

ORDINANCE NO. 2004-16

AN ORDINANCE ESTABLISHING SALARIES, PAY RATES AND WAGES AND CERTAIN JOB DESCRIPTIONS; DECLARING AN EMERGENCY THEREFORE; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OZARK, ARKANSAS THAT:

I.

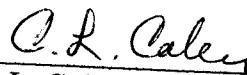
For the fiscal year 2005, the following named positions will have an established salary at the level set opposite each position listed below:

1. Mayor	\$32,960
2. City Clerk	\$30,600
3. Alderperson	\$300/mo
4. Water Department Manager	\$38,760
5. Police Chief	\$33,500
6. Street Superintendent	\$27,850
7. Sanitation Superintendent	\$23,200
8. Pool Manager	\$6.00/hr
9. Head Lifeguard	\$5.75/hr
10. Lifeguard	\$5.40/hr

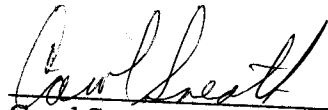
II.

Employees covered by the attached job descriptions for fiscal year 2005 and 2006 will be subject to the respective pay scale established for that position as set forth in the attached department pay scale.

THIS ORDINANCE IS PASSED AND APPROVED THIS 20TH DAY OF DECEMBER, 2004.


C. L. Coley, Mayor

ATTEST:


Carol Sneath, City Clerk

JOB DESCRIPTION

TITLE: MANAGER

DEPARTMENT: OZARK WATER DEPARTMENT

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Responsible for day to day operations of the water and wastewater system
- Supervise water and wastewater plant operators
- Supervise office supervisor and other office employees
- Supervise distribution crew
- Oversee construction projects at water and wastewater plants, pump stations, and distribution system
- Must be able to be available after hours in the event of an emergency

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- Must have a high school diploma or GED prior to hire date
- Must have a Class IV Wastewater Treatment license
- Must have a Class IV Water Treatment license
- Must have a Class IV Water Distribution license
- Must have a valid Arkansas Driver's License

IMMEDIATE SUPERVISOR:

- Mayor

WORKING CONDITION:

- The ability to work well with subordinates, other department heads, intergovernmental departments
- Interact with the general public in a professional manner
- Keep departmental spending within the scope of the annual budget set in place by Council

JOB DESCRIPTION

TITLE: WATER PLANT OPERATOR

DEPARTMENT: OZARK WATER DEPARTMENT

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Responsible for daily operations and maintenance at the water treatment facility
- Responsible for daily operation and maintenance of pumps and motors at the raw water intake structure
- Must be able to maintain pumps, valves and controls at the water treatment plant
- Make any chemical dosages to maintain correct water quality standards set forth by the Arkansas Dept of Health
- Must be able to rotate weekend duty at the water treatment plant and wastewater treatment plant and be on call after hours in the event of an emergency
- Make routine checks on water tank sites and wastewater pump stations
- Must be able to perform daily lab tests that are required by the Arkansas Dept of Health
- Must be able to lift a weight of 50lbs over head
- Must follow chain of command when problems arise

SPECIAL KNOWLEDGE,SKILLS ABILITIES OR EDUCATION:

- Must have high school diploma or GED prior to hire date
- Must be able to obtain Class III Water Treatment license within one year after hire date
- Must be able to obtain Class I Wastewater Treatment license within one year after hire date
- Have a valid Arkansas Driver's License

IMMEDIATE SUPERVISOR:

- Manager or Plant Superintendent

WORKING CONDITION:

- The ability to work well with subordinates and other department heads
- Interact with the general public in a professional manner

JOB DESCRIPTION

TITLE: WASTEWATER PLANT OPERATOR

DEPARTMENT: OZARK WATER DEPARTMENT

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Responsible for daily operations and maintenance at the wastewater treatment facility
- Responsible for daily operation and maintenance of pumps and motors at wastewater pump stations
- Must be able to maintain pumps, valves and controls at wastewater treatment plant
- Must be able to make operation changes in order to comply with water quality standards set forth by the Arkansas Dept of Environmental Quality
- Must be able to rotate weekend duty at the water treatment plant and wastewater treatment plant and be on call after hours in the event of an emergency
- Make daily checks to wastewater pump stations
- Must be able to perform daily lab tests that are required by the Arkansas Dept of Environmental Quality
- Must be able to lift a weight of 50lbs over head
- Must be able to operate sludge truck and land apply wastewater sludge in accordance with EPA Regulations
- Must follow chain of command when problems arise

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- Must have high school diploma or GED prior to hire date
- Must be able to obtain Class III Wastewater Treatment license within one year after hire date
- Must be able to obtain Class II Water Treatment license within one year after hire date
- Must have a valid Arkansas Driver's License

IMMEDIATE SUPERVISOR:

- Manager or Plant Superintendent

WORKING CONDITIONS:

- The ability to work well with subordinates and other department heads
- Interact with the general public in a professional manner

JOB DESCRIPTION

TITLE: DISTRIBUTION FOREMAN

DEPARTMENT: OZARK WATER DEPARTMENT

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Must be able to oversee the distribution maintenance crew
- Responsible for daily operations and maintenance of the water and wastewater distribution system
- Must be able to perform routine water taps, maintenance and repair of fire hydrants, valves, etc., along with the experience to make repairs and extensions to the water and sewer systems and operate all equipment necessary in the scope of any such work
- Responsible for maintenance on equipment associated with the distribution system such as backhoe, tractors, sewer machine, sewer camera and other equipment
- Must be able to manage construction site operations as required by the manager
- Must be available to rotate "on-call" after normal working hours and in case of an emergency that may arise

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- Must have high school diploma or GED prior to hire date
- Must be able to obtain a Class III Distribution license within one year from hire date
- Have a valid Arkansas Driver's License

IMMEDIATE SUPERVISOR:

- Manager

WORKING CONDITION:

- The ability to work well with superiors, peers, other department heads
- Interact with the general public in a professional manner

JOB DESCRIPTION

TITLE: DISTRIBUTION MAINTENANCE (2 Positions)

DEPARTMENT: OZARK WATER DEPARTMENT

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Must be able to perform routine duties involved with the maintenance of the water and waste water distribution system such as water taps, maintenance and repair of fire hydrants, valves, etc. and repairs to water lines
- Must be available to rotate "on-call" after normal working hours and in case of an emergency that may arise
- Subject to direct order of the distribution foreman and may be directed to other duties as the foreman sees fit

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- Must have high school diploma or GED prior to hire date
- Must be able to obtain a Class III Distribution license within one year from hire date
- Have a valid Arkansas Driver's License

IMMEDIATE SUPERVISOR:

- Distribution Foreman

WORKING CONDITION:

- The ability to work well with superiors, peers, other department heads
- Interact with the general public in a professional manner

JOB DESCRIPTION

TITLE: OFFICE SUPERVISOR

DEPARTMENT: OZARK WATER DEPARTMENT

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Responsible for performing accounts payable and payroll
- Responsible for monthly financial reports, federal and state reports
- Responsible for collecting and processing daily receipts, making bank deposits, completing service and work orders for processing

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION

- Must have a high school diploma or GED prior to hire date
- Must have basic computer skills
- Must be able to obtain training in computer billing and accounting software

IMMEDIATE SUPERVISOR:

- Manager

WORKING CONDITIONS:

- The ability to work well with subordinates, other department heads
- Interact with the general public in a professional manner

JOB DESCRIPTION

TITLE: OFFICE CLERK (Part Time)

DEPARTMENT: OZARK WATER DEPARTMENT

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Responsible for collecting and processing daily receipts, making bank deposits, completing service and work orders for processing
- Must be able to perform other duties within the water office that may be set forth by the Manager or Office Supervisor

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION

- Must have a high school diploma or GED prior to hire date
- Must have basic computer skills
- Must be able to obtain training in computer billing and accounting software

IMMEDIATE SUPERVISOR:

- Manager

WORKING CONDITIONS:

- The ability to work well with subordinates
- Interact with the general public in a professional manner

JOB DESCRIPTION

TITLE: METER READER (1-Position)

