

POSITION DESCRIPTIONS

CITY OF DRY RIDGE
POSITION DESCRIPTION

Class Title: City Clerk/Treasurer

Department: Administration / City Clerk/Treasurer's Office

Supervisor: Mayor

Supervises: All Personnel Assigned to Office

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates and evaluates all activities and programs of the office; records, maintains and attests to official records of the City; serves as custodian of the seal of the City; prepares and mails out notices for and receives payment for taxes, licenses, fees, utilities and other revenues; prepares checks for all expenditures, including payroll; supervises office staff; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates all activities and programs of the office in accordance with established policy and professional standards.
2. Supervises personnel assigned to office while assisting with performing required duties.
3. Evaluates office personnel; recommends disciplinary action as required.
4. Attends regular and special Council meetings; prepares complete and accurate minutes of Council proceedings, and records them in appropriate books.
5. Maintains all records of the City.
6. Serves as custodian of the seal of the City.
7. Insures that all ordinances meet publication requirements; insures that ordinances are codified as required.
8. Assists in the preparation and administration of annual budget; monitors departmental budgets.
9. Prepares monthly and annual financial statements and accounts payable; maintains general ledger account; acts as fiscal officer for police supplemental pay account.
10. Administers purchase order system.
11. Supervises and/or assists in the preparation, proofing and mailing of notices for taxes, licenses, utility bills, and other City revenues; issues licenses, permits, etc, after receipt of payment.
12. Supervises the collection of all city revenues; balances cash drawers daily.
13. Prepares delinquent notices.
14. Invests city funds; maintains bank accounts.
15. Maintains accurate accounts receivable and accounts payable records.
16. Prepares payroll checks; prepares checks for all City expenditures after checking invoices for accuracy.

17. Insures that all expenditures are charged to correct fund and/or department.
18. Reconciles bank statements.

City Clerk/Treasurer, Page 2

19. Administers investment program.
20. Receives employee time cards; prepares payroll; forwards required withholdings and/or forms to state and federal agencies.
21. Administers employee benefits program.
22. Insures that required monthly, quarterly, and/or annual reports are prepared for federal, state and local agencies, and the City Council.
23. Administers worker's compensation insurance program.
24. Performs general administrative duties, including researching information for city officials, working with the press, working with department directors, etc.
25. Receives inquiries and/or complaints from the public and attends to their disposition or forwards to appropriate personnel.
26. Types, files, sorts, answers mail and other correspondence.
27. Answers questionnaires and surveys.
28. Answers telephone; handles inquiries and complaints.
29. Attends training programs; schedules subordinate personnel for training as necessary.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Bachelors degree in Accounting, Information Technology, Finance or related field supplemented by three years related work experience; or graduation from high school or equivalent supplemented by five years directly related work experience. additional education in a related field may be substituted for required work experience on a year for year basis up to a maximum of two years.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of the legal requirements relating to the recording and preservation of official minutes and records, as well as all other city records and documents not specifically assigned to another department.
2. Thorough knowledge of the parliamentary procedures for Council meetings.
3. Thorough knowledge of the theories and practices of municipal fiscal administration and accounting.
4. Thorough knowledge of computer hardware and applicable software.
5. Thorough knowledge of laws and ordinances governing fiscal record keeping, accounts receivable and payable, payroll preparation and distribution, and required reports.
6. Thorough knowledge of modern accounting practices and procedures, and the basic principles of finance.

7. Thorough knowledge of budget procedures and financial reporting.
8. Thorough knowledge of banking practices.
9. Knowledge of modern office practices, procedures, and equipment.

Skills:

City Clerk/Treasurer, Page 3

1. Skill in the use of computers and other office equipment.
2. Supervisory skills.
3. Communication skills.

Abilities:

1. Ability to supervise office staff while assisting with required duties.
2. Ability to efficiently operate standard office equipment, including computer hardware and software, typewriter, calculator, adding machine, copier, telephone, etc.
3. Ability to type.
4. Ability to make arithmetic calculations accurately and efficiently.
5. Ability to prepare and maintain records efficiently and accurately.
6. Ability to communicate effectively, orally and in writing, including ability to prepare reports in a neat, concise and accurate manner.
7. Ability to deal tactfully with the public.
8. Ability to establish and maintain effective working relationship with City officers and employees, and the general public.

ADDITIONAL REQUIREMENTS

Instructions: Very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and development of new techniques, concepts and programs within established limits or policies.

Review of Work: Review generally limited to oral and written reports.

Analytical Requirements: Continual analysis of figures, trends and results of all kinds which directly affect the policy of the city.

Tools, Equipment and Vehicles Used: Normal office equipment (computer, typewriter, copier, telephone, fax machine, etc.)

Physical Requirements of the Job: Work is typically performed while sitting at desk; lifting light objects (up to 25 pounds) is a requirement of the job.

Contacts: Frequent public and private contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job

requirement.

Mental Effort: Heavy.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

City Clerk/Treasurer, Page 4

Availability: Must be able to attend evening meetings.

Certification Requirements: Must obtain designation as Certified Municipal Clerk by the International Institute of Municipal Clerks and Certified Kentucky Municipal Clerk by the Kentucky Municipal Clerks Association within five years after appointment to the position.

