



Parks & Recreation Department

To: Mayor Jerry Wiley, Fairway City Council
CC:
From: Nathan Nogelmeier, City Administrator
Date: 11/10/2016
Re: Administration Department Job Description Changes

As a part of the staffing transition, I sat down with then City Administrator/City Clerk Kathy Axelson and the administration staff to update each Administration Department job description (JD). With the promotions of Kim and Abbie to their new roles, you can see there were significant changes. The Building Inspectors JD was also updated to reflect current work practices.

Please let me know if you have any questions.

Staff recommends approval of the job description.

NEALE PETERSON PARK AND FAIRWAY POOL
6136 MISSION ROAD
FAIRWAY, KANSAS 66205
913-722-3161 (SUMMER ONLY)
NNOGELMEIER@FAIRWAYKANSAS.ORG

FAIRWAY CITY HALL
4210 SHAWNEE MISSION PARKWAY, STE. 100
FAIRWAY, KS 66205
PHONE: 913-262-0350
FAX: 913-262-4607

WWW.FAIRWAYKANSAS.ORG

**CITY OF FAIRWAY
JOB DESCRIPTION**

REVISED

TITLE: City Clerk

DEPARTMENT: Administration

FSLA STATUS: Exempt

JOB SUMMARY:

The City Clerk assists and reports to the City Administrator. The City Clerk assists in managing the daily operations of the Administrative Department. The position is responsible for receiving, answering, and directing incoming telephone calls and walk in traffic, issuing licenses and permits, data entry, generating reports, and maintaining City records. Additionally, this position serves as Planning and Zoning Coordinator for Planning Commission and Board of Zoning Appeals. The City Clerk performs Human Resource, Finance functions and serves as Administration Supervisor in the absence of the City Administrator. This employee must possess excellent communication, public relations, and organizational skills.

DUTIES:

General Administration

- ◆ Maintains the City's official records, the Codified Ordinance Book, City Seal; filing of documents; scanning and management of records-
- ◆ Files all document for the City.
- ◆ Serves as Notary for the City
- ◆ Scans packets/minutes and other files as necessary for permanent records.
- ◆ Publishes Council approved Ordinances, public notices, meeting notices, and other documents as required ensures that the City is in compliance with Kansas Open Meeting Act.
- ◆ Responds to Record Requests per Kansas Open Records Act.
- ◆ Ensures that the City is in compliance with Kansas Open Meeting Act.
- ◆ Assists the City Administrator with preparation of City Council meeting and work session agendas, packets, and minutes.
- ◆ Updates and maintains City web site, posts City Council agendas and packets, Planning Commission and Board of Zoning Appeals agendas and minutes, on City web site.
- ◆ Attends City Council meetings, work sessions, Administration and Finance Committee meetings in absence of City Administrator.
- ◆ Maintains the Codified Ordinance Book.
- ◆ Assists with the preparation of the City Newsletter, Constant Contact email and other mailings.
- ◆ Updates Access database from Johnson County AIMS in accordance with cooperate agreement.
- ◆ Maintains current forms for voter registration and assist residents/candidates with filings and registrations
- ◆ Assists with registrations, memberships and facility rentals in absence of P&R personnel
- ◆ Performs research and surveys of other Municipalities and special projects as requested.
- ◆ Generates ordinance violation notices.
- ◆ Updates and maintains web site.
- ◆ Miscellaneous duties and special projects as assigned.
- ◆ Maintains cordial relations with the public and sets example in general conduct for staff.
- ◆ Assists Administrative Clerk with maintenance of office equipment.

- Commented [KY1]:** Maintaining Ordinance Book was moved from Asst. CC duties to CC job.
- Commented [KY2]:** Moved and incorporated into first bullet point
- Commented [KY3]:** Moved from Asst. CC duty to CC job
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- Commented [KY4]:** Moved and incorporated into first bullet point
- Commented [KY5]:** Moved and incorporated.
- Commented [KY6]:** KORA requests was moved from Asst. CC duties to CC job
- Commented [KY7]:** Moved to new section CC, PC,
- Commented [KY8]:** Moved to new section CC, PC
- Commented [KY9]:** Moved and incorporated into first bullet
- Commented [KY10]:** A new duty not on job description prior
- Commented [KY11]:** Moved from Asst. CC duties to CC job
- Commented [KY12]:** New duty moved from Admin Clerk
- Commented [KY13]:** Moved from duties performed from Asst. CC, these have increased and expanded as program expanded, was not originally part of either job.
- Commented [KY14]:** Moved to Bldg. Inspector duties
- Commented [KY15]:** Moved and incorporated to posting packets etc.
- Commented [KY16]:** Moved to Asst. City Clerk duties