DEPARTMENT: OZARK WATER DEPARTMENT

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Responsible for processing service orders, work orders and utility locates, read water meters, perform water pressure checks, general customer service and other duties set forth by the manager
- Must have a 99% meter reading accuracy rate per month
- Must be able to assist other water department personnel with different job duties when the need arises
- Must be able to lift a weight of 50lbs over head
- Must follow chain of command when problems arise

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- Must have high school diploma or GED prior to hire date
- Must be able to obtain a Class II Distribution License within one year of hire date
- Have a valid Arkansas Driver's License

IMMEDIATE SUPERVISOR:

- Manager

WORKING CONDITION:

- The ability to work well with superiors, peers, other department heads
- Interact with the general public in a professional manner

OZARK WATER DEPARTMENT PROPOSED SALARY SCHEDULE

TITLE	1	2	3	4	5	6	7	8	9	10
MANAGER	To be set at the end of each year by the Mayor & City Council									
WATER PLT OPER	25840	26660	27400	28200	29000	29870	30770	31695	32645	33625
WASTE WT PLT OPER	24050	24800	25545	26310	27100	27915	28755	29615	30505	31420
DIST FOREMAN	22700	23450	24100	24825	25570	26340	27130	27945	28785	29650
DIST MAINT I	19750	20550	21500	22300	23050	23800	24450	25150	25800	26600
DIST MAINT I	19750	20550	21500	22300	23050	23800	24450	25150	25800	26600
DIST MAINT II/METER F	19350	20050	20800	21600	22380	23050	23750	24400	25100	25950
OFFICE SUPERVISOR	20200	*21000	21850	22600	23400	24150	24900	25650	26420	27215
OFFICE CLERK/PT	*6.00	'6.50	'7.00	'7.50	'8.00	'8.50	8.75	'9.00	'9.50	10.00
A new full time employee with no experience or certification will start out at a base salary of \$17,680 and once certification is met they will be included into the salary schedule for the position that they were hired										
NOTE: Highlighted areas are were current employees fall on the proposed salary schedule.										

JOB DESCRIPTION

TITLE: Bldg Inspector/Code Enforcement/Animal Control

DEPARTMENT: City Hall

IMMEDIATE SUPERVISOR: Mayor

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Have general construction knowledge
- Check contractors for current license
- Enforce current building codes
- Gather and maintain current building code books
- Must attend state recertification and/or certification of plumbing and HVAC/R on a yearly basis.
- Perform quality inspections on job site
- Knowledge of city ordinances and city codes on construction
- Ability to communicate orally and by written statements
- Enforce City Ordinances
- Oversee impoundment procedures for animals
- Set and maintain equipment for entrapment of animals
- Educate the citizens on city ordinances
- Answer calls accordingly
- Issue a warning to those who are in violation of an ordinance
- Write citations to appear in court to those who are still in violation of an ordinance after being warned
- Oversee the proper release of animals
- Issue a report in the case of animal bites
- Attend and testify in court as needed
- Follow up on matters with a time frame

SPECIAL KNOWLEDGE, SKILLS, ABILITIES AND/OR EDUCATION:

- Knowledge of city ordinances and procedures
- Ability to react and handle different types of situations in a professional manner
- Ability to communicate orally and by written statements
- Ability to carry out procedures of animal impoundment
- Ability to observe and report violations
- Knowledge of animal codes
- Equipment knowledge including: Vehicle, Traps, Snagging Devices, etc.
- Ability to take calls and handle them properly
- Ability to catch and maintain animals
- Ability to enforce ordinances
- Ability to remain calm while dealing with irate citizens

WORKING CONDITIONS:

- Consist of patrolling in vehicle, answering calls in all weather conditions such as rain, heat, etc. Preparing paperwork and returning phone calls at the office. Also subject to being called out after hours and on weekends. Have the ability to handle and maintain vicious animals.

MINIMUM QUALIFICATIONS:

- Valid drivers license
- Graduation from high school or equivalent

All of the above information is intended to describe the general nature of this position and may not be a complete statement of all duties, responsibilities and requirements.

JOB DESCRIPTION

TITLE: Administrator Assistant

DEPARTMENT: City Hall

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Receipt and post for all accounts
- Process and post accounts payable
- Process and post payroll
- Process cemetery deeds and grave openings
- Greet public and answer & direct phone calls
- Subject to the direct order of supervisor and may be directed to other duties as the supervisor sees fit

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- Must have a high school diploma or GED prior to hire date
- Knowledge of accounts payable, receivable and payroll

IMMEDIATE SUPERVISOR:

- Mayor/City Clerk

WORKING CONDITION:

- The ability to work well with superiors, department heads, peers, intergovernmental departmentst
- Interact with the general public in a professional manner

TITLE	1	2	3	4	5	6	7	8	9	10
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Adm. Assistant	\$17,000.00	\$17,510.00	\$18,035.00	\$18,600.00	\$19,200.00	\$19,800.00	\$20,400.00	\$21,012.00	\$21,650.00	\$22,300.00
Sr. Citizen Bus Driver	\$14,500.00	\$14,950.00	\$15,400.00	\$15,900.00	\$16,400.00	\$16,900.00	\$17,400.00	\$17,950.00	\$18,500.00	\$19,100.00
<i>Original Contract</i> Eng hrs/Code Enf	\$20,000.00	\$20,500.00	\$21,115.00	\$21,750.00	\$22,400.00	\$23,072.00	\$23,765.00	\$24,500.00	\$25,235.00	\$26,000.00

* New employee will be hired in at \$20,000.00 and after 90 day probation period will proceed to \$20,500.00.

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JOB DESCRIPTION

TITLE: Street Supervisor – 1 Position

DEPARTMENT: Street Department

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

The department supervisor is deemed the manager of the department actions and assets. The supervisor is the direct supervisor to all full time employees, summer employees, community punishment workers, volunteers, and others contracted by the City of Ozark to work on street projects. The supervisor has the authority, as directed and approved by the mayor to promote, discipline, hire and fire employees of the street department. The supervisor is under direct supervision of the mayor and subject to directives of the mayor's office.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- Knowledge of operation, maintenance and repair of equipment;
- Knowledge of the construct and repair of streets;
- Familiar with the properties of drainage including the construction of ditches, retaining walls, metal or concrete culverts;
- Maintenance & care of the cemetery.

IMMEDIATE SUPERVISOR: Mayor.

WORKING CONDITIONS:

- The ability to work well with subordinates, other department heads,
- Intergovernmental departments,
- Interact with the general public in a professional manner,
- Keep department spending within the scope of the annual budget set in place by Council.

MINIMUM QUALIFICATIONS:

- Graduation from high school or equivalent (GED),
- Have a valid Arkansas Driver's License (CDL a plus),

JOB DESCRIPTION

TITLE: General Construction Laborer – 1 Position

DEPARTMENT: Street Department

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Work with equipment such as backhoes, bulldozers, tractors, sweepers and other equipment,
- Manage site operation at the will of the supervisor of the department,
- Acting street supervisor in the absence of the department supervisor
- Work with mowers, chippers, blowers, weed eaters or manual tools to accomplish assignments.
- General construction worker is subject to the direct order of the supervisor and may be directed to other duties as the supervisor sees fit,
- Maintenance & care of the cemetery

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- Knowledge of operation, maintenance and repair of equipment,
- The construct and repair of streets,
- Knowledge of drainage including the construction of ditches, retaining walls, metal or concrete culverts,

IMMEDIATE SUPERVISOR: Street Superintendent.

WORKING CONDITIONS:

- The ability to work well with superiors, peers, other department heads
- Interact with the general public in a professional manner.

MINIMUM QUALIFICATIONS:

- Graduation from high school or equivalent (GED)
- Have a valid Arkansas Driver's License (CDL a plus).