Additional Requirements: Must participate in required drug/alcohol testing as a condition of continued employment.

Bonding Requirements: Must be bondable.

Overtime Provision: ~~Non~~-Exempt.

CITY OF DRY RIDGE
POSITION DESCRIPTION

Class Title: Assistant City Clerk/Treasurer

Department: Administration / City Clerk/Treasurer's Office

Supervisor: City Clerk/Treasurer

Supervises: Assumes Responsibility for the Office in the Absence of a Higher Authority

Class Characteristics: Under general administrative supervision, assists the City Clerk/Treasurer with all activities and programs of the office; assists in preparing and maintaining official records of the City; assists in preparation, proofing, and mailing notices for taxes, licenses, fees, utility bills, and other city revenues; collects and records city revenues; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assists with all activities and programs of the office.
2. Attends regular and special Council meetings in the absence of the City Clerk/Treasurer and record the minutes of the meeting.
3. Assists in preparing and maintaining the official minutes of Council proceedings.
4. Assists in maintaining all records of the city not specifically assigned to another office.
5. Assists in the preparation, proofing, and mailing of notices for taxes, licenses, fees, utility bills, and other City revenues; accepts payments and writes receipts.
6. Prepares delinquent tax, license and fee notices such as occupational, property, water, traffic fines and city stickers.
7. Balances cash drawer daily.
8. Prepares bank deposits.
9. Assists with preparing and maintaining financial records of the city, including accounts receivable, accounts payable, and other records as required.
10. Receives invoices and checks for accuracy; prepares checks for approved invoices.
11. Prepares financial reports for City Council on regularly scheduled basis.
12. Reconciles bank statements.
13. Prepares licenses or permits after receipt of payment.
14. Assists with preparation and distribution of payroll; assists with accounts payable.
15. Prepares and forwards required reports on a timely basis, and maintaining payroll-related employee records.
16. Types correspondence, ordinances, resolutions, minutes, forms, contracts, reports, etc., for city personnel and officials from rough drafts; proofs for accuracy;

maintains accurate files.

17. Picks up and distributes mail; prepares materials for mailing.

18. Prepares and delivers deposits to bank.

Assistant City Clerk/Treasurer, Page 2

19. Serves as receptionist for the office; answers telephone, greets visitors, accepts inquiries and/or complaints from the public and attends to their disposition or forwards to appropriate personnel.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by three years directly related work experience; additional job-related education may be substituted for required work experience on a year-for-year basis up to a maximum of two years.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of legal requirements relating to recording and preservation of official minutes and records, and other documents and records not specifically assigned to another department.

2. Knowledge of parliamentary procedures.

3. Knowledge of local government operations.

4. Knowledge of modern accounting practices and procedures, and the basic principles of public finance.

5. Knowledge of modern office practices, procedures, equipment and record keeping systems.

6. Knowledge of business English, spelling and arithmetic.

Skills:

1. Skill in the use of computers and other office equipment.

2. Communication skills.

Abilities:

1. Ability to prepare and maintain records accurately and efficiently, and to prepare clear and concise reports.

2. Ability to prepare and maintain financial management records of the city accurately and efficiently; ability to prepare financial reports on a timely basis.

3. Ability to type accurately.

4. Ability to operate standard office equipment, including computer hardware and software, typewriter, calculator, adding machine, copier, telephone, etc.

5. Ability to use courtesy and tact in dealing with the public, in person and on the telephone.
6. Ability to establish and maintain effective working relationship with City officers and employees, and the general public.

Assistant City Clerk/Treasurer, Page 3

ADDITIONAL REQUIREMENTS

Instructions: Instructions are somewhat general; many aspects of work are covered specifically, but must also use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Completed work is generally spot-checked.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles Used: Normal office equipment (computers, typewriter, copier, telephone, fax machine, etc.)

Physical Requirements of the Job: Work is typically performed while sitting at desk; lifting light objects (up to 25 pounds) is a requirement of the job.

Contacts: Frequent public and private contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Heavy.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain valid driver's license.

Availability: Must be able to attend evening meetings.

Certification Requirements: Must obtain designation as Certified Municipal Clerk by the International Institute of Municipal Clerks and Certified Kentucky Municipal Clerk by the Kentucky Municipal Clerks Association within five years after appointment to the position.

Additional Requirements: Must participate in required drug/alcohol testing as a condition of continued employment.

Bonding Requirements: Must be bondable.

Overtime Provision: Non-exempt.

CITY OF DRY RIDGE
POSITION DESCRIPTION

Class Title: Customer Service Representative III

Department: Administration / City Clerk/Treasurer's Office

Supervisor: City Clerk/Treasurer

Supervises: None

Class Characteristics: Under general direction, participates in the collection and recording of city taxes, licenses, fees, utilities, and other revenue sources the City may require; may assume responsibility for the office in the absence of the City Clerk/Treasurer; performs related work as required.

Distinguishing Features of the Class: The work includes billing, collecting and recording City taxes, licenses, fees, utilities, and other City revenues. Employees in this class assist with insuring that all individuals and businesses doing business in the city have paid all applicable fees and have been issued the appropriate license. The individual in this class works under the general direction of the City Clerk/Treasurer. Employees generally enter the class series as Customer Service Representative I and progress to Customer Service Representative II and III subject to meeting established goals and objectives, years of experience requirements, recommendation of the City Clerk/Treasurer, and approval of the Mayor.

