, 2021

CURRENT Organizational Chart



PROPOSED Organizational Chart



CURRENT

Pay Ranges by Department/Position

Adopted by Town Council 6/6/2019

Dept./ Position	Pay Range		
Town Manager	Min.	Mid.	Max.
<i>Town Manager</i>	\$78,153	\$101,599	\$125,044
<i>Economic Development Coordinator</i>	\$47,979	\$62,372	\$76,766
Police Department			
<i>Police Chief</i>	\$61,235	\$79,605	\$97,976
<i>Patrolman (Part-Time)</i>	\$15	\$17.50	\$20
Clerk/Treasurer Department	Min.	Mid.	Max.
<i>Clerk/Treasurer</i>	\$61,235	\$79,605	\$97,976
<i>Deputy Clerk/Treasurer</i>	\$43,518	\$56,574	\$69,629
<i>Administrative Assistant</i>	\$30,928	\$40,206	\$49,484
<i>Office Assistant (Part-Time)</i>	\$10	\$12.50	\$15
Public Utilities & Public Works Department	Min.	Mid.	Max.
<i>Director of Public Works and Utilities</i>	\$67,511	\$87,765	\$108,018
Treatment Plant	Min.	Mid.	Max.
<i>WWTP Chief Operator</i>	\$61,235	\$79,605	\$97,976
<i>WWTP Operator III</i>	\$41,446	\$53,880	\$66,314
<i>WWTP Operator II</i>	\$37,593	\$48,871	\$60,148
<i>WWTP Operator I</i>	\$34,098	\$44,327	\$54,556
<i>WWTP Operator Trainee</i>	\$32,474	\$42,216	\$51,959
Grounds / Facility Maintenance / Water System	Min.	Mid.	Max.
<i>Water System Operator and Field Foreman</i>	\$37,593	\$48,871	\$60,148
<i>Maintenance / Groundskeeper II</i>	\$29,455	\$38,291	\$47,128
<i>Maintenance / Groundskeeper I</i>	\$25,444	\$33,078	\$40,711
<i>Groundskeeper (Seasonal)</i>	\$10	\$12.50	\$15

PROPOSED

Pay Ranges by Department/Position

Dept./ Position	Pay Range		
Town Manager	Min.	Mid.	Max.
<i>Town Manager</i>	\$78,153	\$101,599	\$125,044
<i>Dir. of Community and Economic Devlp</i>	\$61,235	\$79,605	\$97,976
<i>Economic-Development-Coordinator</i>	\$47,979	\$62,372	\$76,766
Police Department			
<i>Police Chief</i>	\$61,235	\$79,605	\$97,976
<i>Patrolman (Part-Time)</i>	\$15	\$17.50	\$20
Clerk/Treasurer Department	Min.	Mid.	Max.
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<i>Maintenance / Groundskeeper I</i>	\$25,444	\$33,078	\$40,711
<i>Groundskeeper (Seasonal)</i>	\$10	\$12.50	\$15

CURRENT

Town of Bowling Green Job Description



POSITION: **Economic Development Coordinator**
DEPARTMENT: **Town Administration**
PAY RANGE: **\$47,979-\$ 62,372-\$ 76,766**
FLSA: **Exempt**

GENERAL STATEMENT OF JOB: Under general supervision Town Manager, performs advanced administrative support work for the Economic Development Authority (EDA). This position is also responsible for planning, developing, and coordinating special events and programs including marketing and soliciting sponsorships to promote Town business. Employee must exercise independent judgment, initiative, and attention to detail in completing job duties.

ESSENTIAL JOB FUNCTIONS:

- Prepares for and executes events and ensure quality of events.
- Partners with various local, regional, and state tourism entities to promote the Town as an event destination; serves on related committees as needed; coordinates Town marketing efforts with regional and state marketing strategies to maximize dollars and reach.
- Partners with businesses to encourage support and sponsorship for events and increase event traffic to businesses.
- Develops and distributes promotional materials to support tourism efforts, activities and works to attract new events and retain previous events using online social media.
- Assists in developing and implementing an ongoing public communications plan that reports tourism efforts, activities, and results based on predetermined measures.
- Designs and maintains website for Economic Development;
- Assists in the development and execution of the goals, strategies, and actions associated with the Town's Comprehensive Plan and the EDA's Strategic Vision Plan.
- Acts as liaison and point of contact between Town government and the local business community.
- Assists in the development and implementation of programs aimed at highlighting and supporting existing local businesses; works with multiple federal, state, and local agencies to facilitate the Town's efforts to assist retention and expansion of existing businesses; organizes and conducts ribbon-cutting ceremonies, as requested, by local businesses.
- Identifies various federal, state, and local government programs that offer opportunities for assistance; advises businesses regarding these programs.
- Provides information to and works closely with local educational institutions in the development of needed employment and workforce training initiatives as presented by the Town's existing business community.
- Serves as clerk to the Economic Development Authority (EDA); attends monthly and special called meetings; takes, transcribes and distributes meeting minutes; posts minutes to website; prepares agenda packets; arranges meeting room set-up and procures refreshments; processes EDA accounts payables; compiles and submits financial documents to accountant.
- Performs clerical and administrative duties in support of EDA.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Town employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the Town Manager. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

JOB LOCATION AND CONDITIONS:

Work is typically performed in an office setting. Some work can be done remotely with permission of Town Manager. This position requires attendance at occasional night meetings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Broad knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Word, Excel, Access, Power Point and Publisher, and portable document file (PDF) software.
- General knowledge of office practices and procedures, organization and function of Economic Development, Town Administration, and the EDA.
- General knowledge of resources available to the business community (existing and prospective).
- Ability to schedule and coordinate a variety of diverse activities, to organize project assignments, to obtain and apply data, and to analyze and process such information.
- Ability to prepare correspondence, reports, budgets, letters, memos, reports, spread sheets, agendas, etc., with the proper format, punctuation, spelling and grammar, using all parts of speech.
- Ability to be conversant in the theory, principles and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate.

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to a bachelor's degree in communications, marketing, tourism, business administration or a related field; some experience in public event planning and management; and, familiarity with the greater Bowling Green region.
- Knowledge of large scale event coordination; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
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NECESSARY SPECIAL QUALIFICATIONS:

Must possess a valid Virginia driver's license and have an acceptable driving record based on Town's criteria.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PROPOSED

Town of Bowling Green Job Description

POSITION: Director of Community and Economic Development

DEPARTMENT: Town Administration

PAY RANGE: ~~\$47,979 – \$62,372 – \$76,766~~

\$61,235 – \$79,605 – \$97,976 *

*Town Manager's recommendation based on feedback from Council and to keep pay range in line with other department heads.

FLSA Status: Exempt

GENERAL STATEMENT OF JOB: Under general supervision of the Town Manager, performs advanced administrative support work for the Economic Development Authority (EDA) and Planning Commission. Assists the Management Team with planning, organizing, developing, coordinating, maintaining and managing Town events and special projects related to the Town's priorities as established by Town Council and the Town Manager.

ESSENTIAL JOB FUNCTIONS:

- Serves as the main point of contact for Public Relations matters
- Assists the Zoning Administrator and provides staff support to the Planning Commission and the Board of Zoning Appeals.
- Responsible for economic development initiatives and provides staff support to the Economic Development Authority.
- Administers policies and procedures set forth by the Town Council.
- Identifies and completes grant applications for community development related projects and partners with other departments to implement and administer the grants to completion.
- Receives and answers public requests and complaints; performs research as to the nature/cause of subject and to secure related information.
- Manages or coordinates various special projects as assigned by the Town Manager.
- Prepares a variety of correspondence, including memoranda, proclamations, media releases, letters, e-mails, reports, and presentations, contract specifications, resolutions, ordinances, and Town Council Staff documents.
- Prepares and presents staff reports and other necessary communications to the Town Manager, Town Council and others as necessary.
- Attends Council meetings, work sessions, and other meetings and takes necessary actions regarding agenda items or meeting follow up as required.
- Attends necessary events, activities and represents the Town on various boards,

committees and regional organizations.