JOB DESCRIPTION

TITLE: Mechanic/General Construction – 1 Position

DEPARTMENT: Street Department

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Light duty mechanical repairs and maintenance of vehicles and equipment for all departments,
- Work with equipment such as backhoes, bulldozers, tractors, sweepers and other equipment,
- Manage site operation at the will of the supervisor of the department,
- Work with mowers, chippers, blowers, weed eaters or manual tools to accomplish assignments,
- Maintenance & layout of the cemetery,
- Mechanic/General Construction worker is subject to the direct order of the supervisor and may be directed to other duties as the supervisor sees fit,

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- Knowledge of operation, maintenance and repair of equipment

IMMEDIATE SUPERVISOR: Street Superintendent

WORKING CONDITIONS:

- The ability to work well with superiors, peers, other department heads
- Interact with the general public in a professional manner

MINIMUM QUALIFICATIONS:

- Graduation from high school or equivalent (GED)
- Obtain a valid Commercial Drivers License

JOB DESCRIPTION

TITLE: General Laborer – 4 Positions

DEPARTMENT: Street Department

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Work with equipment such as mowers, chippers, blowers, weed eaters or manual tools,
- Supplement the general construction worker at site operations,
- May also include work with equipment such as backhoes and tractors to accomplish assignments,
- Maintenance & care of the cemetery
- Subject to the direct order of the supervisor and may be directed to other duties as the supervisor sees fit.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

Knowledge of operation, maintenance and repair of equipment.

IMMEDIATE SUPERVISOR: Street Supervisor

WORKING CONDITIONS:

- The ability to work well with supervisor, peers, other department heads,
- Interact with the general public in a professional manner.

MINIMUM QUALIFICATIONS:

- Graduation from high school or equivalent (GED),
- Have a valid Arkansas Driver's License (CDL a plus).

TITLE	1	2	3	4	5	6	7	8	9	10
Superintendent	To be set by council every fiscal year									
General Cons Laborer	\$19,700.00	\$20,400.00	\$21,100.00	\$21,800.00	\$22,500.00	\$23,200.00	\$23,900.00	\$25,000.00	\$25,600.00	\$26,400.00
Mechanic/Gen Cons	\$19,700.00	\$20,400.00	\$21,100.00	\$21,800.00	\$22,500.00	\$23,200.00	\$23,900.00	\$24,800.00	\$25,600.00	\$26,400.00
General Laborer	\$18,000.00	\$18,600.00	\$19,200.00	\$19,800.00	\$20,400.00	\$21,000.00	\$21,600.00	\$22,200.00	\$22,800.00	\$24,000.00

* New employee will be hired in at \$17,500.00 and after 90 day probation period will proceed to \$18,000.00.

JOB DESCRIPTION

TITLE: Supervisor – 1 Position

DEPARTMENT: Sanitation Department

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Responsible for direction of the day to day operation of transfer station
- Responsible for the direction of trash service and recycling
- Other duties prescribed by the Mayor

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- Masters Level C license for the operation of the transfer station
- Knowledge of EPA requirements
-

IMMEDIATE SUPERVISOR: Mayor

WORKING CONDITIONS:

- The ability to work well with subordinates and other department heads
- Interact with the general public in a professional manner.

MINIMUM QUALIFICATIONS:

- Graduation from high school or equivalent (GED)
- Have a valid Arkansas CDL

JOB DESCRIPTION

TITLE: Sanitation Laborer – 3 Positions

DEPARTMENT: Sanitation Department

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Responsible for trash service and recycling
- Other duties prescribed by the department supervisor

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- Glass B Journeyman License by ADEQ

IMMEDIATE SUPERVISOR: Sanitation Supervisor

WORKING CONDITIONS:

- The ability to work well with peers and other department heads
- Interact with the general public in a professional manner.

MINIMUM QUALIFICATIONS:

- Graduation from high school or equivalent (GED)
- Have a valid Arkansas CDL

TITLE	1	2	3	4	5	6	7	8	9	10
Superintendent										
To be set by council every fiscal year										
Sanitation Laborer	\$20,800.00	\$21,840.00	\$22,440.00	\$23,040.00	\$23,640.00	\$24,240.00	\$24,840.00	\$25,440.00	\$26,040.00	\$26,640.00

* New employee will be hired in at \$18,720.00 and after 90 day probation period will proceed to \$20,800.00.

JOB DESCRIPTION

Title: Police Chief

position

Department: Police

The Chief of Police shall be appointed by the Mayor to act as the department head and shall oversee the Police system as organized.

Definition:

Under administrative direction, serves the community in a partnership relationship to protect life and property, prevent crimes, and investigate and apprehend persons who commit crimes. Develops short-term and long-term plans and service objectives.

Essential Functions:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of task is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)

Task:

- Plans organizes, administers and evaluates Police Department personnel and operations; develops policies, regulations, procedures and general orders for the department; directly supervises the Assistant Chief and indirectly supervises the entire department; responsible for the selection, training and development of department personnel; sets the standards for rewarding good performance and maintaining department discipline and conduct of department staff, which shall include the advancement or reduction in rank, reassignment, suspension or dismissal of any subordinate, as well as empower and limit subordinates with administrative authority as needed to provide for orderly operation.
- Supervises and directs the investigation of citizen complaints and internal affairs investigations; frequently meets and interfaces with City officials, other law enforcement officials, community and business representatives and the general public; attends meetings to keep abreast of current events and to represent the department at local, county, state and other meetings; prepares and presents the annual budget for the Police Department.
- Supervises and monitors the department budget throughout the fiscal year; plans, organizes, directs and evaluates the programs, personnel, and activities of the Police Department to achieve the mission of the department in an efficient and cost effective manner; participates in complex criminal and other investigations,

- assumes direct command in major emergency situations; responds to and directs the investigation of major complaints from citizens.
- Participates in a variety of meetings with staff or City departments to discuss/resolve issues, concerns, complaints and problems; directs, supervises and evaluates maintenance of criminal and operational records for compliance with all applicable local, state and federal regulations.
 - Consults with other nearby public safety officials in determining overall plans and policies to be followed in conducting police operations; attends and participates in public functions for the purpose of promoting crime prevention, law enforcement, and improving community/police relations; develops and submits annual budget for review by the city Mayor, Police Committee and City council for inclusions in City budget; monitors budget throughout the fiscal year.
 - Establish rules and regulations for adoption by the City Council, from which to govern the department; shall have the full authority to appoint, or designate another to appoint, person to unoccupied positions, certified or civilian, as may occur; correspondingly, to establish as needed, specialized divisions for the handling of warrant service, criminal investigations, training, evidence processing and public affairs.
 - Provide consultation to the Police Committee, Mayor and City Council on the proposed enactment or amendment of ordinances; provide supervision, guidance and input on the discretionary authority to enforce all laws and conformably provide a system to review complaints of performance made toward the department or any individual member therein; this shall also include review upon appeal or grievance, actions taken or up-held by the Sergeant or Assistant Chief, after which the Chief only may reverse, up-hold or up-hold with a change such actions.

Supervision Exercised:

Directly supervises the Assistant Chief and indirectly supervises all Police Department personnel.

Knowledge, Skills, Abilities, and other Characteristics:

- Knowledge of the principles, methods, and practices of effective police administration.
- Knowledge of crime prevention and criminal investigation theories, techniques, methods and procedures.
- Knowledge of the standards by which the quality of police service is measured.
- Knowledge of the geography, addresses and building locations within and surrounding area of the City.
- Knowledge of the equipment used in law enforcement including weaponry, communications and vehicles.
- Knowledge of the principles, practices, techniques, and methods of management, budget preparation, and program/project evaluation.
- Knowledge of the local, county, state and federal laws, statues, regulations, codes and ordinances.

- Knowledge of police operations principles, practices and methods including investigation, surveillance, intelligence, court procedures and crime prevention.
- Skill in directing, conducting and supervising criminal investigation programs.
- Skill in the application and teaching of police methods, practices and techniques.
- Skill in the use of police weaponry.
- Skill in resolving personnel and organizational problems.
- Skill in reviewing and evaluating work of subordinate staff to ensure achievement of departmental objectives and standards.
- Skill in evaluating operations and programs to determine if they meet the community's need.
- Skill in communicating effectively orally and in writing including with small and large groups.
- Skill in writing and administering grants.
- Skill in writing and updating police policy and procedure.
- Skill in establishing and maintaining effective working relationships with policymaking officials, the general public, other agencies and City staff.