Human Resources

- ◆ ~~Assists City Administrator with Human Resource functions including:~~
- ◆ Processes bi-weekly payroll, KPERs contribution submissions, KPERs annual-weekly reporting, employee deductions, 457 plan contributions/submissions etc.
- ◆ ~~Assists City Administrator with~~ Responsible for new employee orientation covering enrollment in health benefits, retirement benefits, life insurance, and workers compensation and annual open enrollment.
- ◆ Coordinates and schedules annual open enrollment with health insurance provider and third party administrator including updating spreadsheets/data of employee census, salaries, addresses. Communicates plan availability, costs and changes to employees.
- ◆ Ensures paperwork is current and complete for employees/Maintains employee personnel files.
- ◆ Serves as Designated Agent for KPERs and KP&F retirement system and attends agent workshops.
- ◆ Prepares annual employee compensation brochure.
- ◆ Handles/ Submits worker compensation claims and assists with completion of incident reports in absence of City Administrator/City Clerk
- ◆ Completes KERIT, MPR and various salary and benefit surveys annually

Commented [KY17]: Performs these duties entirely-Asst. CC had taken over much of this function even though it was in the CC JD.

Commented [KY18]: CC will perform this duty entirely

Commented [KY19]: Moved from Asst. CC duties to CC job and expanded as process has become more involved.

Commented [KY20]: Moved from Asst. CC duties to CC job. Did not due this prior to 2010.

Commented [KY21]: Moved from City Admin duties to CC job

Commented [KY22]: Moved from Asst. CC duties to CC job

Finance

- ◆ Performs accounting functions in absence of City Administrator/City Clerk.
- ◆ Prepares weekly payables, receiveables, deposits from the State and miscellaneous paperwork for third party accountant bank deposits for licenses/permits, and other fees collected.
- ◆ Assists auditors with annual audit including preparing audit letters, updates spreadsheet of employee vacation/comp accruals, balances and sick leave usage updates etc.
- ◆ Prepares accounting journal entries as needed.
- ◆ Balances-Reviews bank deposits of fees, monies collected and petty cash receipts/reports.
- ◆ Completes and maintains City inventory files/compensation surveys for MPR in compliance with GASB 34.
- ◆ Maintains, reviews and certifies the City's special assessments to the County
- ◆ Prepares weekly packet of payables, receivables, deposits and miscellaneous paperwork for processor.

Commented [KY23]: Moved from Asst. CC duties to CC job

Commented [KY24]: Moved to Asst. CC duties

Commented [KY25]: Moved from Asst. CC duties to CC job

Commented [KY26]: Moved to HR section.

Commented [KY27]: Moved up to second bullet point in this section.

City Council, Planning Commission and Board of Zoning Appeals Meetings

- ◆ Compiles and prepares packets of City Council, Planning Commission and Board of Zoning Appeals meetings, posts agendas, minutes and audio to City website.
- ◆ Coordinates Planning and Zoning meetings, updates meeting calendar, serves as PC/BZA secretary, attend PC and BZA meetings and prepares minutes.
- ◆ Attends City Council meetings in absence of City Administrator

Commented [KY28]: Moved from Asst. CC duties to CC job

Commented [KY29]: Moved from Admin and Asst. CC duties to CC job

Licenses and Permit Operations

Building Permits/Board of Zoning Appeals/Planning Commission

- ◆ Issues/occupational licenses, renewals, collects fees.
- ◆ Issues Cereal Malt Beverage and Drinking Establishment licenses, collect fees; maintain files and coordinate inspections performed by Fire Department and Health Department; submit reports to State etc.
- ◆ Oversee various licensing and permitting operations and follow up on delinquencies.

