



Board of Aldermen Request for Action

MEETING DATE: 11/21/2023

DEPARTMENT: Administration

AGENDA ITEM: Resolution 1293, Approval of the Employee Compensation Plan Amendment

REQUESTED BOARD ACTION:

Approval of Resolution 1293, adopting amendments to the Employee Compensation Plan.

SUMMARY:

The Employee Compensation Plan sets the pay scale and includes job descriptions for all city positions. Included in the packet is an updated pay grade schedule to add the Senior Services Coordinator Position.

In June 2023, City Officials, Senior Board Representatives, and Clay County Senior Services convened to identify how to enhance services for the elderly population in the City of Smithville. Following these discussions, it has been determined that it is in the community's best interest to hire a part-time Senior Services Coordinator. As a result of the discussions, the City received additional grant funds totaling \$25,000 from Clay County Senior Services for the 2024 season to cover the cost of the part-time position.

This individual would play a pivotal role in various aspects including program development and management, community outreach, volunteer coordination, facility oversight, data collection and reporting, as well as advocacy and support. Both the community and the city concur that this position is essential to customize services, improve the quality of life for seniors, and serve as a valuable community asset. The Senior Services Coordinator will be supervised by the Parks and Recreation Department.

The Board approved this award of grant funding at the November 6, 2023 Regular Meeting, in essence creating a new part-time position. This action adds the position to the Employee Compensation Plan.

PREVIOUS ACTION:

The Plan is revised annually for adjustments and changes. On November 6, 2023, the Board approved Resolution 1286, authorizing and directing the Mayor to enter into an agreement with Clay County Senior Services for grant funding for the purpose of providing senior services. The Employee Compensation Plan was last revised on October 17, 2023. A comprehensive review of the compensation and benefits plans of the City was completed implemented in 2021.

POLICY OBJECTIVE:

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FINANCIAL CONSIDERATIONS:

No required city match.

ATTACHMENTS:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Employee Compensation Plan and Job Description | |

RESOLUTION 1293

A RESOLUTION ADOPTING AMENDMENTS TO THE EMPLOYEE COMPENSATION PLAN

WHEREAS, the City of Smithville has adopted and set forth the compensation in the City of Smithville for regular employees hereby known as the Employee Compensation Plan;

WHEREAS, City staff, in open and public discussions with the Board of Aldermen, has made recommendations to the Board regarding the modifications for the following items of the existing Employee Compensation Plan:

- Addition of a Senior Services Coordinator Position

WHEREAS, the Board of Aldermen of the City of Smithville desires to adopt the changes to the existing Employee Compensation Plan which should be followed by the City in the administration of the City's personnel program; and

WHEREAS, the Board of Aldermen of the City of Smithville wish to restate that the plan as amended is not intended to be a contract between the City and its employees and does not create contractual rights for employees.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT the existing policies and procedures as amended are the policies and procedures which should be followed effective November 22, 2023 by the City in the administration of the City's personnel program.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 21st day of November 2023.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



JOB DESCRIPTION

Job Title: Senior Services Coordinator	Reports to: Parks & Recreation Director
Department: Parks	FLSA Classification: Non-Exempt
Revision Date: October 2023	Pay Grade: 15
Minimum Education: High school diploma or equivalent. Associate degree in a related field preferred.	
Minimum Experience:	
Minimum Certification:	
Other Requirements: Valid Driver's License.	

POSITION SUMMARY

Part-time senior services coordinator to assist in all management, administrative, and operational functions for older adults and Smithville Senior Center. This position would be under the supervision of the Parks and Recreation Department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Coordinates the Meals on Wheels program, including reconciliation of monthly invoicing and billing of meals; coordinates all aspects of senior center rentals; maintaining recipient and volunteer schedules.
2. Assist in preparing, coordinating, and distributing Senior Services marketing including brochures, flyers, and email information
3. Coordinates with the Parks Director on grant compliance and administration.
4. Prepares reports for the Parks Director in relation to Senior Services.
5. Data collection and reporting of quarterly surveys and budget administration of Senior Center.
6. Assists the Parks Director in evaluating senior programming and developing new programs.
7. Coordinate the scheduled lunches at the Senior Center.
8. Assist the Parks Director with research new services and programs that the City could offer to older adults.
9. Advocate and support users of senior services.
10. Assist the Parks Director to develop opportunities for feedback of services and monitor the success of the senior services programming.
11. Assist the Parks Director to recruit and organize volunteers for various senior programs.
12. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of administrative policies and procedures of the City.
2. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
3. Ability to establish and maintain accurate records of assigned activities and operations.
4. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
5. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
6. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
7. Ability to think quickly, maintain self-control, and adapt to stressful situations.
8. Knowledge of computer software consistent for this position.
9. Ability to perform mathematical calculations required of this position.
10. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
11. Ability to understand and effectively carry out verbal and written instructions.
12. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
13. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
14. Ability to handle sensitive interpersonal situations calmly and tactfully.
15. Ability to maintain effective working relationships with individuals within and outside the organization.
16. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
17. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.

- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May require dealing with persons who are verbally hostile or aggressive.
- Work is conducted in an office setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name

2023 Smithville Employee Salary Schedule

Pay Grade	Recommended Title	Department	SALARY RANGE		
			Minimum	Market	Maximum
5			\$ 15.76	\$ 18.12	\$ 22.06
			\$ 32,778.72	\$ 37,695.53	\$ 45,890.21
10			\$ 17.60	\$ 20.23	\$ 24.64
			\$ 36,602.90	\$ 42,087.88	\$ 51,244.07
	Maintenance Worker I - Parks Maintenance Worker I - Public Works Administrative Assistant I - Public Works	Parks and Recreation PW PW			
15			\$ 19.01	\$ 21.85	\$ 26.61
			\$ 39,531.14	\$ 45,453.16	\$ 55,352.33
	Permit Technician Finance Specialist I Administrative Assistant II- Utilities O&M Technician/ Plant Operator I Senior Services Coordinator	Development Finance PW PW Parks and Recreation			
20			\$ 19.95	\$ 22.95	\$ 27.94
			\$ 41,497.86	\$ 47,725.82	\$ 58,105.74
	Police Administrative Assistant/Prosecutor Assistant Maintenance Worker II - Parks Maintenance Worker II- Public Works O&M Technician/ Plant Operator II Recreation Coordinator	Police Parks and Recreation PW PW Parks and Recreation			
25			\$ 20.95	\$ 24.09	\$ 29.33
			\$ 43,573.85	\$ 50,107.74	\$ 61,012.12
	Police Recruit	Police			
30			\$ 22.21	\$ 25.54	\$ 31.10
			\$ 46,196.14	\$ 53,123.38	\$ 64,683.34
	Code Inspector I Finance Specialist II	Development Finance			
35			\$ 23.54	\$ 27.07	\$ 32.96
			\$ 48,971.41	\$ 56,313.84	\$ 68,551.23
	Police Officer Building Inspector I Code Inspector II O&M Technician/ Plant Operator III Crew Leader -Public Works Crew Leader -Parks Engineering Technician I	Police Development Development PW PW Parks and Recreation PW			
40			\$ 24.95	\$ 28.69	\$ 34.93
			\$ 51,899.64	\$ 59,679.12	\$ 72,659.50
	Building Inspector II Finance Analyst Detective Water Treatment Plant Shift Supervisor	Development Finance Police PW			
45			\$ 27.45	\$ 31.57	\$ 38.43
			\$ 57,100.53	\$ 65,666.70	\$ 79,936.37
	Building Inspector III Recreation Manager Engineering Technician II	Development Parks and Recreation PW			
50			\$ 29.10	\$ 33.47	\$ 40.74
			\$ 60,531.37	\$ 69,622.00	\$ 84,743.92
	Police Sergeant Water Treatment Plant Manager Utilities Operations Manager Assistant to the Public Works Director	Police PW PW PW			
55			\$ 32.01	\$ 36.81	\$ 44.82
			\$ 66,584.51	\$ 76,571.09	\$ 93,222.68
	Streets Superintendent	PW			
60			\$ 36.81	\$ 42.34	\$ 51.54
			\$ 76,571.09	\$ 88,065.49	\$ 107,208.27
	Police Captain Utilities Superintendent	Police PW			
65			\$ 42.34		\$ 63.51
			\$ 88,065.49		\$ 132,098.24
	Assistant City Administrator Development Director Finance Director Parks and Recreation Director Police Chief Public Works Director	Administration Development Finance Parks and Recreation Police PW			