Working Conditions:

The Police Chief normally works in a safe and climate-controlled environment. The Police Chief may occasionally work out-of-doors and in unpredictable situations. Task may entail muscular strain, including walking, standing, running, stooping, sitting, reaching, lifting and the use/control of a firearm and/or other standard law enforcement tools. Tasks may include controlling human subjects. Unique mental stresses associated with law enforcement demands may be present. Talking, hearing and seeing are essential to performing job requirements. Common eye, hand and finger dexterity is required for most essential functions.

Qualifications:

Graduation from an accredited four-year college or university in any related field
AND

Seven (7) years of general law enforcement experience, four (4) years of which must have been in a position equivalent to Sergeant or above

OR

An equivalent combination of education and experience

Graduation from high school or equivalent (GED)

No felony or domestic violence arrest or convictions

Special Requirements:

Current Arkansas **Intermediate** Law Enforcement certification or equivalent and possession of, or ability to obtain, a valid and appropriate Arkansas driver's license when required for job-related duties.

Immediate Supervisor: City Mayor

Assistant Police Chief

JOB TITLE: Assistant Police Chief

JOB OBJECTIVE: To assist the Chief of Police in planning and directing the operations of the Police Department to ensure effective enforcement of laws and ordinances.

ACCOUNTABILITY: Receives general direction from the Chief of Police.

ESSENTIAL JOB FUNCTIONS:

1. Assists in the overseeing of the Police Department, and ensures compliance with laws, regulations, policies and procedures.
2. Meets with community organizations, business owners, etc. to determine the law enforcement needs of the community; develops long-range plans for the future operations of the department and submits them to the Chief of Police for approval.
3. Conducts research and compiles detailed narrative and statistical reports for review by the Chief of Police regarding Police Department operations and programs.
4. Testifies in court regarding areas of supervision to present information regarding disciplinary actions taken against departmental personnel.
5. Reviews misconduct complaints lodged against sworn departmental personnel.
6. Evaluates the performance of assigned sworn and civilian personnel; approves all disciplinary actions recommended for departmental personnel.
7. Provides information and makes presentation to civic organizations, neighborhood groups, business organizations, etc. regarding police department operations.
8. Compiles detailed narrative and statistical reports for review by the Chief of Police regarding Police Department operations and programs.
9. Responds to requests from individuals needing police assistance and take necessary law enforcement action as appropriate.
10. Serves as backup to the Chief of Police during his absence.
11. Operates an assigned City automobile in the performance of essential functions.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Researches information to keep informed of changes in laws and regulations and court decisions, which affect Police Department operations; ensures departmental policies and procedures are modified or created to respond to legal requirements.
2. Approves the development of Departmental General Orders, Rules and Regulations and Divisional Operating Procedures; submits final recommendations to the Chief of Police for approval.
3. Compiles budget data for submission to and approval by the Chief of Police; monitors and approves expenditures.
4. Reviews and approves new programs and equipment; submits information to the Chief of Police for final approval.
5. Conduct meetings, reviews reports received, and monitor the daily operations of the department to become aware of any problems.
6. Oversees the development of training programs for departmental personnel to ensure compliance with laws, regulations, policies and procedures; conducts research to keep informed of innovative training programs.

7. Serves as liaison between the Police Department and other law enforcement agencies, the Prosecuting Attorney's Office, etc. to ensure cases are handled according to procedures and to exchange information as required.
8. Provides assistance in the development and implementation of training programs for Departmental personnel to ensure compliance with laws, regulations, policies and procedures; ensures research is conducted to keep informed of innovative training programs.
9. Performs other related duties as required.

SUPERVISORY RESPONSIBILITIES:

Provides general direction to assigned officers; provides general supervision to assigned clerical personnel.

GENERAL STATEMENT OF DUTIES: Performs work of unusual difficulty in assisting the Chief of Police in planning and directing the operations of the Police Department to ensure effective enforcement of laws and ordinances.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of police administration and management principles and practices.

Comprehensive knowledge of law enforcement principles and practices.

Comprehensive knowledge of applicable federal, state, and local laws and ordinances.

Comprehensive knowledge of departmental General Orders, Rules and Regulations and Divisional Operating Procedures.

Comprehensive knowledge of the maintenance requirements for law enforcement equipment, including firearms, communications equipment and vehicles.

Comprehensive knowledge of the geography and demographic makeup of the City.

Considerable knowledge of budget processes.

Skill in the operation of firearms required by the department.

Skill in the operation of an automatic transmission automobile.

Skill in the operation of two-way communications equipment.

Ability to ensure departmental operations comply with laws, regulations, policies and procedures.

Ability to ensure departmental policies and procedures comply with laws and regulations.

Ability to approve the development of Departmental General Orders, Rules and Regulations and Divisional Operating Procedures.

Ability to develop long-range recommendations for the future operations of the department.

Ability to compile the budget recommendations.

Ability to prepare detailed narrative and statistical reports.

Ability to testify in court.

Ability to review and approve recommendations for disciplinary actions to be taken against departmental personnel.

Ability to communicate effectively, both orally and in writing.

Ability to direct and evaluate the work activities of assigned managerial, professional, and clerical personnel.

Ability to read and interpret laws, regulations, policies and procedures.

ACCEPTABLE EXPERIENCE AND TRAINING:

To be eligible to compete for promotion to Assistant Police Chief, the candidate must be a certified law enforcement officer with at least three (3) years of experience at the level of Sergeant or above.

ADDITIONAL REQUIREMENTS:

Must possess a valid Arkansas Class D (Non-Commercial Vehicle) Driver's License before employment and maintain a license for the duration of employment in this position.

Must meet any other requirements established by the State Commission on Law Enforcement Standards and Training.

Job Description

Title: Police Sergeant *1 position*

The Police Sergeant shall be immediately under supervision of the Assistant Police Chief.

Definition:

Under general supervision, performs general duty police work and supervises Police Officers and other assigned personnel during a shift. This includes scheduling, providing daily assignments, reviewing the reports and performance of assigned officers, and other personnel, evaluating work incidents, tactical plans, performance evaluations and other reports pertinent to performance, training and discipline.

Tasks:

-Supervises assigned unit staffing to ensure adherence with performance and department standards; personally participates in complex/ difficult police and/or investigative problems; instructs subordinate officers in proper methods/techniques of police work; performs same duties as a Police Officer, i.e., routine patrol of designated areas of Ozark and/ or areas of high incidence of accidents/ crime and school zones.

-Schedules, assigns and supervises the work of subordinate officers; supervises and manages department and division programs including public relations, investigations, training, citizen police academy, patrol, and the updating of standard operating procedures; trains new officers in F.T.O. and coaches them on pertinent federal, state and local laws, regulations and ordinances.

-Keeps subordinate officers informed of new laws, court decisions and changes in department policy and procedure; reviews officer reports and confers on problems encountered in investigative work; enforces department regulations and orders; supervise assigned personnel.

-Investigates and supervises Police Officers and others investigating suspected crimes; participates in periodic/regular training activities; monitors, critiques and instructs Police Officers in the completeness, accuracy and quality of their reports; assists in the preparation of department budget; secures crime scenes, conducts preliminary investigations, gathers evidence, obtains witnesses, issues citations and makes arrests.

-Performs other related, similar or logical duties as assigned or required.

Supervision Exercised:

Directly supervises assigned Police Officers and other personnel during a shift.

Knowledge, Skills, Abilities, and Other Characteristics:

-Thorough knowledge of department policies, procedures, and directives.

-Considerable knowledge of the theory, principles, and techniques of supervision.

-Considerable knowledge of behavioral theory and human relations techniques.

-Good knowledge of the theory, principles, and practices of delivering police services.