- Responds to and resolves difficult and sensitive business, citizen, and internal organization inquiries and complaints.
- Develops and distributes promotional materials to support tourism efforts, activities and works to attract new events and retain previous events
- Maintains and promotes Town's website and social media.
- Performs related tasks and other duties as required.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Town employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the Town Manager. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

JOB LOCATION AND CONDITIONS:

Work is typically performed in an office setting. Some telework is permitted with the prior permission of the Town Manager. Occasional night meetings and week-end events required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of computers, electronic data processing, calculators, fax machines and other miscellaneous office equipment.
- Knowledge of the Town's policies and procedures.
- Knowledge of public administrative principles and practices, research methods, and techniques.
- Comprehensive knowledge of general management and office organizational principles.
- Comprehensive knowledge of the basic laws, ordinances and regulations underlying municipal government.
- Ability to express ideas effectively, both orally and in writing.
- Ability to establish and maintain successful working relationships. Possess the ability to foster teamwork, innovation and creativity.
- Ability to work under pressure and/or frequent interruptions.
- Public speaking skills and the ability to connect with small groups and individuals to understand their concerns.
- Ability to conduct research and analysis for a variety of technical, confidential, and/or complex special projects as assigned.
- Ability to communicate effectively, both orally and in writing; establish and maintain effective working relationships with other Town employees and the public; maintain complex records, assemble and organize data, and prepare reports from such records; exercise independent judgment and initiative and attention to detail in accordance with established policies and procedures with minimal supervision.

- Ability to prepare correspondence conforming to all rules of grammar.

EDUCATION AND EXPERIENCE:

Any combination of education and experience relating to community development, economic development, social media, and planning and zoning.

CURRENT

Town of Bowling Green Job Description



POSITION: **Clerk/Treasurer
(Administrative Services Director)**
DEPARTMENT: **Town Administration**
PAY RANGE: **\$61,235-\$79,605-\$97,976**
FLSA: **Exempt**

GENERAL STATEMENT OF JOB: This position oversees and performs the town's administrative functions including serving as the Town Clerk and Town Treasurer. The incumbent performs difficult tasks interpreting and implementing the application of statutory and other regulations governing accounting, procurement, and other major fiscal functions. This position reports directly to and is responsible to the Town Manager and supervises Utility Account Representative / Administrative Assistant.

ESSENTIAL JOB FUNCTIONS:

- Maintains and/or assists in continuous review of accounting practices to assure conformance with generally accepted accounting principles and to assure compliance with federal and State regulations and those restrictions imposed by the Auditor of Public Accounts and the Department of Accounts, as applicable.
- Responsible for all aspects of the general ledger for all Town financial accounts including entering budget information, journal entries and maintenance of the system; accepts other modules into the General Ledger; and maintains the chart of accounts.
- Recommends changes designed to insure compliance and/or increase the efficiency of the Town's accounting operations.
- Complete all necessary tasks related to tax administration for the Town, including obtaining tax records from the Commissioner of Revenue, preparing tax bills for printing, and processing supplements and abatements of tax bills.
- Prepares computer printouts pertaining to checks issued, expenditures, and other budgetary accounts.
- Maintains and/or assists in maintaining a register of the Town's indebtedness and other accounts.
- Prepares special reports and work papers for audits, financial statements, registers, surveys and various account analyses.
- Manages payroll and invoice processing and cash disbursement operations, establishes automated and manual systems to analyze and reconcile balance sheet accounts, prepares and documents adjustments to the accounting system, works with outside auditors, maintains accounts receivable, accounts collected, disbursements and prompt payment procedures, maintains expense ledgers and other types of financial records.
- Administers and reconciles the Town's payment for insurance and other employee deductions.
- Prepares monthly reports and maintains employees' accounts for the Virginia Retirement System.
- Prepares quarterly unemployment report.
- Prepares and mails delinquent account bills after preparing list of delinquent accounts.

