



Board of Aldermen Request for Action

MEETING DATE: 2/20/2025

DEPARTMENT: Administration

AGENDA ITEM: Resolution 1445, Amending the Employee Compensation Plan Amendment

REQUESTED BOARD ACTION:

Approval of Resolution 1445, adopting amendments to the Employee Compensation Plan.

SUMMARY:

The Employee Compensation Plan sets the pay scale and includes job descriptions for all city positions.

The Finance Department currently has the following personnel:

- Finance Specialist I (one position)
- Finance Specialist II (two positions)
- Finance Director (one position)

The Finance Department will have a vacancy in one of the Finance Specialist II positions effective February 24, 2025 due to an internal promotion.

Human Resources and the Finance Director met to review the positions of the Finance Department and are making the following recommendations:

- Reinstatement of the Finance Analyst position in place of the vacant Finance Specialist II position. This would provide support to the Finance Director in budget development and tracking, utility rate modeling, financial forecasting, and financial analysis. This role was previously in place, and staff believes that reinstating this position would be highly beneficial to the city.
- Reclassify the Finance Specialist II position to Finance & Payroll Administrator to better reflect the duties of the role. This would move the position from pay grade 30 to pay grade 40 in the Compensation Plan.
- Update the Finance Specialist I title to Finance Specialist for consistency.

This recommendation would not add any additional staffing to the Finance Department:

- Finance Specialist (1 position)
- Finance & Payroll Administrator (1 position)
- Finance Analyst (1 position)
- Finance Director (1 position)

PREVIOUS ACTION:

The Plan is revised annually for adjustments and changes. The Plan was last revised in October 2024. A comprehensive review of the compensation and benefits plans of the City was completed in 2021.

POLICY OBJECTIVE:

Recruitment & Retention

FINANCIAL CONSIDERATIONS: This change does not add any new positions to the Finance Department. The financial impact to the budget is expected to be minimal.

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
Job Descriptions for Finance Specialist, Finance & Payroll Administrator,
and Finance Analyst | |

RESOLUTION 1445

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 the Finance Analyst Position
- Title change of Finance Specialist I to Finance Specialist
- Reclassification of Finance Specialist II to Finance & Payroll Administrator

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 February 20, 2025 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 20th day of February 2025.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

Smithville Employee Salary Schedule

Revised February 20, 2025

Pay Grade	Recommended Title	Department
5		
10		
	Maintenance Worker I - Parks Maintenance Worker I - Public Works Administrative Assistant I - Public Works	Parks and Recreation PW PW
15		
	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		
	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		
	Police Recruit	Police
30		
	Code Inspector I	Development
35		
	Building Inspector I Code Inspector II O&M Technician/ Plant Operator III Crew Leader -Public Works Crew Leader -Parks Engineering Technician I	Development Development PW PW Parks and Recreation PW
40		
	Building Inspector II Finance Analyst Finance & Payroll Administrator Water Treatment Plant Shift Supervisor	Development Finance Finance PW
45		
	Building Inspector III Recreation Manager Engineering Technician II	Development Parks and Recreation PW
50		
	Assistant to the Public Works Director	PW
55		
	Streets Superintendent Water Treatment Plant Manager Utilities Operations Manager	PW PW PW
60		
	Police Captain	Police
65		
	Assistant City Administrator Development Director Finance Director Parks and Recreation Director Police Chief Public Works Director	Administration Development Finance Parks and Recreation Police PW