Commented [KY30]: Moved from Asst. CC duties to CC job

Commented [KY31]: Moved from Asst. CC duties to CC job

City Administrator/City Clerk
Job Description

- ◆ Issues Building Permits and calculates/collects fees as needed.
- ◆ Assists Building Permit applicants with City Ordinance requirements as needed.
- ◆ ~~Coordinates and schedules BZA and Planning Commission meetings and assists applicants with City Ordinance requirements.~~
- ◆ ~~Serves as Planning Commission and Board of Zoning Appeals secretary, prepares packets and attends meetings.~~
- ◆ ~~Backs up Administrative Clerk with registration of dogs and collects fees.~~
- ◆ ~~Dog Licensing~~
- ◆ ~~Backs up Administrative Clerk with registration of dogs and collects fees.~~

Commented [KY32]: Moved to CC, PC and BZA section, assist app moved to Bdlg Inspector job

Commented [KY33]: Moved to CC, PC, BZA section

Commented [KY34]: Moved from Asst. CC duties to CC job

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Clerical and Correspondence

- ◆ Receives, answers, and directs telephone and walk in traffic as needed.
- ◆ Performs general word processing and correspondence.
- ◆ ~~Assists with voter registration.~~
- ◆ ~~Serves as a Notary for the City.~~

Commented [KY35]: Moved to General Admin duties and expanded responsibilities

Commented [KY36]: Moved to General Admin duties

REQUIREMENTS

Skills and Abilities

- ◆ Ability to comprehend verbally, express ideas verbally, comprehend written material, express ideas in writing and comprehend arithmetically.
- ◆ Ability to work independently, as part of a team and with the public.
- ◆ Ability to prioritize work and meet deadlines.
- ◆ Aptitude for office equipment and for office procedure, including word processing.
- ◆ Ability to protect confidential information.

Physical

- ◆ Must have arm/hand steadiness, hand/eye coordination, finger dexterity and manual dexterity adequate to perform the essential functions of the position.
- ◆ Must have visual acuity, visual stamina and auditory perception adequate to perform the essential functions of the position.
- ◆ Must be able to speak and write adequately to perform the essential functions of the position.

Mental

- ◆ Ability to understand department rules and regulations, City of Fairway rules and regulations, and standard operating procedures and ability to follow same.
- ◆ Ability to concentrate and reason logically. Must have sound judgment.
- ◆ Ability to respond to changes effectively and to directives effectively.

Education and Experience

- ◆ ~~Must have a basic education, with a high school diploma or equivalent education.~~
- ◆ ~~Four year Bachelor's~~ degree in Public Administration, Business or related field preferred.
- ◆ Must have two (2) years clerical and computer experience.
- ◆ Must have ability to become a Notary Public.

Approved by Administration Committee ??
Approve by the City Council ??

CITY OF FAIRWAY JOB DESCRIPTION

REVISED

TITLE: City Clerk

DEPARTMENT: Administration

FSLA STATUS: Exempt

JOB SUMMARY:

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DUTIES:

General Administration

- ◆ Maintains the City's official records, the Codified Ordinance Book, City Seal; filing of documents; scanning and management of records
- ◆ Serves as Notary for the City
- ◆ Publishes Council approved Ordinances, public notices, meeting notices and other documents as required ensures that the City is in compliance with Kansas Open Meeting Act.
- ◆ Responds to Record Requests per Kansas Open Records Act
- ◆ Assists the City Administrator with preparation of City Council meeting and work session agendas, packets, and minutes.
- ◆ Updates and maintains City web site, posts City Council agendas and packets, Planning Commission and Board of Zoning Appeals agendas and minutes.
- ◆ Attends City Council meetings, work sessions, Administration and Finance Committee meetings in absence of City Administrator.
- ◆ Assists with the preparation of the City Newsletter, Constant Contact email and other mailings.
- ◆ Updates Access database from Johnson County AIMS in accordance with cooperate agreement.
- ◆ Maintains current forms for voter registration and assist residents/candidates with filings and registrations
- ◆ Assists with registrations, memberships and facility rentals in absence of P&R personnel
- ◆ Performs research and surveys of other Municipalities and special projects as requested.
- ◆ Miscellaneous duties and special projects as assigned.
- ◆ Maintains cordial relations with the public and sets example in general conduct for staff.