General Duties and Responsibilities:

Essential:

1. May assume responsibility for the office in the absence of the City Clerk/Treasurer while assisting with required duties.
2. May attend regular and special Council meetings in the absence of the City Clerk/Treasurer; may prepare and record official minutes of the meeting.
3. Assists with all official duties of the office, including preparation and maintenance of all official records not assigned to another office.
4. Assists with publication and codification of ordinances.
5. May assist with payroll, including preparation and forwarding of required reports, maintaining payroll records, etc.
6. May assist with administering employee benefits programs and maintaining employee files.
7. May assist with administering insurance programs.
8. Assists in preparation, proofing, and mailing of notices for taxes, licenses, fees, utility bills, and other City revenues; accepts payments and writes receipts; prepares licenses or permits after receipt of payment; balances cash drawer daily; prepares and makes bank deposits.
9. Receives invoices and checks for accuracy; prepares checks for approved invoices.

10. Assists with preparing and maintaining financial records of the City, including accounts receivable, accounts payable, and other records as required.
Customer Service Representative III, Page 2

11. Reconciles bank statements.
12. Assists with preparation of financial reports for City Council.
13. May assist in administering purchase order system.
14. Types correspondence, ordinances, resolutions, minutes, forms, contracts, reports, etc. for city personnel and officials from rough draft, proofs for accuracy, maintains accurate files.
15. Picks up and distributes mail; prepares materials for mailing.
16. May serve as receptionist for the office, including accepting payments, preparing receipts, preparing licenses, answering telephone, greeting visitors, accepting inquiries and/or complaints, etc.
17. Attends conferences, training programs, etc., to remain current on areas of importance to the Office.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years work experience as a CSR I or II (or equivalent); Bachelors or Associates degree in Accounting, Information Systems, or Finance may be substituted for work experience on a year-for-year basis up to a maximum of two years.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of legal requirements relating to recording and preservation of official minutes and records, and other documents and records not specifically assigned to another department.
2. Thorough knowledge of parliamentary procedures.
3. Thorough knowledge of local government operations.
4. Thorough knowledge of professional accounting practices and procedures, and the basic principles of public finance.
5. Thorough knowledge of modern office practices, procedures, equipment and record keeping systems (including computer hardware and applicable software programs).
6. Thorough knowledge of clerical methods and financial management systems used in collection and recording of public funds.
7. Thorough knowledge of banking practices.
8. Thorough knowledge of payroll, including required reports.
9. Thorough knowledge of the City's insurance and employee benefits programs.
10. Knowledge of business English, spelling and arithmetic.

Skills:

1. Exceptional public relations skills.
Customer Service Representative III, Page 3

2. Excellent communication skills, in person and by phone.
3. Exceptional computer skills.

Abilities:

1. Ability to prepare and maintain records accurately and efficiently, and to prepare clear and concise reports.
2. Ability to prepare and maintain financial management records of the city accurately and efficiently; ability to prepare financial reports on a timely basis.
3. Ability to carry out complex oral and written instructions.
4. Ability to type accurately.
5. Ability to operate standard office equipment, including computer hardware and software, typewriter, calculator, adding machine, copier, telephone, etc.
6. Ability to make mathematical computations with speed and accuracy by hand or machine.
7. Ability to complete projects within established time frame.
8. Ability to use courtesy and tact in dealing with the public, in person and on the telephone.
9. Ability to establish and maintain effective working relationship with City officers and employees, and the general public.
10. Clerical aptitude. Mental alertness. Attention to detail. Accuracy. Good judgment. Integrity.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are somewhat general; must use own judgment much of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work is reviewed daily through cash balances, reports, etc.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles Used: Normal office equipment (word processor, computer, printer, copier, fax, calculator, postage meter, phone, etc.)

Physical Requirements of the Job: Work is predominantly performed indoors at a desk or table. Intermittent standing, walking, stooping is required; must lift objects weighing less than 25 pounds.

Contacts: Public and internal contacts requiring tact and diplomacy are a requirement of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Heavy.

Interruptions: Constant.

Special Licensing Requirements: None.

Certification Requirements: Certified Municipal Clerk designation by the International Institute of Municipal Clerks and/or the Certified Kentucky Municipal Clerk designation by the Kentucky Municipal Clerks Association preferred, but not required.

Additional Requirements:

1. Must be bondable.
2. Must participate in required drug and alcohol testing (including random testing) as a condition of employment and continued employment with the City.

Overtime Provision: Non-exempt.

CITY OF DRY RIDGE
POSITION DESCRIPTION

Class Title: Customer Service Representative II

Department: Administration / City Clerk/Treasurer's Office

Supervisor: City Clerk/Treasurer

Supervises: None

Class Characteristics: Under general direction, participates in the collection and recording of city taxes, licenses, fees, utilities, and other revenue sources the City may require; performs related work as required.