- Ability to read and interpret laws and court rulings.
- Ability to make decisions effecting the quality and quantity of police service.
- Ability to design personnel schedules to meet department needs.
- Ability to establish and maintain an effective relationship with the community, department personnel, other criminal justice agencies, and city employees.
- Knowledge of pertinent case law and federal and state laws as well as Town ordinances affecting law enforcement.
- Knowledge of basic leadership and supervisory practices and techniques.
- Knowledge of law enforcement liability and loss prevention practices.
- Skill in applying and teaching police methods, practices and procedures with the ability to recall and apply in specific situations.
- Skill in supervising, assigning and directing the work of police officers.
- Skill in crime scene people-management, fingerprinting, finding and interviewing witnesses.
- Skill in using good judgment in making effective decisions under pressure.
- Skill in teaching and preparing comprehensive and accurate reports.
- Skill in use of firearms and other police equipment.
- Skill in enforcing laws firmly, tactfully and with respect for the rights of all.

Working Conditions:

While performing the duties of this position, Sergeants may: make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; direct traffic which requires continuous and repetitive arm-hand movements; use sufficient strength and agility to enable the incumbent to sprint, jump, or physically overcome resistance when chasing or apprehending suspects; coordinate the movement of more than one limb simultaneously such as when using a hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of a patrol car or gathering evidence at crime scenes; wear a 15 pound utility/gun belt which requires the continuous support from stomach and lower back muscles; a Sergeant can spend up to 7 - 8 hours per day driving a vehicle which requires the continuous support of lower back muscles; climbing ladders and searching rooftops requires lifting arms above shoulder level and working at heights greater than ten feet; searching for suspects or lost persons may require walking over rough, uneven, slippery or rocky surfaces including fields, parks, hillsides and creeks; incumbents are required to listen for alarms, screams, breaking glass or other suspicious and unusual noises that may require investigation; move heavy objects, 50 pounds and more, such as when moving

equipment or when lifting or carrying injured, combative or intoxicated persons short and long distances; work outdoors in a variety of weather conditions with exposure to the elements; tolerate very hot and very cold temperatures; sit for extended periods of time and may or may not be able to change positions such as when sitting in a patrol vehicle, or performing surveillance; foot beat and search activities require walking for extended periods of time, unable to stop, sit or rest at will; crowd and traffic control duties require standing for extended periods of time, unable to sit or rest at will.

Qualifications:

Associate's Degree plus three years experience as a Police Officer and a demonstration of management abilities

OR

Five years experience as a Police Officer and a demonstration of management abilities.

OR

Three years of police experience and two years of management training or experience.

Special Requirements:

Valid Arkansas driver's license prior to employment. No prior Felony or domestic abuse convictions

Selection Guidelines:

Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

JOB DESCRIPTION

Title: Patrolman

5 positions

Department: Police

Job Summary:

Under the general supervision of the Patrol Sergeant, assists in the prevention of crime and the preservation of order. Patrolmen are primarily responsible for protecting life and property and enforcing laws and regulations throughout the city of **Ozark**.

Specific job duties and responsibilities:

1. **Enforces** the laws and ordinances of the city and State and all other pertinent laws.
2. **Investigates** suspicious conditions and complaints.
3. **Arrests** and **restrains** persons who violate laws and ordinances.
4. **Accompanies** prisoners to headquarters, jail or court and appears in court as the arresting officer.
5. **Directs** traffic and either arrests or issues violation tickets to those who break traffic laws.
6. **Checks** vehicle parking in restricted areas and **gives** violation tickets when necessary.
7. **Attends** fires or accidents as directed, provides all possible assistance, administers first aid and prepares necessary reports.
8. **Maintains** order in crowds and may **occasionally escort** parades, funerals or attend other public gatherings.
9. **Answers** criminal complaints and take necessary corrective action.
10. **Gives** advise on laws, ordinances and general information to the public.
11. **Operates** radio patrol car as required and performs minor maintenance such as adding gas, oil and checking tires.

12. **Attends and testifies** in court as required.
13. **Performs** related work as required.
14. **Preserve** crime scenes and collect and log evidence as required.

Working Conditions:

Subject to normal police hazards associated with law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oil, gases or flammable liquids.

Must be able to physically perform the basic life operational functions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds of force occasionally; and 10 pounds of force constantly.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol.

Ability to work well alone with little supervision.

Special knowledge, skills, abilities or education:

1. High school diploma or GED equivalency
2. Knowledge of Federal, State and City laws and ordinances, including rules of criminal procedure, laws governing search and seizure and rules of evidence.
3. Knowledge of modern Police Methods.
4. Ability to physically and mentally react in a variety of emergency situations.
5. Good social general intelligence with the ability to communicate effectively both orally and in writing.
6. The ability to understand and carry out oral and written instructions.
7. The ability to drive an automobile safely and to use good judgment in the operation and use of the automobile.
8. Considerable skill in the use of department approved firearms and other law enforcement equipment including, but not limited to, communications and drug testing equipment.

9. The physical ability to react to a variety of emergency law enforcement situations including juvenile crime, automobile accidents, domestic disturbances and to use the best effort but least force needed to restore peace and order.
10. Ability to observe situations; to report and record them clearly and accurately.

Immediate Supervisor: Sergeant

Minimum Qualifications:

1. Completion of the Arkansas Law Enforcement Training Academy Basic Police Course or equivalent within the first (12) months of employment.
2. Completion of all State required certifications for law enforcement offices.
3. Graduation from high school or equivalent (GED).
4. A valid Arkansas Driver's License.
5. No prior felony or domestic battery convictions

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

Probationary Patrolman

A non-certified officer who has just joined the department is designated as a probationary patrol officer. The Sergeant will assign his or her duties. The probationary officer will be under a probationary period for one year. Any justified complaints or negative incidents involving this probationary patrolman during his or her one year probationary period can result in the termination of his or her employment with this department. The Chief of Police will determine this.

The probationary patrolman will follow the job description of the patrolman.

JOB DESCRIPTION

TITLE: School Resource Officer

Specimen

DEPARTMENT: Police

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

1. To address crime and disorder problems in and around school.
2. To develop and expand crime prevention efforts.
3. To educate students in crime prevention and safety.
4. To develop and expand community justice initiatives.
5. To assist the school in policy development to address crime and procedural changes if necessary.
6. To serve as a liaison officer between the school system and law enforcement.
7. To conduct investigations on school property when necessary.
8. To serve as much time as possible in and around the school system on a regular work day.
9. To attend after school functions such as sporting events, dances, and meetings when necessary, for security purposes.
10. To educate students about the dangers of drugs and alcohol in the community.
11. To enforce the laws and ordinances of the State of Arkansas and the City of Ozark.
12. To investigate suspicious activity and citizen complaints.
13. To arrest persons who violate State Laws and City Ordinances.
14. To accompany prisoners to Jail and to Court appearances.
15. To appear in court to testify in Criminal and Traffic cases.
16. To direct traffic in areas where there may be a potential hazard.
17. To issue citations to persons who violate State Laws.

18. To abide by School Board Policies and shall consult with and coordinate activities through the school principal but shall remain fully responsive to the "Chain of Command" of the Law Enforcement Agency in all matters relating to employment and supervision.
19. To check vehicle parking in restricted areas and issue citations if necessary.
20. To assist when necessary all other law enforcement agencies.
21. To prepare accident reports and incident reports for Court procedures.
22. To maintain crowd control at special events or other public gatherings.
23. To answer criminal complaints and take necessary corrective action when possible.
24. To give advise to citizens on State Laws and City Ordinances.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES OR EDUCATION:

1. Knowledge of Federal, State and City Laws and Ordinances, including rules of criminal procedure, laws governing search and seizure and rules of evidence.
2. Knowledge of modern Police Methods.
3. Ability to physically and mentally react in a variety of emergency situations.
4. Ability to communicate effectively orally and in writing.
5. Ability to understand and carry out oral and written instructions.
6. Ability to drive an automobile safely and use good judgement in the operation and use of the automobile.
7. Ability and skills in the use of department approved firearms and other law enforcement equipment including, but not limited to, communications equipment and drug testing equipment.
8. Ability to observe potential hazardous situations, report and record them clearly and accurately, and use the best effort and least force necessary to restore peace and order.

9. Must complete required training through The National School Safety Center.
10. The School Resource Officer is not to be involved in the enforcement of disciplinary infractions that do not constitute violations of the law.

