
MEMORANDUM

To: Mayor and City Council

From: Christopher Pike, Finance Director

Date: 5/9/2011

Subject: **Approval to amend the City Position Allocation Chart and City Position and Compensation Chart**

ITEM DESCRIPTION

Approval to amend the City Position Allocation Chart and City Position and Compensation Chart

BACKGROUND

While preparing to reissue an RFP for Municipal Government Services, all positions currently under contract were carefully reviewed. During which time, it was determined to be in the City's best interests to discontinue outsourcing two roles currently outsourced and completed by three people. Through the contract with CGA, the City currently has two Deputy Court Clerks and one Assistant to the City Manager. Since that determination, Human Resources and I have worked to develop job descriptions and pay ranges for the two positions.

EVALUATION

Salary studies were performed for the Deputy Court Clerk and Assistant to the City Manager positions. Staff researched job descriptions and salary data from comparable cities to establish pay ranges for both positions. The recommended salary range for the Deputy Court Clerk position is a minimum of \$32,000 and a maximum of \$48,000. The recommended salary range for the Assistant to the City Manager position is a minimum of \$48,000 and a maximum of \$72,000.

FUNDING

Funds are to be provided in FY 2012 operating budget.

RECOMMENDED ACTION

It is respectfully requested that Council approve the Staff's recommendation to modify the current Position Allocation Chart and the Position and Compensation Chart to include two (2) Deputy Court Clerk positions and one (1) Assistant to the City Manager position effective January 1, 2012.



TITLE: Deputy Municipal Court Clerk
 DEPARTMENT: Municipal Court
 FLSA STATUS: Non-Exempt

JOB SUMMARY:

This position is responsible for assisting the Municipal Court Clerk in all clerical and administrative aspects of the Dunwoody Municipal Court. Duties are performed under the general supervision of the Municipal Court Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides assistance to the public, defendants, attorneys and internal customers regarding court dates and scheduled times, fines, pleas and other information as requested via telecommunications, email or in person.
- Assists with the preparation of the Court Dockets. Assures that all tickets and paperwork are ready for the Court. Maintains records of dispositions and court related files.
- Takes and records payments of fines. Prepares cash drawer batch daily for deposit.
- Researches information relating to citations and other related matters.
- Efficiently maintains all paper-based and electronic files applicable to the Municipal Court.
- Retrieves citations and efficiently maintains proper filing of various data either manually or via daily electronic import of citations into court management system, computer or word processor. Accesses, inputs and retrieves information from a computer.
- Processes incoming and outgoing mail, faxed documents and attorney filings.
- Prepares certified copies of case dispositions as requested.
- Scans all required documentation in compliance with the Municipal Court Retention Schedules as outlined by Georgia Archives.
- Treats the public and other employees in a respectful and courteous manner.
- Adheres to safe work practices and follows safety policies and rules and complies with all Personnel Policies and Department regulations.
- Prepares reports and court forms, such as petitions and warrants.
- Will be required to be cross-trained and perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES:

- Provides administrative support to judges, solicitors, probation officers and other court personnel related to arraignments, trials, probation hearings, and various other hearings as assigned by the Municipal Court Clerk.
- Attend seminars and workshops related to the Deputy Municipal Court Clerk's duties and responsibilities to promote and enhance knowledge thereof.



MINIMUM QUALIFICATIONS:

Education and/or Experience

- a) High School Graduate.
- b) Two (2) years of experience in court operations.
- c) Prefer GCIC certification with knowledge and understanding of entering Computerized Criminal History (CCH) dispositions electronically.
- d) An equivalent combination of education and experience may be acceptable.