Distinguishing Features of the Class: The work includes billing, collecting and recording City taxes, licenses, fees, utilities, and other City revenues. The individual in this class works under the general direction of the City Clerk/Treasurer. Employees generally enter the class series as Customer Service Representative I and progress to Customer Service Representative II and III subject to meeting established goals and objectives, years of experience requirements, recommendation of the City Clerk/Treasurer, and approval of the Mayor.

General Duties and Responsibilities:

Essential:

1. May attend regular and special Council meetings in the absence of the City Clerk/Treasurer; may prepare and record official minutes of the meeting.
2. Assists with all official duties of the office, including preparation and maintenance of all official records not assigned to another office.
3. Assists with publication and codification of ordinances.
4. May assist with payroll, including preparation and forwarding of required reports, maintaining payroll records, etc.
5. May assist with administering employee benefits programs and maintaining employee files.
6. May assist with administering insurance programs.
7. Assists in preparation, proofing, and mailing of notices for taxes, licenses, fees, utility bills, and other City revenues; accepts payments and writes receipts; prepares licenses or permits after receipt of payment; balances cash drawer daily; prepares and makes bank deposits.
8. Receives invoices and checks for accuracy; prepares checks for approved invoices.
9. Assists with preparing and maintaining financial records of the City, including accounts receivable, accounts payable, and other records as required.
10. Reconciles bank statements.
11. Assists with preparation of financial reports for City Council.
12. May assist in administering purchase order system.

13. Types correspondence, ordinances, resolutions, minutes, forms, contracts, reports, etc. for city personnel and officials from rough draft, proofs for accuracy, maintains

accurate files.

14. Picks up and distributes mail; prepares materials for mailing.
15. May serve as receptionist for the office, including accepting payments, preparing receipts, preparing licenses, answering telephone, greeting visitors, accepting inquiries and/or complaints, etc.
16. Attends conferences, training programs, etc., to remain current on areas of importance to the Office.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by three years work experience as a CSR I (or equivalent); Bachelors or Associates degree in Accounting, Information Systems, or Finance may be substituted for work experience on a year-for-year basis up to a maximum of two years.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of legal requirements relating to recording and preservation of official minutes and records, and other documents and records not specifically assigned to another department.
2. Knowledge of parliamentary procedures.
3. Knowledge of local government operations.
4. Knowledge of professional accounting practices and procedures, and the basic principles of public finance.
5. Knowledge of modern office practices, procedures, equipment and record keeping systems (including computer hardware and applicable software programs).
6. Knowledge of clerical methods and financial management systems used in collection and recording of public funds.
7. Knowledge of banking practices.
8. Knowledge of payroll, including required reports.
9. Knowledge of the City's insurance and employee benefits programs.
10. Knowledge of business English, spelling and arithmetic.

Skills:

1. Exceptional public relations skills.
2. Excellent communication skills, in person and by phone.
3. Exceptional computer skills.

Abilities:

1. Ability to prepare and maintain records accurately and efficiently, and to

prepare clear and concise reports.

2. Ability to prepare and maintain financial management records of the city accurately and efficiently; ability to prepare financial reports on a timely basis.
3. Ability to carry out complex oral and written instructions.
4. Ability to type accurately.
5. Ability to operate standard office equipment, including computer hardware and software, typewriter, calculator, adding machine, copier, telephone, etc.
6. Ability to make mathematical computations with speed and accuracy by hand or machine.
7. Ability to complete projects within established time frame.
8. Ability to use courtesy and tact in dealing with the public, in person and on the telephone.
9. Ability to establish and maintain effective working relationship with City officers and employees, and the general public.
10. Clerical aptitude. Mental alertness. Attention to detail. Accuracy. Good judgment. Integrity.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are somewhat general; must use own judgment much of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work is reviewed daily through cash balances, reports, etc.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles Used: Normal office equipment (word processor, computer, printer, copier, fax, calculator, postage meter, phone, etc.)

Physical Requirements of the Job: Work is predominantly performed indoors at a desk or table. Intermittent standing, walking, stooping is required; must lift objects weighing less than 25 pounds.

Contacts: Public and internal contacts requiring tact and diplomacy are a requirement of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Heavy.

Interruptions: Constant.

Special Licensing Requirements: None.

Customer Service Representative II, Page 4

Certification Requirements: Certified Municipal Clerk designation by the International Institute of Municipal Clerks and/or the Certified Kentucky Municipal Clerk designation by the Kentucky Municipal Clerks Association preferred, but not required.

Additional Requirements:

1. Must be bondable.
2. Must participate in required drug and alcohol testing (including random testing) as a condition of employment and continued employment with the City.

Overtime Provision: Non-exempt.

CITY OF DRY RIDGE
POSITION DESCRIPTION

Class Title: Customer Service Representative I

Department: Administration / City Clerk/Treasurer's Office

Supervisor: City Clerk/Treasurer

Supervises: None

Class Characteristics: Under general supervision, participates in the collection and recording of city taxes, licenses, fees, utilities, and other revenue sources the City may require; performs related work as required.

Distinguishing Features of the Class: The work includes billing, collecting and recording City taxes, licenses, fees, utilities, and other City revenues. The individual in this class works under the general direction of the City Clerk/Treasurer. Employees generally enter the class series as Customer Service Representative I and progress to Customer Service Representative II and III subject to meeting established goals and objectives, years of experience requirements, recommendation of the City Clerk/Treasurer, and approval of the Mayor.