Human Resources

- ◆ Processes bi-weekly payroll, KPERs contribution submissions, KPERs weekly reporting, employee deductions, 457 plan contributions etc.
- ◆ Responsible for new employee orientation, enrollment in health benefits, retirement benefits, life insurance, and workers compensation.
- ◆ Coordinates and schedules annual open enrollment with health insurance provider and third party administrator including updating spreadsheets/data of employee census, salaries, and addresses. Communicates plan availability, costs and changes to employees.

- ◆ Maintains employee personnel files.
- ◆ Serves as Designated Agent for KPERS and KP&F retirement system and attends agent workshops.
- ◆ Prepares annual employee compensation brochure.
- ◆ Submits worker compensation claims and assists with completion of incident reports
- ◆ Completes KERIT, MPR and various salary and benefit surveys annually

Finance

- ◆ Performs accounting functions in absence of City Administrator.
- ◆ Prepares weekly payables, receivables, deposits from the State and miscellaneous paperwork for third party accountant
- ◆ Assists auditors with annual audit including preparing audit letters, updates spreadsheet of employee vacation/comp accruals, balances and sick leave usage etc.
- ◆ Prepares accounting journal entries as needed.
- ◆ Reviews bank deposits of fees, monies collected and petty cash receipts/reports.
- ◆ Completes and maintains City inventory files for MPR in compliance with GASB 34.
- ◆ Maintains, reviews and certifies the City's special assessments to the County

City Council, Planning Commission and Board of Zoning Appeals Meetings

- ◆ Compiles and prepares packets of City Council, Planning Commission and Board of Zoning Appeals meetings, posts agendas, minutes and audio to City website.
- ◆ Coordinates Planning and Zoning meetings, updates meeting calendar, serves as PC/BZA secretary, attend PC and BZA meetings and prepares minutes.
- ◆ Attends City Council meetings in absence of City Administrator

Licenses and Permit Operations

- ◆ Issues occupational licenses, renewals, collects fees.
- ◆ Issues Cereal Malt Beverage and Drinking Establishment licenses, collect fees; maintain files and coordinate inspections performed by Fire Department and Health Department; submit reports to State etc.
- ◆ Oversee various licensing and permitting operations and follow up on delinquencies.
- ◆ Issues Building Permits and calculates/collects fees as needed.
- ◆ Assists Building Permit applicants with City Ordinance requirements as needed.
- ◆ Backs up Administrative Clerk with registration of dogs and collects fees.

Clerical and Correspondence

- ◆ Receives, answers, and directs telephone and walk in traffic as needed.
- ◆ Performs general word processing and correspondence.

REQUIREMENTS

Skills and Abilities

- ◆ Ability to comprehend verbally, express ideas verbally, comprehend written material, express ideas in writing and comprehend arithmetically.
- ◆ Ability to work independently, as part of a team and with the public.
- ◆ Ability to prioritize work and meet deadlines.
- ◆ Aptitude for office equipment and for office procedure, including word processing.
- ◆ Ability to protect confidential information.

Physical

- ◆ Must have arm/hand steadiness, hand/eye coordination, finger dexterity and manual dexterity adequate to perform the essential functions of the position.
- ◆ Must have visual acuity, visual stamina and auditory perception adequate to perform the essential functions of the position.
- ◆ Must be able to speak and write adequately to perform the essential functions of the position.

Mental

- ◆ Ability to understand department rules and regulations, City of Fairway rules and regulations, and standard operating procedures and ability to follow same.
- ◆ Ability to concentrate and reason logically. Must have sound judgment.
- ◆ Ability to respond to changes effectively and to directives effectively.

Education and Experience

- ◆ Bachelor's degree in Public Administration, Business or related field preferred.
- ◆ Must have two (2) years clerical and computer experience.
- ◆ Must have ability to become a Notary Public.