IMMEDIATE SUPERVISOR: Sergeant

WORKING CONDITIONS:

Police Officers work in a variety of conditions and situations including patrolling in an automobile, walking on foot patrol, working indoors at a desk, directing vehicular and pedestrian traffic outdoors in various types of weather, investigating accidents and crimes in various types of weather and working or being subject for call to duty at anytime during the day or night.

MINIMUM QUALIFICATIONS:

1. Completion of the Arkansas Law Enforcement Training Academy "Basic Police Training" course.
2. Completion of all State required certifications for Law Enforcement Officers.
3. Graduation from High School or equivalent.
4. Have a valid Arkansas Drivers License.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, and requirements.

JOB DESCRIPTION

TITLE: OFFICE MANAGER

position

DEPARTMENT: POLICE DEPARTMENT

IMMEDIATE SUPERVISOR: CHIEF OF POLICE

SPECIFIC JOB DUTIES AND RESPONSIBILITIES: (OVERVIEW)

- MAINTAIN A VARIETY OF RECORDS AND FILES
- KEEP ACCURATE FINANCIAL RECORDS OF ALL MONIES RECEIVED BY MAIL, IN PERSON OR THE FRANKLIN COUNTY JAIL
- MAINTAIN PETTY CASH FUND
- OVER SEE THE DUTIES AND PERFORMANCE OF THE RECORDS CLERK
- MAINTAIN ALL RECORDS INVOLVING A.C.I.C. FOR ACCURACY. PREPARE MONTHLY AUDIT REPORT AND BE PREPARED FOR YEARLY STATE AUDIT BY A.C.I.C. PERSONNEL
- VERIFY ALL REPORTS ARE COMPLETE AND TURNED IN FROM OFFICERS, CROSS REFERENCE WITH CASE LOG SHEETS
- KEEP AUDIT BOOK OF ALL TICKET BOOKS HANDED OUT AND TURNED BACK IN, VERIFY EACH TICKET IS ACCOUNTED FOR
- PREPARE CITY PROSECUTOR AND OFFICERS FOR COURT TRIALS
- ENTER ALL CRIMINAL & TRAFFIC CITATIONS INTO THE COURT SYSTEM WHICH WILL GENERATE THE PLEA & ARRAIGNMENT DOCKET FOR BOTH CITY COURT DATES EACH MONTH
- PREPARE MONTHLY REPORTS OF OFFICER PRODUCTIVITY
- SEND MONTHLY REPORTS TO STATE AND FBI AGENCIES BY SCHEDULED DUE DATE
- ADHERE TO THE STRICT CONFIDENTIALITY POLICY

- ANSWER TELEPHONE; TAKE MESSAGES AND FORWARD CALLS TO APPROPRIATE PERSONNEL
- RESPOND TO PUBLIC INQUIRIES AND COMPLAINTS IN A COURTEOUS MANNER
- ANSWER INQUIRIES CONCERNING AGENCY FUNCTIONS AND COMPLETE BACKGROUND CHECKS EITHER VERBALLY OR IN WRITING AS REQUESTED
- ABILITY TO READ AND INTERPRET STATUTES, STATE AND LOCAL LAWS AS WELL AS CITY ORDINANCES
- OPERATE VARIOUS OFFICE EQUIPMENT (E.G., FAX, XEROX MACHINE, COMPUTER, TYPEWRITER)
- MONITOR SUPPLIES, DETERMINES NEEDS AND PLACES ORDERS FOR NECESSARY ITEMS
- ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

(SEE ATTACHED LIST FOR FURTHER)

SPECIAL KNOWLEDGE, SKILLS, ABILITIES AND/OR EDUCATION:

- CERTIFICATE OF COMPLETION FOR NATIONAL INCIDENT-BASED REPORTING SYSTEM
- CERTIFICATE OF TRAINING FOR THE COLLECTION OF D.N.A. (BLOOD)
- COMPREHENSIVE TRAINING IN VIRTUAL JUSTICE – COURT SYSTEM
- CERTIFIED IN A.I.B.R.S (STATE) AND N.I.B.E.R.S. (FEDERAL) SUBMISSIONS

WORKING CONDITIONS:

- WORKING IN THE OFFICE AS WELL AS INSIDE THE COURT ROOM AND AT THE FRANKLIN COUNTY JAIL TO OBTAIN INFORMATION AS NEEDED

MINIMUM QUALIFICATIONS:

- EFFICIENT, WELL ORGANIZED AND ABLE TO COORDINATE MANY TASKS AT ONCE
- TRAINING OR EXPERIENCE WHICH PROVIDES THE REQUIRED KNOWLEDGE, SKILLS AND ABILITIES TO PERFORM ESSENTIAL JOB FUNCTIONS
- PROFICIENCY IN MICROSOFT WORD
- ABLE TO ACCURATELY COLLECT MONIES AND PREPARE DEPOSITS; RECONCILE AND BALANCE CASH DRAWER
- VALID DRIVERS LICENSE
- ABILITY TO REMAIN CALM IN STRESSFUL SITUATIONS
- ABLE TO DEAL WITH IRATE PEOPLE WITHOUT TAKING IT PERSONAL
- GRADUATION FROM HIGH SCHOOL OR EQUIVALENT
- KNOWLEDGE OF ENGLISH USAGE, SPELLING, GRAMMER AND PUNCTUATION
- NO FELONY OR DOMESTIC VIOLENCE CONVICTIONS
- WORK INDEPENDENTLY WITH LITTLE OR NO SUPERVISION
- PROFICIENCY IN EXCEL OR COMPARABLE SPREAD SHEET PROGRAM
- CERTIFIED DATA ENTRY SPECIALIST

ADDITIONAL OFFICE MANAGER JOB DUTIES AND RESPONSIBILITIES:

- TYPE POLICE ARREST AND INCIDENT REPORTS INTO COMPUTER
- TYPE ACCIDENT REPORTS AND MAKE A COPY FOR THE STATE POLICE & NEWS RELEASE
- KEEP RECORD OF ALL ARREST REPORTS TO FAX TO THE SPECTATOR WEEKLY
- TYPE LETTERS AND MEMOS AS NEEDED
- MAKE SURE REPORTS ARE FORWARDED TO D.H.S. OR THE JUVENILE OFFICER IF APPLICABLE
- KEEP CURRENT CARD FILE ON ALL INDIVIDUALS CITED
- KEEP RECORD OF ALL OFFICER TICKETS AND WARNINGS ISSUED
- DO MONTHLY TIME CARD RECONCILIATION ON ALL TIME PAYMENTS
- KEEP CURRENT RECORDS OF RADAR EQUIPMENT AND DAILY TEST LOG
- KEEP ACTIVE WARRANT FILE AND VERIFY ALL CITY WARRANTS SERVED ARE REMOVED FROM A.C.I.C. TERMINAL
- KEEP A FILE AT THE P.D. AND THE F.C.S.O. OF ALL STOLEN PROPERTY REPORTS ENTERED INTO A.C.I.C. FOR AUDITORS
- RECORD ALL JAIL TIME SERVED ON TIME CARDS AND GIVE CREDIT AS NEEDED
- PREPARE THE CITY PROSECUTOR FOR PLEA AND ARRAIGNMENT
- GET ALL COPIES OF REPORTS TO OFFICERS WHO HAVE TRIALS NO LATER THAN THE THURSDAY BEFORE COURT
- REVIEW REPORTS AND ISSUE SUBPOENAS TO ANY WITNESSES NEEDED FOR TRIAL
- GET CERTIFIED COPIES FROM DRIVER CONTROL FOR ANY DEFENDANT ON TRIAL FOR DRIVING ON A SUSPENDED DRIVERS LICENSE

-REQUEST CERTIFIED COURT JUDGEMENTS FOR ANY PRIOR CONVICTIONS LISTED ON A.C.I.C RECORDS

-KEEP A FILE FOR ALL TICKETS THAT HAVE BEEN DISPOSED OF IN DISTRICT COURT

-PREPARE A JAIL REPORT EACH MONDAY, WEDNESDAY AND FRIDAY FOR ANY INDIVIDUAL IN JAIL THAT NEEDS TO SEE THE JUDGE

-VERIFY WEEKLY CASE LOG & ACCIDENT LOG TO MAKE SURE ALL REPORTS ARE TURNED IN, NOTIFY OFFICER IF ANY ARE OUTSTANDING

All of the above information is intended to describe the general nature of this position and may not be a complete statement of all duties, responsibilities and requirements

Job Description

Title: Police Detective

(position vacated 2005)

Department: Police

Definition:

Under the general supervision of the Police Sergeant, performs technical law enforcement work as a non-uniformed or uniformed police officer in the investigation of crime and the detection and prevention of violations of the law.