General Duties and Responsibilities:

Essential:

1. May attend regular and special Council meetings in the absence of the City Clerk/Treasurer; may prepare and record official minutes of the meeting.
2. Assists with all official duties of the office, including preparation and maintenance of all official records not assigned to another office.
3. Assists with publication and codification of ordinances.
4. May assist with payroll, including preparation and forwarding of required reports, maintaining payroll records, etc.
5. May assist with administering employee benefits programs and maintaining employee files.
6. May assist with administering insurance programs.
7. Assists in preparation, proofing, and mailing of notices for taxes, licenses, fees, utility bills, and other City revenues; accepts payments and writes receipts; prepares licenses or permits after receipt of payment; balances cash drawer daily; prepares and makes bank deposits.
8. Receives invoices and checks for accuracy; prepares checks for approved invoices.
9. Assists with preparing and maintaining financial records of the City, including accounts receivable, accounts payable, and other records as required.
10. Reconciles bank statements.
11. Assists with preparation of financial reports for City Council.
12. May assist in administering purchase order system.

13. Types correspondence, ordinances, resolutions, minutes, forms, contracts, reports, etc. for city personnel and officials from rough draft, proofs for accuracy, maintains

accurate files.

14. Picks up and distributes mail; prepares materials for mailing.
15. May serve as receptionist for the office, including accepting payments, preparing receipts, preparing licenses, answering telephone, greeting visitors, accepting inquiries and/or complaints, etc.
16. Attends conferences, training programs, etc., to remain current on areas of importance to the Office.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by one year work experience, preferably including working with the public sector; Bachelors or Associates degree in Accounting, Information Systems, or Finance preferred, but not required.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, legal requirements relating to recording and preservation of official minutes and records, and other documents and records not specifically assigned to another department.
2. Knowledge of, or ability to learn, parliamentary procedures.
3. Knowledge of, or ability to learn, local government operations.
4. Knowledge of, or ability to learn, professional accounting practices and procedures, and the basic principles of public finance.
5. Knowledge of, or ability to learn, modern office practices, procedures, equipment and record keeping systems (including computer hardware and applicable software programs).
6. Knowledge of, or ability to learn, clerical methods and financial management systems used in collection and recording of public funds.
7. Knowledge of, or ability to learn, banking practices.
8. Knowledge of, or ability to learn, payroll, including required reports.
9. Knowledge of, or ability to learn, the City's insurance and employee benefits programs.
10. Knowledge of business English, spelling and arithmetic.

Skills:

1. Exceptional public relations skills.
2. Excellent communication skills, in person and by phone.
3. Exceptional computer skills.

Abilities:

Customer Service Representative I, Page 3

1. Ability to prepare and maintain records accurately and efficiently, and to prepare clear and concise reports.
2. Ability to prepare and maintain financial management records of the city accurately and efficiently; ability to prepare financial reports on a timely basis.
3. Ability to carry out complex oral and written instructions.
4. Ability to type accurately.
5. Ability to operate standard office equipment, including computer hardware and software, typewriter, calculator, adding machine, copier, telephone, etc.
6. Ability to make mathematical computations with speed and accuracy by hand or machine.
7. Ability to complete projects within established time frame.
8. Ability to use courtesy and tact in dealing with the public, in person and on the telephone.
9. Ability to establish and maintain effective working relationship with City officers and employees, and the general public.
10. Clerical aptitude. Mental alertness. Attention to detail. Accuracy. Good judgment. Integrity.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are somewhat general; must use own judgment much of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work is reviewed daily through cash balances, reports, etc.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles Used: Normal office equipment (word processor, computer, printer, copier, fax, calculator, postage meter, phone, etc.)

Physical Requirements of the Job: Work is predominantly performed indoors at a desk or table. Intermittent standing, walking, stooping is required; must lift objects weighing less than 25 pounds.

Contacts: Public and internal contacts requiring tact and diplomacy are a requirement of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Heavy.

Interruptions: Constant.

Special Licensing Requirements: None.
Customer Service Representative I, Page 4

Certification Requirements: Certified Municipal Clerk designation by the International Institute of Municipal Clerks and/or the Certified Kentucky Municipal Clerk designation by the Kentucky Municipal Clerks Association preferred, but not required.

Additional Requirements:

1. Must be bondable.
2. Must participate in required drug and alcohol testing (including random testing) as a condition of employment and continued employment with the City.

Overtime Provision: Non-exempt.