Necessary Knowledge, Skills, and Abilities

- a) Knowledge of standard policies, procedures, programs and services in municipal court.
- b) Knowledge of state laws, practices and procedures relating to municipal court.
- c) Knowledge of business English and math.
- d) Knowledge of modern office practices, equipment, methods and procedures.
- e) Knowledge of personal computers and computer software applications.
- f) Skill in managing competing priorities on multiple projects.
- g) Ability to understand and carry out complex verbal and written instructions.
- h) Ability to communicate clearly and effectively, verbally and in writing.
- i) Ability to comprehend, interpret and explain adopted codes, ordinances and policies that relate to City operations and programs.
- j) Ability to research and analyze detailed information, records and statistical data.
- k) Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public.
- l) Ability to deal tactfully and courteously with employees and the general public.
- m) Ability to prepare clear, concise and accurate documents.
- n) Ability to manage stressful situations.

SPECIAL REQUIREMENTS:

- a) Ability to be available to work hours as needed or necessary including, but not limited to, attending court outside normal business hours.
- b) Must be able to manage multiple items at the same time; prioritize tasks; and meet recurring and period time constraints; must be able to maintain confidentiality.
- c) Must be bondable by a surety company.
- d) Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).



PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time at a keyboard or workstation.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office.
- Some tasks require the employee to work in a court setting or in another administrative office setting.



TITLE: Assistant to the City Manager
 DEPARTMENT: Administration
 FLSA STATUS: Exempt

JOB SUMMARY:

This position is responsible for supporting the City Manager in all administrative and operational functions. The incumbent works on special projects as directed by the City Manager. Duties are performed under the general supervision of the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works on projects as assigned by the City Manager. Work includes research of alternatives, costing, the development of a project plan and a project schedule as well as project feasibility documents.
- Implements and manages projects as assigned by the City Manager. Provides reports on progress and feasibility of assigned projects, as well as on key measures maintained by the City Manager.
- Prepares materials for City Council related to presentation of special projects assigned by the City Manager.
- Provides staff support to City Manager in areas including but not limited to communication and operations.
- Creates presentation material as required using print, software and other media.
- Provides direct assistance to the City Manager in any and all facets of operation.
- Attends City Council meetings and other City-related meetings, as required. Serves as a liaison to various committees and organizations.
- May act as liaison in coordination between the City Manager and other departments.
- May respond to complaints on behalf of the City Manager after thorough investigation and review. Researches facts and provides suggestion for resolution to City Manager for approval.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES:

- May have responsibility for special events or meetings.
- Attend seminars and workshops related to the Assistant to the City Manager's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- a) Bachelor Degree in Public Administration, Business Administration or a related field from an accredited college or university. Master of Public Administration Degree preferred.
- b) Two (2) years of experience in municipal government administration.
- c) An equivalent combination of education and experience may be acceptable.



Necessary Knowledge, Skills, and Abilities

- a) Knowledge of standard policies, procedures, programs and services in municipal government.
- b) Knowledge of state laws, practices and procedures relating to municipal government.
- c) Knowledge of municipal organizational and departmental functions, staffing and operating procedures.
- d) Knowledge of basic governmental budget procedures.
- e) Knowledge of business English and math.
- f) Knowledge of modern office practices, equipment, methods and procedures.
- g) Knowledge of personal computers and computer software applications.
- h) Skills associated with planning and organizing information.
- i) Skill in managing competing priorities on multiple projects.
- j) Ability to understand and carry out complex verbal and written instructions.
- k) Ability to communicate clearly and effectively, verbally and in writing.
- l) Ability to conduct special projects and analyze and interpret findings.
- m) Ability to prepare clear, concise and accurate documents.
- n) Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public.
- o) Ability to deal tactfully and courteously with employees and the general public.
- p) Ability to exercise independent judgment.
- q) Ability to manage stressful situations.

SPECIAL REQUIREMENTS:

- a) Ability to be available to work hours as needed or necessary including, but not limited to, attending meetings outside normal business hours.
- b) Must be able to manage multiple items at the same time; prioritize tasks; and meet recurring and period time constraints; must be able to maintain confidentiality.
- c) Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office.