

**ORDINANCE NO. 2005-18**

**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.

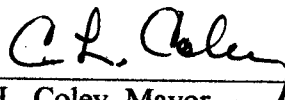
For the fiscal year 2006, the following named positions will have an established salary at the level set opposite each position listed below:

1. Mayor	\$34,000
2. City Clerk	\$31,518
3. Alderperson	<del>\$300</del> /mo
4. Water Department Manager	\$40,000
5. Police Chief	\$30,000
6. Street Superintendent	\$28,685
7. Sanitation Superintendent	\$23,896
8. Pool Manager	\$8.00/hr
9. Head Lifeguard	\$5.75/hr
10. Lifeguard	\$5.40/hr
11. Building Inspector	\$8,400
Vehicle Allowance	\$3,600

II.

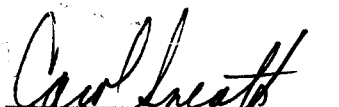
Employees covered by the attached job descriptions for fiscal year 2005 and 2006 will be subject to the respective pay scale established for that position as set forth in the attached department pay scale.

THIS ORDINANCE IS PASSED AND APPROVED THIS 12<sup>TH</sup> DAY OF DECEMBER, 2005.



C. L. Coley, Mayor

ATTEST:

  
Carol Sneath, City Clerk

## **JOB DESCRIPTION**

**TITLE: Code Enforcement/Animal Control**

**DEPARTMENT: City Hall**

**IMMEDIATE SUPERVISOR: Mayor**

### **SPECIFIC JOB DUTIES AND RESPONSIBILITIES:**

- 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: Part Time Building Inspector**

**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
- 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
- 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 observe and report violations
- Ability to take calls and handle them properly
- 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.

**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.

TITLE	1	2	3	4	5	6	7	8	9	10

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
Animal Control/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 and after 90 day probation period will proceed to \$20,500.00