CITY OF DRY RIDGE
POSITION DESCRIPTION

Class Title: ~~Utility Clerk/Secretary (Part Time)~~

Department: ~~Administration / City Clerk/Treasurer's Office~~

Supervisor: ~~City Clerk/Treasurer~~

Supervises: ~~None~~

Class Characteristics: ~~Under general administrative supervision, assists the City Clerk/Treasurer and Assistant City Clerk/Treasurer with all activities and programs of the office; assists in preparing and maintaining official records of the City; assists in preparation, proofing, and mailing notices for taxes, licenses, fees, utility bills, and other city revenues; collects and records city revenues; performs related work as required.~~

General Duties and Responsibilities:

Essential:

- ~~1. Assists in preparing and maintaining the official minutes of Council proceedings.~~
- ~~2. Assists in maintaining all records of the city not specifically assigned to another office.~~
- ~~3. Assists in the preparation, proofing, and mailing of notices for taxes, licenses, fees, utility bills, and other City revenues; accepts payments and writes receipts.~~
- ~~4. Prepares delinquent tax, license and fee notices such as occupational, property, water, traffic fines and city stickers.~~
- ~~5. Assists with balancing cash drawers.~~
- ~~6. Assists with preparing bank deposits.~~
- ~~7. Assists with preparing and maintaining financial records of the city, including accounts receivable, accounts payable, and other records as required.~~
- ~~8. Receives invoices and checks for accuracy; prepares checks for approved invoices.~~
- ~~9. Assists with preparing financial reports for City Council.~~
- ~~10. Reconciles bank statements.~~
- ~~11. Prepares licenses or permits after receipt of payment.~~
- ~~12. Types correspondence, ordinances, resolutions, minutes, forms, contracts, reports, etc., for city personnel and officials from rough drafts; proofs for accuracy; maintains accurate files.~~
- ~~13. Picks up and distributes mail; prepares materials for mailing.~~
- ~~14. Serves as receptionist for the office; answers telephone, greets visitors, accepts inquiries and/or complaints from the public and attends to their disposition or forwards to appropriate personnel.~~

Non-essential: ~~None.~~

DESIRABLE QUALIFICATIONS

Utility Clerk/Secretary (Part Time), Page 2

Training and Experience: Graduation from high school or equivalent; no previous work experience required.

Special Knowledge, Skills and Abilities:

Knowledge:

- 1.—— Knowledge of, or ability to learn, legal requirements relating to recording and preservation of official minutes and records, and other documents and records not specifically assigned to another department.
- 2.—— Knowledge of, or ability to learn, parliamentary procedures.
- 3.—— Knowledge of, or ability to learn, modern accounting practices and procedures, and the basic principles of public finance.
- 5.—— Knowledge of modern office practices, procedures, equipment and record keeping systems.
- 6.—— Knowledge of business English, spelling and arithmetic.

Skills:-

- 1.—— Skill in the use of computers and other office equipment.

Abilities:

- 1.—— Ability to prepare and maintain records accurately and efficiently, and to prepare clear and concise reports.
- 2.—— Must gain ability to prepare and maintain financial management records of the city accurately and efficiently; ability to prepare financial reports on a timely basis, during the original probation period.
- 3.—— Ability to type accurately.
- 4.—— Ability to operate standard office equipment, including computer hardware and software, typewriter, calculator, adding machine, copier, telephone, etc.
- 5.—— Ability to use courtesy and tact in dealing with the public, in person and on the telephone.
- 6.—— Ability to establish and maintain effective working relationship with City officers and employees, and the general public.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are initially very specific, but become more general with additional work experience.

Processes: Must occasionally consider different courses of action, or deviate

from standard operating procedures, to get the job done.

Review of Work: All completed work is reviewed initially, but is reviewed less often with additional work experience.

Utility Clerk/Secretary (Part-Time), Page 3

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles Used: Normal office equipment (computers, typewriter, copier, telephone, fax machine, etc.)

Physical Requirements of the Job: Work is typically performed while sitting at desk; lifting light objects (up to 25 pounds) is a requirement of the job.

Contacts: Frequent public and private contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate.

Interruptions: Constant.

Special Licensing Requirements: None.

Availability: Work is performed part time on a scheduled basis, but may be required on short notice during periods of heavy workload in the office, filling in for other personnel in the office, etc.

Certification Requirements: None.

Additional Requirements: Must participate in required drug/alcohol testing as a condition of continued employment.

Bonding Requirements: Must be bondable.

Overtime Provision: Non-exempt.

CITY OF DRY RIDGE
POSITION DESCRIPTION

[Added 5-15]

Class Title: Zoning Administrator (Part-Time)

Department: Administration

Supervisor: Mayor

Supervises: None

Class Characteristics: Under general direction, administers and enforces zoning ordinances, related ordinances and codes; performs related work as required.

Distinguishing Features of the Class: The duties and responsibilities of this class will be assumed by an employee of the City in addition to his/her regular duties/responsibilities in another class.

General Duties and Responsibilities:

Essential:

1. Performs field inspections.
2. Inspects buildings, signs, related structures and sites to ensure that contractors and/or owners have complied with zoning ordinances, related ordinances and codes.
3. Checks streets, yards, buildings, signs and related structures and/or uses to ensure proper maintenance in compliance with zoning ordinances.
4. Investigates complaints regarding violations of zoning ordinances, related ordinances and codes.
5. Prepares letters and reports for legal actions against violators of zoning ordinances, related ordinances and codes.
6. Compiles and prepares, after research, changes and modifications needed in zoning ordinances, related ordinances and codes and assists in recommending changes in same.
7. May attend meetings of the City Council, Board of Building and Housing Appeals, and Board of Appeals to report as requested.

Non-essential: None.