- Prepares periodic and special financial, personnel, and statistical reports, possibly prepared on own initiative.
- Prepares the Agenda and materials for Town Council meetings.
- Responsible for minutes of Town Council meetings and other functions related to the keeping of the Public Record as assigned by the Town Manager.
- Maintains Town's web site.
- Coordinates water meter readings with meter readers; initiates work orders for new or terminated service, water flow checks, meter leaks, water quality and related work; communicates results as needed either verbally or in writing with customers; calculates and processes payments for water/sewer tap fees on new construction.
- Maintains general and subsidiary revenue and expenditure records, posting entries from supporting records, balancing against other records and preparing reports from such records.
- Serves as the Economic Development Authority's Secretary
- Supervises Administrative Assistant

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Town employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the Town Manager. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

JOB LOCATION AND CONDITIONS:

Work is typically performed in an office setting. Occasional night meetings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles practices and methods of accounting and administrative procedures,
- Knowledge of generally accepted accounting practices,
- Knowledge of principles and practices governing financial operations,
- Ability to prepare detailed financial reports as required, good professional judgment, initiative,
- General knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Access, Power Point, Word, and Excel; specialized programs and the internet.
- Ability to prepare correspondence, reports, forms, budgets, studies, construction estimates, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

EDUCATION AND EXPERIENCE:

Bachelor's Degree preferred (concentration in accounting, business preferred) with at least three years of progressively responsible experience in related field. Experience in payroll and accounts payable desired – or – any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities required for this position.

NECESSARY SPECIAL QUALIFICATIONS:

Certifications:

- Certified Municipal Clerk (CMC)
- Treasurers' Association of Virginia Certification (Level I, Level II)
- or a combination of education and experience that provides the required knowledge, skills and abilities.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PROPOSED

Town of Bowling Green Job Description

Clerk/Town Treasurer



FLSA Status: Exempt

GENERAL STATEMENT OF JOB: This position oversees and performs the town's administrative functions including serving as the Town Clerk and Town Treasurer. Responsible for preparation of minutes and the keeping of all official records of the Town. Performs difficult tasks interpreting and implementing the application of statutory and other regulations governing accounting, and other major fiscal functions. This position reports directly to and is responsible to the Town Manager and supervises the Deputy Clerk/Deputy Treasurer.

ESSENTIAL JOB FUNCTIONS:

- Maintains and/or assists in continuous review of accounting practices to assure conformance with generally accepted accounting principles and to assure compliance with federal and State regulations and those restrictions imposed by the Auditor of Public Accounts and the Department of Accounts, as applicable.
- Responsible for all aspects of the general ledger for all Town financial accounts including entering budget information, journal entries and maintenance of the system; accepts other modules into the General Ledger; and maintains the chart of accounts.
- Recommends changes designed to ensure compliance and/or increase the efficiency of the Town's accounting operations.
- Complete all necessary tasks related to tax administration for the Town, including obtaining tax records from the Commissioner of Revenue, preparing tax bills for printing, and processing supplements and abatements of tax bills.
- Prepares computer printouts pertaining to checks issued, expenditures, and other budgetary accounts.
- Maintains and/or assists in maintaining a register of the Town's indebtedness and other accounts.
- Prepares special reports and work papers for audits, financial statements, registers, surveys and various account analyses.
- Manages payroll and invoice processing and cash disbursement operations, establishes automated and manual systems to analyze and reconcile balance sheet accounts, prepares and documents adjustments to the accounting system, works with outside auditors, maintains accounts receivable, accounts collected, disbursements and prompt payment procedures, maintains expense ledgers and other types of financial records.
- Administers and reconciles the Town's payment for insurance and other employee deductions. • Prepares monthly reports and maintains employees' accounts for the Virginia Retirement System.

- Prepares quarterly unemployment report.
- Prepares and mails delinquent account bills after preparing list of delinquent accounts.
- Prepares periodic and special financial, personnel, and statistical reports, possibly prepared on own initiative.
- Prepares the Agenda and materials for Town Council meetings.
- Responsible for minutes of Town Council meetings and other functions related to the keeping of the Public Record as assigned by the Town Manager.
- Maintains Town's web site.
- Coordinates water meter readings with meter readers; initiates work orders for new or terminated service, water flow checks, meter leaks, water quality and related work; communicates results as needed either verbally or in writing with customers; calculates and processes payments for water/sewer tap fees on new construction.
- Maintains general and subsidiary revenue and expenditure records, posting entries from supporting records, balancing against other records and preparing reports from such records.
- Serves as the Economic Development Authority's Secretary
- Supervises Deputy Clerk/Deputy Treasurer

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Town employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the Town Manager. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

JOB LOCATION AND CONDITIONS:

Work is typically performed in an office setting. Occasional night meetings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles, practices and methods of accounting and administrative procedures,
- Knowledge of generally accepted accounting practices,
- Knowledge of principles and practices governing financial operations,
- Ability to prepare detailed financial reports as required, good professional judgment, initiative,
- General knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Access, Power Point, Word, and Excel; specialized programs and the internet.
- Ability to prepare correspondence, reports, forms, budgets, studies, construction estimates, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

EDUCATION AND EXPERIENCE: Any combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities required for this position.