Essential Functions:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)

Tasks:

- Performs skilled investigative work involving alleged crimes against persons or property, in the office and the field under minimal supervision. Receives criminal complaints and makes general information reports. Obtains written or tape recorded statements, depositions or admissions. Questions or interviews complainants, witnesses, and suspects; apprehends suspects and make arrests.
- Prepares and serves search warrants. Searches crime scenes for and secures evidence to be reported for classification. Provides for witness or victim preparation and management, including transportation as necessary.
- Contacts other agencies and law enforcement jurisdictions to exchange information, including but not limited to military, AR State Police, FBI, DEA, ATF, Fifth Judicial Drug Task Force and other criminal history or intelligence resources. Prepares, submits, and follow-up on crime laboratory requests.
- Reviews cases being prepared for trial with the emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with prosecutor and prepares case report for court action. Conducts detailed criminal cases analysis following the arrest and charging of a suspect, with the emphasis on counteracting specific legal defenses. Provides review and/or analysis of fraud, white collar crime, forgery, or special inquiry court cases as requested. Assists in case reviews or plea bargaining negotiations with defense counsel as requested by the prosecuting attorney. Testifies in court.
- Assists in obtaining, enhancing, preparing, or presenting exhibits or other evidence in

court as required. Coordinates with the AR State Crime Lab Medical Examiner assigned to handle death investigations. Attend autopsies as required.

Assists in providing training to department officers in the area of criminal investigations.

Provide detailed background investigations of prospective department employees.

Maintain normal availability by radio, telephone, or pager for consultation on major emergencies or precedent. Serves as a backup for traffic control, police patrol, crime prevention, or other policing function as required. Maintains departmental equipment, supplies, and facilities. Serves as a member of various employee committees. Carries out the duties in conformance with Federal, state, County and Town laws and ordinances.

Supervision Exercised:

None

Knowledge, Skills, Abilities, and Other Characteristics:

Knowledge of the geography and streets of the City of Ozark.

Considerable knowledge of modern law enforcement principles, procedures, techniques and equipment.

Considerable knowledge of investigative practices and procedures.

Considerable knowledge of proper methods of securing, handling and preserving evidence.

Knowledge to security clearance access to the law enforcement, court, state, and federal and other criminal history resources.

Ability to analyze complex situations, problems, and data and use sound judgment in drawing conclusions and making decisions.

Ability to comprehend and articulate complex facts and relationships in detail.

Ability to summarize write clearly, concisely and legibly.

Ability to testify in court in an objective, concise and professional manner.

Ability to produce or obtain reports, graphs, charts, photographs or evidence or exhibits.

Ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the general public.

Ability to follow verbal and written instructions.

Skill in dealing courteously, but firmly, with people.

Skill in use of firearms and other police equipment.

Skill in administering first aid and CPR.

Working Conditions:

Work ordinarily consists of preliminary or on-going investigations, writing reports, working with outside agencies and testifying in Court. 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. Task may entail muscular strain, including walking, standing, running, stooping, sitting, reaching, lifting and the use/control of a firearm and/or other standard law enforcement tools. Unique mental stresses associated with law enforcement demands may be present.

While performing the duties of this job, the employee is frequently required to sit and talk or

hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

Physical Requirements: Employee must have the ability to use hands, arms and legs to handle large objects, tools or controls; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift more than 10 pounds, and occasionally lift and/or move more than 100 pounds and be able to control human suspects. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Hazards: Work may involve being outside in weather conditions; working near moving mechanical parts; in high, precarious places; with explosives; and occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration.

Qualifications:

Current (CLEST) AR Law Enforcement Training Academy Basic certification. Certification or any combination of education and experience that meets the knowledge, skills, abilities, physical requirements and characteristics desired. Valid Arkansas driver's license.

Special Requirements:

Must possess, or be able to obtain by time of hire, a valid State Driver's License; Ability to meet AR CLEST standards. Graduation from high school or equivalent (GED) and no felony or domestic violence arrest or conviction. Must have a honorable discharge if the applicant has prior military service.

Selection Guidelines:

Formal application and/or resume, rating of education and experience and selection process; other related tests may be required. The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

TITLE	1	2	3	4	5	6	7	8	9	10
CHIEF										
ASST. CHIEF/ DETECTIVE	25940	26446	26952	27458	27964	28470	28976	29482	29988	31000
SGT.	24200	24780	25360	25940	26520	27100	27680	28260	28840	30000
DETECTIVE	23500	24100	24700	25300	25900	26600	27200	27800	28400	29600
PATROLMAN	23000	23600	24200	24800	25400	26000	26600	27200	27800	29000
OFFICE MANAGER	19000	19700	20400	21100	21800	22500	23200	23900	24800	26000
RECORDS CLERK	7.00	7.50	7.75	8.00	8.25	8.50	8.75	9.00	9.50	10.00

Ozark Police Department 2005

Probationary Police Officers:

Patrolmen with no experience will start at \$20,500 year and enter the scale at level one when that officer has successfully completed a one year probation and graduated from the Arkansas Law Enforcement Training Academy.

OZARK POLICE DEPARTMENT 2005

TITLE	1	2	3	4	5	6	7	8	9	10
Chief	To be set by Mayor									
Asst. Chief/Det	\$ 25,940.00	\$ 26,446.00	\$ 26,592.00	\$ 27,458.00	\$ 27,964.00	\$ 28,470.00	\$ 28,976.00	\$ 29,482.00	\$ 29,988.00	\$ 31,000.00
Sgt.	\$ 24,200.00	\$ 24,780.00	\$ 25,360.00	\$ 25,940.00	\$ 26,520.00	\$ 27,100.00	\$ 27,680.00	\$ 28,260.00	\$ 28,840.00	\$ 30,000.00
Detective	\$ 23,500.00	\$ 24,100.00	\$ 24,700.00	\$ 25,300.00	\$ 25,900.00	\$ 26,600.00	\$ 27,200.00	\$ 27,800.00	\$ 28,400.00	\$ 29,600.00
Patrolman	\$ 23,000.00	\$ 23,600.00	\$ 24,200.00	\$ 24,800.00	\$ 25,400.00	\$ 26,000.00	\$ 26,600.00	\$ 27,200.00	\$ 27,800.00	\$ 29,000.00
Office Manager	\$ 19,000.00	\$ 19,700.00	\$ 20,400.00	\$ 21,100.00	\$ 21,800.00	\$ 22,500.00	\$ 23,200.00	\$ 23,900.00	\$ 24,800.00	\$ 26,000.00
Records Clerk	\$ 14,560.00	\$ 15,600.00	\$ 16,120.00	\$ 16,640.00	\$ 17,160.00	\$ 17,680.00	\$ 18,200.00	\$ 18,720.00	\$ 19,760.00	\$ 20,800.00

Probationary Police Officers: Patrolmen with no experience will start at \$20,500/yr and enter the scale at level one when that officer has successfully completed one year probation and graduated from the Arkansas Law Enforcement Training Academy.