Assistant City Clerk Pay: 6%

SALARY RANGE			
	Minimum	Market	Maximum
\$	16.70	\$ 19.21	\$ 23.39
\$	34,745.44	\$ 39,957.26	\$ 48,643.62
\$	18.65	\$ 21.45	\$ 26.11
\$	38,799.08	\$ 44,613.15	\$ 54,318.71
\$	20.15	\$ 23.16	\$ 28.21
\$	41,903.00	\$ 48,180.35	\$ 58,673.47
\$	21.15	\$ 24.32	\$ 29.61
\$	43,987.73	\$ 50,589.37	\$ 61,592.09
\$	22.21	\$ 25.54	\$ 31.09
\$	46,188.28	\$ 53,114.20	\$ 64,672.85
\$	23.54	\$ 27.07	\$ 32.96
\$	48,967.91	\$ 56,310.78	\$ 68,564.34
\$	24.96	\$ 28.70	\$ 34.93
\$	51,909.69	\$ 59,692.67	\$ 72,664.30
\$	26.45	\$ 30.41	\$ 37.03
\$	55,013.62	\$ 63,259.87	\$ 77,019.07
\$	29.10	\$ 33.46	\$ 40.74
\$	60,526.56	\$ 69,606.70	\$ 84,732.55
\$	30.85	\$ 35.48	\$ 43.19
\$	64,163.25	\$ 73,799.32	\$ 89,828.55
\$	33.93	\$ 39.02	\$ 47.51
\$	70,579.58	\$ 81,165.36	\$ 98,816.04
\$	39.76	\$ 45.73	\$ 55.67
\$	82,696.78	\$ 95,110.73	\$ 115,784.93
\$	45.73		\$ 68.59
\$	95,110.73		\$ 142,666.10



JOB DESCRIPTION

Job Title: Finance Specialist	Reports to: Finance Director
Department: Finance	FLSA Classification: Non-Exempt
Revision Date: February 2025	Pay Grade: 15
Minimum Education: High school diploma or equivalent. Associate degree in a related field preferred.	
Minimum Experience: Two (2) years utility billing and accounts receivable experience, or other related experience. An equivalent combination of experience and training may be considered.	
Minimum Certification:	
Other Requirements:	

POSITION SUMMARY

This position is responsible to provide administrative, fiscal, and program support to the Department and provide exemplary customer service to members of the public.

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. Provides first line customer service to internal and external customers; greets, receives and screens visitors and customers; addresses and resolves customer questions as able and refers complex inquiries, requests, or complaints to appropriate staff.
2. Sorts, copies, and distributes a variety of correspondence, deliveries, and mail; opens, logs, and routes office mail; retrieves, delivers, and sends faxes.
3. Composes routine correspondence; proofreads and edits documents; enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
4. Assists customers with utility billing questions and information including rates, abnormal or erroneous readings, and requests for changes in services, such as new services and disconnections.
5. Coordinates with utility service crews via service orders to connect new services, disconnections/terminations, and any other concerns with water services.
6. Work with utility service crews to process meter swaps.

7. Performs weekly accounts payable processing, including entering invoices into the computer system; printing and mailing checks; maintaining vendor files including accurate and up-to-date supporting tax documents (i.e., W-9s).
8. Receives payments from public for all utility bills; issues receipts and distributes to appropriate funds by accurately entering information into the cash receipting system(s); sets up payment plans when applicable.
9. Coordinates new and renewal business licenses, dog licenses, peddler permits and fireworks permits. Directs customers to other departments regarding additional City licensing and permits.
10. Coordinates the Meals on Wheels program, including reconciliation of monthly invoicing and billing of meals.
11. Assists other departmental personnel in collecting data for a variety of research projects and programs; assists in the analysis and preparation of a variety of reports.
12. Serves as the backup for utility billing to other department staff, as needed.
13. 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



JOB DESCRIPTION

Job Title: Finance & Payroll Administrator	Reports to: Finance Director
Department: Finance	FLSA Classification: Non-Exempt
Revision Date: February 2025	Pay Grade: 40
Minimum Education: Associate degree in an accounting or related program. Bachelor's degree preferred.	
Minimum Experience: Four (4) years previous payroll or accounting/bookkeeping experience. Previous experience in a municipal setting preferred.	
Minimum Certification:	
Other Requirements:	

POSITION SUMMARY

This position provides accounting functions including payroll, benefit administration, bank reconciliation, budget administration, operational programs and utility billing processes for the City; and provides responsive, courteous, and efficient customer service in support of services provided.