CURRENT

Town of Bowling Green Job Description



POSITION: **Deputy Clerk/Treasurer
(Assistant Administrative Services Director)**

DEPARTMENT: **Town Administration**

PAY RANGE: **\$43,518-\$56,574-\$69,629**

FLSA: **Exempt**

GENERAL STATEMENT OF JOB: This position assists in overseeing and performing the town's administrative functions including serving as the Deputy Town Clerk and Town Treasurer. The incumbent performs difficult tasks interpreting and implementing the application of statutory and other regulations governing accounting, procurement, and other major fiscal functions. This position reports directly to and is responsible to the Town Manager.

ESSENTIAL JOB FUNCTIONS:

- Reviews Accounts Payable and Cash Register entries made by Administrative Assistant. Processes initial Supervisory update to post entries to General Ledger.
- Assists the Clerk/Treasurer in completing all necessary tasks related to tax administration for the Town, including preparing tax bills for printing, and processing supplements and abatements of tax bills.
- Prepares computer printouts pertaining to checks issued, expenditures, and other budgetary accounts.
- Assists in maintaining a register of the Town's indebtedness and other accounts.
- Prepares special reports and work papers for audits, financial statements, registers, surveys and various account analyses.
- Assists Clerk/Treasurer in Preparing and processing Payroll.
- Assists Clerk/Treasurer in preparing and processing utility bills.
- Prepares and mails delinquent account bills after preparing list of delinquent accounts.
- Prepares periodic and special financial, personnel, and statistical reports, possibly prepared on own initiative.
- Assists in Preparing the Agenda and materials for Town Council meetings.
- Coordinates water meter readings with meter readers; initiates work orders for new or terminated service, water flow checks, meter leaks, water quality and related work; communicates results as needed either verbally or in writing with customers; calculates and processes payments for water/sewer tap fees on new construction.
- Assists Clerk/Treasurer in maintaining general and subsidiary revenue and expenditure records, posting entries from supporting records, balancing against other records and preparing reports from such records.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Town employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the Town Manager. Once assigned, this would be the same as a

regular work assignment and all policies and procedures for duty assignments apply.

JOB LOCATION AND CONDITIONS:

Work is typically performed in an office setting. Occasional night meetings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles practices and methods of accounting and administrative procedures,
- Knowledge of generally accepted accounting practices,
- Knowledge of principles and practices governing financial operations,
- Ability to prepare detailed financial reports as required, good professional judgment, initiative,
- General knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Access, Power Point, Word, and Excel; specialized programs and the internet.
- Ability to prepare correspondence, reports, forms, budgets, studies, construction estimates, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

EDUCATION AND EXPERIENCE:

Bachelor's Degree preferred (concentration in accounting, business preferred) with at least three years of progressively responsible experience in related field. Experience in payroll and accounts payable desired – or – any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities required for this position.

NECESSARY SPECIAL QUALIFICATIONS:

Certifications:

- Certified Municipal Clerk (CMC)
- or a combination of education and experience that provides the required knowledge, skills and abilities.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PROPOSED

Town of Bowling Green Job Description Deputy Clerk/Deputy Treasurer



FLSA: Exempt

GENERAL STATEMENT OF JOB: This position assists in overseeing and performing the town's administrative functions including serving as the Deputy Town Clerk and Deputy Town Treasurer. Performs difficult tasks interpreting and implementing the application of statutory and other regulations governing accounting, procurement, and other major fiscal functions. This position reports to the Clerk/Treasurer.

