



MEMORANDUM

To: Mayor and City Council
From: Nicole Stojka, Human Resources Manager
Date: February 9, 2015
Subject: **Discussion of Resolution Approving Revised Job Descriptions of City Clerk and Municipal Court Clerk and Approving Related Amendment to Position Allocation and Compensation Chart**

ITEM DESCRIPTION

Discussion of resolution approving revised job descriptions of the City Clerk and the Municipal Court Clerk and approving a related amendment to the Position Allocation and Compensation Chart.

BACKGROUND

The purpose of this resolution is to change the reporting structure for the Municipal Court Clerk. The Municipal Court Clerk currently reports to the City Manager. With approval of this resolution, the Municipal Court Clerk would begin reporting to the City Clerk.

The City Manager will retain the authority to appoint and remove the Court Clerk.

The Municipal Court Clerk’s duties and responsibilities will not change.

The City Clerk will continue to report directly to the City Council regarding traditional City Clerk-related matters. She will update the City Manager regarding any significant issues related to the Court.

RECOMMENDED ACTION

It is respectfully requested that Council approve the resolution effective February 23, 2015.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNWOODY
APPROVING REVISED JOB DESCRIPTIONS OF CITY CLERK AND MUNICIPAL
COURT CLERK AND APPROVING RELATED AMENDMENT TO POSITION
ALLOCATION AND COMPENSATION CHART**

WHEREAS, the Human Resources Manager has reviewed and approved the revised job descriptions for the positions of City Clerk and Municipal Court Clerk; and

WHEREAS, the Human Resources Manager has reviewed and approved the related amendment to the City’s Position Allocation and Compensation Chart; and

WHEREAS, the City Manager has reviewed and approved the revised job descriptions for the positions of City Clerk and Municipal Court Clerk and the related amendment to the Position Allocation and Compensation Chart and has recommended that the same be approved and adopted by the City Council; and

WHEREAS, copies of the revised job descriptions for the positions of City Clerk and Municipal Court Clerk and amended Position Allocation and Compensation Chart are attached hereto and incorporated herein by this reference.

**NOW, THEREFORE, THE MAYOR AND CITY COUNCIL OF THE CITY OF
DUNWOODY RESOLVE:**

1. That the revised job descriptions for the positions of City Clerk and Municipal Court Clerk are hereby approved effective immediately.
2. That the amended Position Allocation and Compensation Chart is hereby approved effective immediately.

SO RESOLVED AND EFFECTIVE, this 23rd day of February, 2015.

Approved:

Michael G. Davis, Mayor

Attest:

Sharon Lowery, City Clerk



TITLE: City Clerk
 DEPARTMENT: Administrative Services
 FLSA STATUS: Exempt

JOB SUMMARY:

Serves as clerk to the Mayor and Council. City Clerk duties include preparing for and managing the functions of all Council meetings; recording actions in public meetings in accordance with State law and parliamentary procedures; posting meeting notices and maintaining public records. Additional duties include serving as the Municipal Elections Superintendent and serving as custodian of official City records and public documents. Duties are performed independently under the general supervision of the Mayor and City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares Council agendas and coordinates the assembly of Council packets for all Council meetings.
- Attends regular and special meetings of Mayor and Council.
- Prepares and posts notices of public meetings and hearings and notifies the news media of scheduled meetings.
- Maintains ordinances and resolutions for City Council action.
- Serves as chief elections officer for the City; duties involve maintaining the City's election records as required by State law; approving the City's final voter's list; and, accepting candidates' qualifying forms for Mayor and Council offices.
- Serves as Filing Officer for the City, accepting all Campaign Contribution Disclosure Reports (CCDR) and Financial Disclosure Reports (FDR). Responsible for reporting to the State regarding adherence to the CCDR and FDR reporting schedules.
- Receives and responds to requests for information from the Mayor and Council, Dunwoody citizens and the general public.
- Controls, inventories and monitors all public records and archives of the City.
- Implements and oversees the City's records management system.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ESSENTIAL DUTIES AND RESPONSIBILITIES - SUPPLEMENTAL:

- Oversees, supervises, and provides guidance to the Municipal Court Clerk in his/her administration of the Municipal Court; reported to by the Municipal Court Clerk.
- Regularly communicates with the City Manager regarding Municipal Court; provides information to the City Manager as requested and keeps him/her informed of significant developments or situations; makes recommendations regarding training, performance, disciplinary or other corrective action, and implementation of new or revised policies or procedures.
- Performs such other supplemental duties and responsibilities as may be required by law or ordinance or as the Mayor or City Manager may direct.



ASSOCIATED DUTIES:

Attend seminars and workshops related to the City Clerk's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- a) Associate degree or bachelor's degree in business, public administration, or related field from an accredited college or university.
- b) Five years of progressively responsible 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 public records and public meetings in local government.
- c) Knowledge of business English and math.
- d) Knowledge of modern office practices, equipment, methods and procedures.
- e) Knowledge of parliamentary procedures in Robert's Rules of Order.
- f) Knowledge of State election codes.
- g) Ability to understand and carry out complex verbal and written instructions.
- h) Ability to deal tactfully and courteously with employees and the general public.
- i) Ability to communicate clearly and effectively, verbally and in writing.
- j) Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public.
- k) Skill in managing competing priorities on multiple projects.
- l) Knowledge of personal computers and computer software applications.
- m) Skill in recording and transcribing minutes of public meetings.
- n) Ability to comprehend, interpret and explain adopted codes, ordinances and policies that relate to City operations and programs.
- o) Ability to research and analyze detailed information, records and statistical data.
- p) Ability to prepare clear, concise and accurate documents.
- q) Ability to manage stressful situations.