Training and Experience: Graduation from high school or equivalent (GED) supplemented by two years related work experience; additional related education may be substituted for work experience requirement on a year-for-year basis.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, local zoning ordinances and other local ordinances relating to zoning administration and codes enforcement.
 2. Knowledge of, or ability to learn, inspection procedures.
- Zoning Administrator (Part-Time), Page 2

3. Knowledge of, or ability to learn, enforcement procedures.

Skills:

1. Good computer skills.
2. Good communication skills.
3. Good interpersonal skills.

Abilities:

1. Ability to read and interpret plans, specifications and blueprints quickly and accurately, and to compare them with construction.
2. Ability to detect deviations from zoning ordinances, related ordinances and codes.
3. Ability to enforce codes, including the enlistment of property owners/contractors in securing compliance with zoning ordinances, related ordinances and codes.
4. Ability to prepare clear and accurate reports, and to maintain an effective filing system.
5. Ability to work with civic groups and citizen groups.
6. Ability to communicate effectively, orally and in writing.
7. Ability to establish and maintain effective working relationship with developers/builders, city officers and employees, and the general public.
8. Honesty; integrity; self-motivation.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are initially very specific, but become more general as the duties and responsibilities of the position are learned; many aspects of work continue to be covered specifically, but personal judgment must continue to be used.

Processes: Work varies slightly; seldom required to take different, new or unusual approaches in completing work assignments.

Review of Work: Work is initially reviewed very thoroughly, but is reviewed less often with work experience on the job.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is required.

Physical Requirements of the Job: Work is performed both indoors, requiring intermittent sitting, standing and walking in an office environment, and outdoors regardless

of weather conditions; exposed to all weather conditions, at which time must be mobile to climb muddy hills, long stairs, ladders, etc; must have good vision; must lift objects weighing less than 25 pounds; exposed to noise, high places, confined spaces.

Tools and/or Equipment Used: Must drive vehicle as a requirement of the job; must use normal office equipment (Computer hardware and software, telephone, fax machine, copier);

Zoning Administrator (Part-Time), Page 3

tools to confirm compliance with subdivision regulations.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky as a condition of continued employment in the position.

Training Requirements: None.

Certification Requirements: None.

Additional Requirements: Must attend meetings after normal working hours; may occasionally need to work overtime.

Overtime Provision: N/A.

CITY OF DRY RIDGE
POSITION DESCRIPTION

[Added 5-15]

Class Title: IT Administrator (Part-Time)

Department: Administration

Supervisor: Mayor

Supervises: None

Class Characteristics: Under the general administrative direction, responsible for the operation and maintenance of the City's ongoing computer system and the analysis of additional systems; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Assists end users with hardware/software concerns, analyzing the need for new or altering current hardware/software.
2. Coordinates repair and/or replacement of computer equipment.
3. Maintains inventory of computer equipment.
4. Installs and sets-up hardware and software.
5. Troubleshoots software problems and detects problems with operating systems, and attempts to correct them.
6. Maintains all computer hardware in proper working condition.
7. Assists other staff with problems resulting in computer software and/or hardware problems as needed.
8. Prepares Requests for Proposal (RFP) for computer related items.
9. Develops plans and implements computer related upgrades.
10. Coordinates and maintains computer equipment replacement plan.
11. Runs maintenance programs.
12. Serves as first point of contact for any computer hardware problems and malfunctions.
13. Maintains inventory of computer equipment and supplies.
14. Investigates purchases of software and hardware for the City in cooperation with the pertinent Department Director.
15. Creates and/or maintains the agency's website, e-mail, intranet, digital document storage, etc.
16. Maintains phone system, including cellular and land lines.
17. Maintains security system.
18. Prepares reports as required.
19. Performs related duties as needed.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in Information Systems Management or IT Administrator (Part-Time), Page 2

related computer science field; related work experience may be substituted for the education requirement on a year-for-year basis up to a maximum of four years.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of personal computers and data based software programs.
2. Extensive knowledge of computer hardware and applicable software.
3. Extensive knowledge of the variety and application of personal computers and peripheral equipment.
4. Extensive knowledge of broad range of software packages and applications.

Skills:

1. Skill in the use of local area network systems.
2. Skill in the use of computers and other office equipment.
3. Skill to disassemble and assemble computers.
4. Skill to insert video cards, RAM chips, network cards, modems, etc., and to identify various computer-related components.
5. Skill in working with agency staff.

Abilities:

1. Ability to efficiently use computer hardware and software.
2. Ability to maintain effective working relationships with employees, public officials and third party computer contractors.
3. Ability to work with minimal supervision.
4. Ability to train agency staff relating to the use of computers.

ADDITIONAL REQUIREMENTS

Instructions: Very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and development of new techniques, concepts and programs within established limits or policies.

Review of Work: Work is rarely reviewed - only upon the occasion of a computer issue.

Analytical Requirements: Assignments frequently involve decisions based on a

wide knowledge of many factors where applications of advanced or technical concepts are predominantly required.

Physical Demands of the Job: Work is typically performed indoors while sitting at desk or table with intermittent standing, walking, and stooping; lifting light objects (up to 25

IT Administrator (Part-Time), Page 3

pounds) is a requirement of the job.