JOB DESCRIPTION

TITLE: MANAGER

DEPARTMENT: OZARK WATER DEPARTMENT

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Responsible for day to day operations of the water and wastewater system
- Supervise water and wastewater plant operators
- Supervise office supervisor and other office employees
- Supervise distribution crew
- Oversee construction projects at water and wastewater plants, pump stations, and distribution system
- Must be able to be available after hours in the event of an emergency

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- Must have a high school diploma or GED prior to hire date
- Must have a Class IV Wastewater Treatment license
- Must have a Class IV Water Treatment license
- Must have a Class IV Water Distribution license
- Must have a valid Arkansas Driver's License

IMMEDIATE SUPERVISOR:

- Mayor

WORKING CONDITION:

- The ability to work well with subordinates, other department heads, intergovernmental departments
- Interact with the general public in a professional manner
- Keep departmental spending within the scope of the annual budget set in place by Council

JOB DESCRIPTION

TITLE: WATER PLANT OPERATOR

DEPARTMENT: OZARK WATER DEPARTMENT

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Responsible for daily operations and maintenance at the water treatment facility
- Responsible for daily operation and maintenance of pumps and motors at the raw water intake structure
- Must be able to maintain pumps, valves and controls at the water treatment plant
- Make any chemical dosages to maintain correct water quality standards set forth by the Arkansas Dept of Health
- Must be able to rotate weekend duty at the water treatment plant and wastewater treatment plant and be on call after hours in the event of an emergency
- Make routine checks on water tank sites and wastewater pump stations
- Must be able to perform daily lab tests that are required by the Arkansas Dept of Health
- Must be able to lift a weight of 50lbs over head
- Must follow chain of command when problems arise

SPECIAL KNOWLEDGE,SKILLS ABILITIES OR EDUCATION:

- Must have high school diploma or GED prior to hire date
- Must be able to obtain Class III Water Treatment license within one year after hire date
- Must be able to obtain Class I Wastewater Treatment license within one year after hire date
- Have a valid Arkansas Driver's License

IMMEDIATE SUPERVISOR:

- Manager or Plant Superintendent

WORKING CONDITION:

- The ability to work well with subordinates and other department heads
- Interact with the general public in a professional manner

JOB DESCRIPTION

TITLE: WASTEWATER PLANT OPERATOR

DEPARTMENT: OZARK WATER DEPARTMENT

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Responsible for daily operations and maintenance at the wastewater treatment facility
- Responsible for daily operation and maintenance of pumps and motors at wastewater pump stations
- Must be able to maintain pumps, valves and controls at wastewater treatment plant
- Must be able to make operation changes in order to comply with water quality standards set forth by the Arkansas Dept of Environmental Quality
- Must be able to rotate weekend duty at the water treatment plant and wastewater treatment plant and be on call after hours in the event of an emergency
- Make daily checks to wastewater pump stations
- Must be able to perform daily lab tests that are required by the Arkansas Dept of Environmental Quality
- Must be able to lift a weight of 50lbs over head
- Must be able to operate sludge truck and land apply wastewater sludge in accordance with EPA Regulations
- Must follow chain of command when problems arise

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- Must have high school diploma or GED prior to hire date
- Must be able to obtain Class III Wastewater Treatment license within one year after hire date
- Must be able to obtain Class II Water Treatment license within one year after hire date
- Must have a valid Arkansas Driver's License

IMMEDIATE SUPERVISOR:

- Manager or Plant Superintendent

WORKING CONDITIONS:

- The ability to work well with subordinates and other department heads
- Interact with the general public in a professional manner

JOB DESCRIPTION

TITLE: DISTRIBUTION FOREMAN

DEPARTMENT: OZARK WATER DEPARTMENT

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Must be able to oversee the distribution maintenance crew
- Responsible for daily operations and maintenance of the water and wastewater distribution system
- Must be able to perform routine water taps, maintenance and repair of fire hydrants, valves, etc., along with the experience to make repairs and extensions to the water and sewer systems and operate all equipment necessary in the scope of any such work
- Responsible for maintenance on equipment associated with the distribution system such as backhoe, tractors, sewer machine, sewer camera and other equipment
- Must be able to manage construction site operations as required by the manager
- Must be available to rotate "on-call" after normal working hours and in case of an emergency that may arise

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- Must have high school diploma or GED prior to hire date
- Must be able to obtain a Class III Distribution license within one year from hire date
- Have a valid Arkansas Driver's License

IMMEDIATE SUPERVISOR:

- Manager

WORKING CONDITION:

- The ability to work well with superiors, peers, other department heads
- Interact with the general public in a professional manner

JOB DESCRIPTION

TITLE: DISTRIBUTION MAINTENANCE (2 Positions)

DEPARTMENT: OZARK WATER DEPARTMENT

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Must be able to perform routine duties involved with the maintenance of the water and waste water distribution system such as water taps, maintenance and repair of fire hydrants, valves, etc. and repairs to water lines
- Must be available to rotate "on-call" after normal working hours and in case of an emergency that may arise
- Subject to direct order of the distribution foreman and may be directed to other duties as the foreman sees fit

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- Must have high school diploma or GED prior to hire date
- Must be able to obtain a Class III Distribution license within one year from hire date
- Have a valid Arkansas Driver's License

IMMEDIATE SUPERVISOR:

- Distribution Foreman

WORKING CONDITION:

- The ability to work well with superiors, peers, other department heads
- Interact with the general public in a professional manner

JOB DESCRIPTION

TITLE: OFFICE SUPERVISOR

DEPARTMENT: OZARK WATER DEPARTMENT

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Responsible for performing accounts payable and payroll
- Responsible for monthly financial reports, federal and state reports
- Responsible for collecting and processing daily receipts, making bank deposits, completing service and work orders for processing

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION

- Must have a high school diploma or GED prior to hire date
- Must have basic computer skills
- Must be able to obtain training in computer billing and accounting software

IMMEDIATE SUPERVISOR:

- Manager

WORKING CONDITIONS:

- The ability to work well with subordinates, other department heads
- Interact with the general public in a professional manner

JOB DESCRIPTION

TITLE: OFFICE CLERK (Part Time)

DEPARTMENT: OZARK WATER DEPARTMENT

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Responsible for collecting and processing daily receipts, making bank deposits, completing service and work orders for processing
- Must be able to perform other duties within the water office that may be set forth by the Manager or Office Supervisor

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION

- Must have a high school diploma or GED prior to hire date
- Must have basic computer skills
- Must be able to obtain training in computer billing and accounting software

IMMEDIATE SUPERVISOR:

- Manager

WORKING CONDITIONS:

- The ability to work well with subordinates
- Interact with the general public in a professional manner

JOB DESCRIPTION

TITLE: METER READER (1-Position)

DEPARTMENT: OZARK WATER DEPARTMENT

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Responsible for processing service orders, work orders and utility locates, read water meters, perform water pressure checks, general customer service and other duties set forth by the manager
- Must have a 99% meter reading accuracy rate per month
- Must be able to assist other water department personnel with different job duties when the need arises
- Must be able to lift a weight of 50lbs over head
- Must follow chain of command when problems arise

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- Must have high school diploma or GED prior to hire date
- Must be able to obtain a Class II Distribution License within one year of hire date
- Have a valid Arkansas Driver's License

IMMEDIATE SUPERVISOR:

- Manager

WORKING CONDITION:

- The ability to work well with superiors, peers, other department heads
- Interact with the general public in a professional manner

OZARK WATER DEPARTMENT PROPOSED SALARY SCHEDULE

TITLE	1	2	3	4	5	6	7	8	9	10
MANAGER	To be set at the end of each year by the Mayor & City Council									
WATER PLT OPER	25840	26660	27400	28200	29000	29870	30770	31695	32645	33625
WASTE WT PLT OPER	24050	24800	25545	26310	27100	27915	28755	29615	30505	31420
DIST FOREMAN	22700	23450	24100	24825	25570	26340	27130	27945	28785	29650
DIST MAINT I	19750	20550	21500	22300	23050	23800	24450	25150	25800	26600
DIST MAINT I	19750	20550	21500	22300	23050	23800	24450	25150	25800	26600
DIST MAINT II/METER F	19350	20050	20800	21600	22380	23050	23750	24400	25100	25950
OFFICE SUPERVISOR	20200	*21000	21850	22600	23400	24150	24900	25650	26420	27215
OFFICE CLERK/PT	*6.00	'6.50	'7.00	'7.50	'8.00	'8.50	8.75	'9.00	'9.50	10.00
A new full time employee with no experience or certification will start out at a base salary of \$17,680 and once certification is met they will be included into the salary schedule for the position that they were hired										
NOTE: Highlighted areas are were current employees fall on the proposed salary schedule.										