SPECIAL REQUIREMENTS:

- State of Georgia certification as a municipal clerk must be obtained within eighteen (18) months of employment upon assuming the duties of this classification.
- Certification as a chief deputy registrar must be obtained within twelve (12) months of employment with the City.
- 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.
- Must be bondable by a surety company.
- Certification as a notary public must be obtained within sixty (60) days of employment with the City.
- 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 and 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 15 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 sits in an office or computer room.



TITLE: Municipal Court Clerk
 DEPARTMENT: Municipal Court
 FLSA STATUS: Exempt

JOB SUMMARY:

Serves as clerk and administrator to the Dunwoody Municipal Court. Municipal Court Clerk duties include preparing for and managing the functions of the municipal court; preparing the court docket and managing the financial records of the court. Duties are performed independently under the general supervision of the City Manager or his/her designee and in coordination with the Municipal Court Judges.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Formulates work methods and practices to be followed by the department.
- Trains Deputy Municipal Court Clerks and provides instruction regarding work methods.
- Supervises Deputy Municipal Court Clerks. Assigns, coordinates and reviews the work of the Deputy Municipal Court Clerks.
- Identifies personnel training needs and makes recommendations for specialized training.
- Performs personnel evaluations and completes performance appraisals.
- Counsels subordinates and makes recommendations and/or takes disciplinary action based on department and City policies, rules and procedures.
- Advises and assists subordinates as to priorities and procedures and ensures compliance with departmental rules and regulations.
- Establishes and develops goals and objectives and ensures that goals and objectives are reached.
- Monitors and maintains departmental communication between employees and others.
- Prepares annual budget recommendations for the Municipal Court.
- Prepares the Court Docket. 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. Makes deposits of monies received.
- Assists the public by providing information relating to tickets received and court dates.
- 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.
- 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.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.



ASSOCIATED DUTIES:

Attend seminars and workshops related to the Municipal Court Clerk's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience:

- a) Associate degree or bachelor's degree in business, public administration, or related field from an accredited college or university.
- b) Five years of progressively responsible experience in municipal court 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 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:

- Ability to be available to work hours as needed or necessary including, but not limited to, attending court outside normal business hours.
- 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.
- Must be bondable by a surety company.
- 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 and 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 20 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 sits in an office or computer room.

POSITION ALLOCATION AND COMPENSATION CHART

Department/Title	Full Time	Elected Officials	Salary Summary	
			Avg. Low	Avg. High
General Government Mayor City Council		1 6	Set by Charter Set by Charter	Set by Charter Set by Charter
Office of the City Manager City Manager Assistant to the City Manager	1 1		Set by Council \$ 48,000	Set by Council \$ 72,000
Administrative Services City Clerk	1		\$ 59,821	\$ 93,307
Financial Services Finance Director	1		\$ 95,000	\$ 142,500
Public Safety Chief of Police Deputy Chief of Police Lieutenant Sergeant Police Officer Crime Analyst (non-sworn) Executive Assistant (non-sworn) Crime Scene Technician (non-sworn) Terminal Agency Coordinator (non-sworn) Property & Evidence Technician (non-sworn) Police Service Representative (non-sworn) Prisoner Transport Officer (non-sworn)	1 1 3 9 37 1 1 1 1 1 4 1		\$ 95,000 \$ 74,700 \$ 61,700 \$ 48,400 \$ 39,000 \$ 39,000 \$ 39,000 \$ 34,700 \$ 34,000 \$ 30,682 \$ 29,500 \$ 27,200	\$ 142,500 \$ 112,100 \$ 92,600 \$ 72,600 \$ 58,500 \$ 58,500 \$ 58,600 \$ 52,000 \$ 51,000 \$ 46,000 \$ 44,250 \$ 40,800
Municipal Court Court Clerk Deputy Municipal Court Clerk	1 3		\$ 48,666 \$ 32,000	\$ 73,000 \$ 48,000
Public Works Public Works Director	1		\$ 90,000	\$ 135,000

PROPOSED POSITION ALLOCATION AND COMPENSATION CHART

Department/Title	Full Time	Elected Officials	Salary Summary	
			Avg. Low	Avg. High
General Government Mayor City Council		1 6	Set by Charter Set by Charter	Set by Charter Set by Charter
Office of the City Manager City Manager Assistant to the City Manager	1 1		Set by Council \$ 48,000	Set by Council \$ 72,000
Administrative Services City Clerk	1		\$ 67,900	\$ 102,100
Financial Services Finance Director	1		\$ 95,000	\$ 142,500
Public Safety Chief of Police Deputy Chief of Police Lieutenant Sergeant Police Officer Crime Analyst (non-sworn) Executive Assistant (non-sworn) Crime Scene Technician (non-sworn) Terminal Agency Coordinator (non-sworn) Property & Evidence Technician (non-sworn) Police Service Representative (non-sworn) Prisoner Transport Officer (non-sworn)	1 1 3 9 37 1 1 1 1 1 4 1		\$ 95,000 \$ 74,700 \$ 61,700 \$ 48,400 \$ 39,000 \$ 39,000 \$ 39,000 \$ 34,700 \$ 34,000 \$ 30,682 \$ 29,500 \$ 27,200	\$ 142,500 \$ 112,100 \$ 92,600 \$ 72,600 \$ 58,500 \$ 58,500 \$ 58,600 \$ 52,000 \$ 51,000 \$ 46,000 \$ 44,250 \$ 40,800
Municipal Court Court Clerk Deputy Municipal Court Clerk	1 3		\$ 48,666 \$ 32,000	\$ 73,000 \$ 48,000
Public Works Public Works Director	1		\$ 90,000	\$ 135,000