ESSENTIAL JOB FUNCTIONS:

- Enters all Accounts Payable and Cash Register entries.
- Assists the Clerk/Treasurer in completing all necessary tasks related to tax administration for the Town, including preparing tax bills for printing, and processing supplements and abatements of tax bills.
- Prepares computer printouts pertaining to checks issued, expenditures, and other budgetary accounts.
- Assists in maintaining a register of the Town's indebtedness and other accounts.
- Prepares special reports and work papers for audits, financial statements, registers, surveys and various account analyses.
- Assists Clerk/Treasurer in Preparing and processing Payroll.
- Assists Clerk/Treasurer in preparing and processing utility bills.
- Prepares and mails delinquent account bills after preparing list of delinquent accounts.
- Prepares periodic and special financial, personnel, and statistical reports, possibly prepared on own initiative.
- Assists in Preparing the Agenda and materials for Town Council meetings.
- Coordinates water meter readings with meter readers; initiates work orders for new or terminated service, water flow checks, meter leaks, water quality and related work; communicates results as needed either verbally or in writing with customers; calculates and processes payments for water/sewer tap fees on new construction.
- Assists Clerk/Treasurer in maintaining general and subsidiary revenue and expenditure records, posting entries from supporting records, balancing against other records and preparing reports from such records.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Town employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the Town Manager. Once assigned, this would be the same as a

regular work assignment and all policies and procedures for duty assignments apply.

JOB LOCATION AND CONDITIONS:

Work is typically performed in an office setting. Occasional night meetings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles, practices and methods of accounting and administrative procedures,
- Knowledge of generally accepted accounting practices,
- Knowledge of principles and practices governing financial operations,
- Ability to prepare detailed financial reports as required, good professional judgment, initiative,
- General knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Access, Power Point, Word, and Excel; specialized programs and the internet.
- Ability to prepare correspondence, reports, forms, budgets, studies, construction estimates, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

EDUCATION AND EXPERIENCE:

Any combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities required for this position.

DRAFT

Town of Bowling Green Job Description



POSITION: **Administrative Assistant**
DEPARTMENT: **Town Administration**
PAY RANGE: **\$30,928-\$40,206-\$49,484**
FLSA: **Non-Exempt**

GENERAL STATEMENT OF JOB: Senior clerical position performing difficult, responsible work involving accounting for receipts and expenditures, billing and the preparation and/or maintenance of fiscal and related records. This position reports to the Town Manager.

ESSENTIAL JOB FUNCTIONS:

- Accounts for receipts and expenditures of the Town.
- Classifies receipts and expenditures according to a standard accounting classification.
- Furnishes information to the public on a variety of matters relating to Town operation.
- Answers telephone and greets all customers entering Town Hall.
- Performs a wide variety of clerical and related tasks.
- Assists with processing customer billing for services provided by Bowling Green; interprets, maintains, and updates information from a variety of databases and other local utilities to ensure accurate information regarding all accounts, reports, bills, and equipment replacement.
- Researches and resolves problems through a variety of methods; negotiates payment extensions or arrangements with customers; initiates non-payment cut-offs; reviews customer accounts.
- Responds to emergency and non-emergency service related phone calls, e-mails, and work orders from staff and inquiries from the public; appraises calls for service to determine cause of problem; dispatches appropriate crew or technician.
- Prepare Town Council meeting minutes.
- Assists the Administrative Services Director
- Performs other duties as assigned.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Town employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the Town Manager. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

JOB LOCATION AND CONDITIONS:

Work is typically performed in an office setting. Occasional night meetings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of data entry, automated financial recordkeeping systems, and various microcomputer software packages; standard office procedures, practices, and equipment; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to communicate effectively, both orally and in writing; establish and maintain effective working relationships with other Town employees and the public; maintain complex records, assemble and organize data, and prepare reports from such records; exercise independent judgment and initiative and attention to detail in accordance with established policies and procedures with minimal supervision.
- Ability to prepare correspondence, reports, forms, budgets, studies, construction estimates, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to a high school diploma, preferably supplemented by college level courses in accounting or business management; and, some experience working in utility billing or accounts receivable/payable including experience involving public contact and customer service.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Base Pay Practices (Adopted by Council 4-5-2018)