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. Performs timely and accurate payroll and benefit processing. Analyzes, verifies status changes, wages, benefits, proofs time entry, answer inquiries from department staff, and coordinates processes to complete payroll.
2. Ensures payroll, benefits, and accruals are in accordance with applicable laws, policies, and procedures for all employees.
3. Verifies employee master file updates; pay rate changes, benefit elections, marital status, tax withholdings and exemptions, etc.
4. Reconciles, reports, and remits federal and state withholdings, new hire reporting, and unemployment reporting as mandated by law.
5. Coordinates with Human Resources to ensure retroactive pay, termination pay, garnishments, special levies, and retiree benefit continuation and payment are processed timely and accurately.
6. Assists, reviews, and works with Human Resources (HR) on employee benefit enrollment, pay type, benefit, deduction, and accrual set up and terminations.

7. Reconciles and remits monthly sales tax and files quarterly payroll taxes.
8. Performs year-end payroll processes. Reconciles year-end earnings, taxes, and benefit reporting information. Prepares, mails, and remits W-2s, 1099s and Affordable Care Act reporting to employees and remits to federal and state agencies per mandates.
9. Maintains payroll software. Researches, tests, implements, and prepares changes for issues that arise and accommodates changes negotiated in the payroll software per accounting procedures.
10. Runs reports for the monthly utility account billing, including but not limited to rate changes and winter sewer average; prepares monthly late fee assessments and shut-off of services for delinquent accounts and corresponds with service crews to reconnect when paid; prepares leak adjustments; set-up payment plans; processes bad-debt write-offs.
11. Processes and follows-up on wage garnishments and levies by Federal, State, and county court orders.
12. Maintain vendor files, ensuring documentation is up-to-date and within compliance with company policies and procedures.
13. Assists in preparation of check requests for weekly accounts payable processing, including the specific preparation of drafts for automatic clearing house (ACH) bank activity.
14. Prepares receivable invoices for the police department.
15. Conducts regular and surprise audits of cash drawers in relation to the Cash Management Policy.
16. Assists Human Resources and the Finance Director with human resources related tasks including insurance elections, letters, and notification of state agencies and insurance carriers. Occasionally serves as back up for human resource tasks.
17. Completes monthly bank reconciliations of all City accounts, ensuring proper documentation is retained for annual audit, and performs a daily banking account review and reports revenues for receipting into the City's financial system
18. Assist other departmental personnel in collecting data for a variety of research projects and programs; assist in the analysis and preparation of a variety of reports.
19. Serves as the backup to department personnel, as needed.
20. Assists the Finance Director with the retrieval and preparation of documents, exhibits, and reports for the annual audit. Maintains fixed asset listing utilized by auditors.
21. Daily (or as needed) analysis of the City's Positive Pay Program.
22. Maintain, review and analyze utility rates including the development and update to jurisdictional rate comparisons, and maintenance of rate tables.
23. Assist and monitor department spending with departments.
24. Assist as needed with the issuance of fuel cards, purchasing cards, and City cell phones.
25. Provide Finance Department updates for communications to department heads and the public.
26. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of principles governing payroll administration, payroll accounting methods and procedures, and employee benefit administration.
2. Knowledge of computerized payroll systems and personnel, supervision, and accounting principles.
3. Knowledge of administrative policies and procedures of the City.
4. Ability to establish and maintain accurate records of assigned activities and operations.
5. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.

6. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
7. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
8. Ability to think quickly, maintain self-control, and adapt to stressful situations.
9. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
10. Knowledge of computer software consistent for this position.
11. Ability to perform mathematical calculations required of this position.
12. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
13. Skill in researching and understanding complex written materials.
14. Ability to prepare and maintain accurate and concise records and reports.
15. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
16. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
17. Ability to handle sensitive interpersonal situations calmly and tactfully.
18. Ability to maintain professionalism at all times.
19. Ability to maintain effective working relationships with individuals within and outside the organization.
20. 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.
21. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

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- May require dealing with persons who are verbally hostile or aggressive.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Finance Analyst	Reports to: Finance Director
Department: Finance	FLSA Classification: Non-Exempt
Revision Date: February 2025	Pay Grade: 40
Minimum Education: Bachelor's degree from an accredited college or university with major course work in business administration, public administration, finance or a related field. Master's degree preferred.	
Minimum Experience: Previous related work experience preferred.	
Minimum Certification:	
Other Requirements:	

POSITION SUMMARY

This position is responsible for providing analysis of finance operations, functions and programs; participate in and/or lead a variety of projects contributing to the continued success of department- and organization-wide initiatives; and will work closely with all City department employees as well as Governing Body members and the public.