Tools and/or Equipment Used: General computer equipment (computers, printers, scanners, digital camera, and other peripherals including network equipment).

Contacts: Frequent public and internal contacts requiring tact and diplomacy is requirements of the job.

Confidential Information: Limited use of confidential information is a job requirement.

Mental Effort: Moderate

Interruptions: Few.

Special Licensing Requirements: None.

Availability: Occasionally required to work evenings and/or weekends.

Certification Requirements: Must have obtained Local area network certification, or must obtain certification during first twelve months in the position.

Additional Requirements: None.

Overtime Provision: N/A.

CITY OF DRY RIDGE
POSITION DESCRIPTION

Class Title: ~~Building Inspector~~

Department: ~~Administration~~

Supervisor: ~~Mayor~~

Supervises: ~~None.~~

Class Characteristics: ~~Under general direction, administers and enforces building and housing codes, subdivision regulations, and ordinances; performs related work as required.~~

General Duties and Responsibilities:

Essential:

1. ~~Reviews plans and plat plans to ensure that buildings, signs, related structures, and sites are in compliance with applicable codes, ordinances, and regulations.~~

2. ~~Performs field inspections.~~

3. ~~Inspects buildings, signs, related structures and site to ensure that contractors and/or owners are in compliance with specifications and regulations.~~

4. ~~Issues permits for buildings, electricity, driveway construction, sign erection, and trailer placement; grants telephone line movement and construction permits.~~

5. ~~Inspects alterations and repair jobs.~~

6. ~~Investigates complaints charging violations of city codes; makes cases against violators of city building code.~~

6. ~~Prepares complaints for legal actions against violators of building codes and related ordinances.~~

7. ~~Compiles and prepares, after research, changes and modifications needed in building codes and related ordinances; assists in recommending changes in same.~~

8. ~~Prepares and maintains records and reports as required.~~

9. ~~May attend meetings of the City Council, Board of Building and Housing Appeals, and Board of Appeals to report as requested.~~

Non-essential: ~~None.~~

Training and Experience: ~~Graduation from high school or equivalent (GED) supplemented by two years directly related work experience; additional directly related education may be substituted for work experience requirement on a year-for-year basis.~~

Special Knowledge, Skills and Abilities:

Knowledge:

1. — Knowledge of, or ability to learn, local zoning code, BOCA code, subdivision regulations, Kentucky building codes, and other local ordinances as relating to zoning

administration, codes enforcement, and building inspection.

2. — Knowledge of, or ability to learn, state fire codes.
Building Inspector, Page 2

3. — Knowledge of, or ability to learn, basic building construction principles.

4. — Knowledge of, or ability to learn, all types of construction materials and methods, and of the stages of construction at which violations and defects may be observed and corrected.

Skills:

1. — Good communication skills.

Abilities:

1. — Ability to read and interpret plans, specifications and blueprints quickly and accurately, and to compare them with construction in different stages of completeness.

2. — Ability to detect deviations from code and safety requirements.

3. — Ability to enforce codes, including the enlistment of permit holders in securing compliance with codes.

4. — Ability to prepare clear and accurate reports, and to maintain an effective filing system.

5. — Ability to assist with local Planning responsibilities.

6. — Ability to work with civic groups and citizen groups.

7. — Ability to communicate effectively, orally and in writing.

8. — Ability to establish and maintain effective working relationship with developers/builders, city officers and employees, and the general public.

9. — Honesty; integrity; self-motivation.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are initially very specific, but become more general as the duties and responsibilities of the position are learned; many aspects of work continue to be covered specifically, but personal judgment must continue to be used.

Processes: Work varies slightly; seldom required to take different, new or unusual approaches in completing work assignments.

Review of Work: Work is initially reviewed very thoroughly, but is reviewed less often with work experience on the job.

~~Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.~~

~~Tools, Equipment and Vehicles Used: Must drive vehicle as a requirement of the job; must use normal office equipment (Computer hardware and software, telephone, fax machine, copier); tools to confirm compliance with subdivision regulations.~~

~~Physical Requirements of the Job: Work is performed both indoors, requiring intermittent sitting, standing and walking in an office environment, and outdoors, regardless~~

Building Inspector, Page 3

~~of weather conditions; exposed to all weather conditions, at which time must be mobile to climb muddy hills, long stairs, ladders, etc.; must have good vision; must lift objects weighing less than 25 pounds; exposed to noise, high places, confined spaces; must operate a vehicle as a requirement of the job.~~

~~Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.~~

~~Confidential Information: Regular use of confidential information.~~

~~Mental Effort: Moderate/heavy.~~

~~Interruptions: Frequent.~~

~~Special Licensing Requirements: Must possess and maintain a valid driver's license.~~

~~Availability: Must be able to attend meetings after normal working hours; must be able to inspect properties at irregular hours (both early morning and evening hours).~~

~~Training Requirements: Must attend training to obtain certification; must attend annual training to maintain certification.~~

~~Certification Requirements: Shall be able to comply with the Building Inspection Certification Program of the Kentucky Department of Housing, Buildings and Construction.~~

~~Additional Requirements: Must participate in required drug/alcohol testing as a condition of continued employment.~~

~~Overtime Provision: Non-exempt.~~

[The next page is 133]