Attachment A

Pay Practice	Application	Same Position # or to Different Position #	Competitive or Non-Competitive	Pay Guidelines
Starting Pay	<input type="checkbox"/> New employee <input type="checkbox"/> Rehires		Competitive	Negotiable from minimum of pay band or alternate band up to 15% above current salary, not to exceed pay band maximum. (Exceptions higher than 15% may be granted as appropriate at agency discretion)
Promotion	<input type="checkbox"/> Movement to a different Role in a higher pay band	Different Position #	Competitive	Negotiable from minimum of new pay band or alternate band up to 15% above current salary, or up to the hiring range minimum if it is higher. (Salary may not be below the minimum of the new pay band or alternate band. Exceptions higher than 15% and the hiring range minimum may be granted by the agency with documentation of the basis for the exception provided to DHRM.
Voluntary Transfer	<input type="checkbox"/> Movement within same Role or to different Role in the same pay band	Different Position #	Competitive	Negotiable from minimum of pay band or alternate band up to 15% above current salary, or up to the hiring range minimum if it is higher, not to exceed pay band or alternate band maximum.
		Different Position #	Non-Competitive	Negotiable from minimum of pay band or alternate band up to 10% above current salary not to exceed pay band/alternate band maximum. Must be within same agency or parent agency.
Voluntary Demotion	<input type="checkbox"/> Movement to a different Role in a lower pay band	Different Position #	Competitive or Non-Competitive	Negotiable from minimum of pay band or alternate band up to current salary not to exceed pay band or alternate band maximum (Agency option to freeze salary above maximum for 6 months). Non-Competitive: Must be within same agency or parent agency.
Temporary Pay (Assuming new duties and responsibilities on a temporary basis)	<input type="checkbox"/> Different Role in a higher pay band	Same position #	Non-Competitive	0-15% above current salary not to exceed pay band maximum
	<input type="checkbox"/> Temporary pay for same or different Role in the same pay band	Same position #	Non-Competitive	0-10% increase not to exceed pay band maximum
Role Change (Formerly Reallocation)	<input type="checkbox"/> Upward: movement to a different Role in a higher pay band	Same position #	Non-Competitive	0-10% increase or to minimum of higher pay band
	<input type="checkbox"/> Downward: Movement to a different Role in a lower pay band			No change in salary unless above maximum of the lower pay band, reduce after six months
	<input type="checkbox"/> Lateral: Movement to a different Role in the same pay band			0-10% increase not to exceed pay band maximum
In-Band Adjustment (See also Non-Base Pay Options Chart)	No change in Role title <input type="checkbox"/> Change in duties <input type="checkbox"/> Application of new knowledge/skills/abilities from education, certification, licensure, etc. <input type="checkbox"/> Retention <input type="checkbox"/> Internal alignment	Same position #	Non-Competitive	0-10% increase not to exceed pay band maximum, maximum 10% per fiscal year for In-Band Adjustments (to include any increase for Lateral Role Change). Exceptions may be requested for cases that significantly exceed normal criteria and are supported by a pay factor analysis. Exceptions must receive prior approval from DHRM.
Disciplinary or Performance-related Salary Action	<input type="checkbox"/> Same or lower pay band	Same or Different Position #**	Non-Competitive	Minimum 5% decrease or to lower pay band
Competitive Salary Offer	<input type="checkbox"/> Outside offer (including other state agencies)	Same position #	Non-Competitive	Match outside offer not to exceed maximum of pay band. Employee may return to former position within 30 days with agency approval at former salary or salary that agency offered during competitive offer process.
Reassignment within the Pay Band	<input type="checkbox"/> Agency staffing or operational needs; same or different Role in the same pay band	Different Position #	Non-Competitive	No change in base salary except to adjust for NOVA or Competitive differential change. After any such adjustment, employee's salary must be within the Pay Band or Alternate Band of new position.

All salary actions require the consideration of the following pay factors:

- | | | | |
|-----------------------------|--|-----------------------------|-----------------------|
| - Agency Business Need | - Work Experience & Education | - Internal Salary Alignment | - Total Compensation |
| - Duties & Responsibilities | - Knowledge, Skills, Abilities, & Competencies | - Market Availability | - Budget Implications |
| - Performance | - Training, Certification, License, etc. | - Salary Reference Data | - Long Term Impact |
| | | | - Current Salary |

** Note: Agency must reduce the duties of the employee in order to reduce the pay.