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. Assists with budget preparation and monitoring, including, but not limited to:
 - a. Coordinating the City's performance management and benchmarking initiatives; including recommending performance measures; data collection and analysis; collaborating with departments to research, analyze and develop performance improvements; and participating in a network for performance improvement professionals.
 - b. Reviewing departmental budget submissions and analyze for trends.
 - c. Review position control data to assist in review of staffing costs and projections.
 - d. Assisting with coordination and monitoring of the capital improvement budget process, including project accounting.
 - e. Assisting Finance Director in development of the annual budget document for submission for GFOA review.

2. Assists the Finance Director with oversight and management of tax increment financing, community improvement district and other economic development districts and allocation of funds.
3. Assists the Finance Director in review and analysis of utility rates including the development and update to jurisdictional rate comparisons, and maintenance of rate tables.
4. Assists Finance Director with user fee research and preparation of the proposed Schedule of Fees in the budget process.
5. Assists the Finance Director and department staff with the external annual audit requirements and questions.
6. Conducts analytical research for various City operations, functions, and programs.
7. Assists with research regarding economic development projects and strategies.
8. Manages special projects as directed by the City Administrator and Finance Director.
9. Conducts a wide variety of reporting tasks which may include grant writing, monitoring, and reporting.
10. Collects, organizes, analyzes, and interprets information from various sources, facts or circumstances; analyzes processes to identify opportunities for improvement and presents findings.
11. Responds to public inquiries; provides information within the area of assignment; distributes and receives forms and documents related to departmental business; assists the public in filling out forms; receives fees and payments for departmental services or businesses as appropriate.
12. Assists in the preparation of various newsletters for internal and external use.
13. Assists other departmental personnel in collecting data for a variety of research projects and programs; assists in the analysis and preparation of a variety of reports.
14. Provides customer service as needed.
15. Serves as back-up to accounts payables, payroll, and utility billing, as needed.
16. Assists the Finance Director in review and analysis of utility rates including the development and update to jurisdictional rate comparisons, and maintenance of rate tables.
17. Monitor department spending and coordinate monthly budget reporting with departments.
18. Assist with the issuance of fuel cards, purchasing cards, and City cell phones.
19. Provide Finance Department updates for communications to department heads and the public.
20. Assist in the administration of the City's leased vehicle program.
21. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
2. Knowledge of the principles, theories and concepts of accounting including Governmental Accounting Board Standards (GASB) for all fund types.
3. Skill in preparing accounting transactions, financial statements and reports.
4. Skill in applying accounting principles to work activities in a municipal accounting system.
5. Skill in conducting thorough analytical work, including designing statistical analyses of budgetary information.
6. Ability to analyze and prepare organizational and functional reports from research data.
7. Knowledge of computer software consistent for this position including knowledge of Microsoft Office and prior experience with financial management systems.
8. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.

9. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
10. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
11. Ability to perform word processing and/or data entry.
12. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
13. Ability to perform mathematical calculations required of this position.
14. Skill in researching and understanding complex written materials.
15. Ability to prepare and maintain accurate and concise records and reports.
16. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
17. Ability to define problems, exercise sound judgment, and address a variety of situations.
18. Ability to think quickly, maintain self-control, and adapt to stressful situations.
19. Ability to maintain a professionalism at all times.
20. Ability to maintain confidentiality.
21. Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of Freedom of Information Act and other applicable State and Federal statutes and regulations.
22. Ability to establish and maintain effective working relationships with others.
23. Ability to work the allocated hours of the position.

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Employee Signature

Date

Employee Printed Name