Approve by the City Council November 14, 2016

**CITY OF FAIRWAY
JOB DESCRIPTION**

TITLE: Assistant City Clerk
FLSA STATUS: Non-Exempt

DEPARTMENT: Administration
WORK WEEK: 40 hours

JOB SUMMARY:

NEW SUMMARY

The Assistant City Clerk is responsible for performing clerical functions and assists in managing the daily operations of the Administration Department. This employee must possess excellent communication, public relations, and organizational skills. This position is responsible for receiving, answering, and directing incoming telephone calls and walk in traffic, and issuing licenses and permits, data entry, and maintaining City records. This position is also responsible for interpreting and administering the zoning ordinance, health and safety codes, property maintenance codes and building codes as adopted by the City of Fairway regarding the Rental Unit and Non-owner-occupied Dwelling Registration and Inspections. This position works with the Building Inspector/Codes Administrator. This position serves as the City Clerk in his/her absence. This position reports to the City Administrator.

PREVIOUS SUMMARY

~~The Assistant City Clerk assists in managing the daily operations of the Administrative Department. The position is responsible for receiving, answering, and directing incoming telephone calls and walk in traffic, issuing licenses and permits, data entry, generating reports, and maintaining City records. Additionally, this position serves as Planning and Zoning Coordinator for Planning Commission and Board of Zoning Appeals. The Assistant City Clerk performs Human Resource, Finance functions and serves as Administration Supervisor in the absence of the City Administrator/City Clerk. This employee must possess excellent communication, public relations, and organizational skills. This position reports to the City Administrator/City Clerk.~~

NEW DESCRIPTION – BOLD FONT are duties Abbie has been doing but were not on the Admin Clerk / Rental Inspector job description.

ADMINISTRATIVE DUTIES:

Customer Service

- Answers/directs incoming telephone calls at City Hall and assists with walk in traffic
- Assists with issuing various licenses, permits, memberships, and voter registration
- Assists with Park and Recreation registrations and memberships

- Serves as a Notary for the City

General Administration

- Sorts and distributes mail and takes mail to mailbox daily
- Maintains Copier **and Postage Meter**
- Orders office supplies for City Hall and supplies for licenses, permits, and memberships
- Publishes meeting notices and other documents as required
- **Prepares the City Newsletter and other mailings**
- Performs general word processing and correspondence
- Maintains community information brochures posted at City Hall
- Maintains/manages the online service requests
- Administrates LaserFiche Filing system in conjunction with the records management program
- Assists other staff in searching data files for historical information
- Monitor the news (newspaper and internet) and collect relevant articles
- **Assists and backs up City Clerk Duties as needed**

Financial Operations/Assistance

- Prepares bank deposits for licenses/permits, and other fees collected
- Handles correspondence on returned insufficient fund payments
- **Balances petty cash**
- Verifies accounts payable checks with invoices, mails checks, and files invoices

Administrative Assistance

- **Ensures that the City is in compliance with Kansas Open Meeting Act**
- **Facilitates City Solid Waste and Recycling Program**
- **Coordinates Curbside Leaf Collection Program**
- **Coordinates annual Paper Shredding and Electronic Event with other NEJoCo Cities**
- **Assists as needed with compilation of City Council, Planning Commission, Board of Zoning Appeals, and Administration and Finance Committee packets**

Web Administration

- Updates and maintains website
- Maintains audio files from City Council meetings on website

LICENSE AND PERMIT OPERATIONS:

Building Permits

- Assists Building Permit applicants with City Ordinance requirements
- Issues Building Permits and calculates/collects fees

Dog Licensing

- Register dogs and collect fees
- Maintains licensed dogs file and generates reports
- Handles correspondence on late dog registrations
- Forwards requests for Court Summons to Court Clerk and Animal Control

Rental/Non-owner Occupied Dwelling Registration Licensing

- Issues rental licenses, maintains files and generates reports
- Coordinates rental registration inspections
- Generates inspection violation notices and invoices for rental properties
- Follows up on delinquent licenses

CODE ENFORCEMENT DUTIES:

- Coordinates rental property inspections with Building Inspector/Code Administrator for compliance with applicable City codes and ordinances, and assists on inspections as needed. (**Note:** The Building Inspector is now the lead on all rental inspections and Codes, Asst City Clerk now inspects as needed.)
- Reports non-rental property maintenance violations to Building Inspector/Codes Administrator
- In absence of the Building Inspector/Codes Administrator will notify property owners of violations and maintains code enforcement complaint files
- Appears in municipal court as needed

MISCELLANEOUS:

- Maintains cordial relations with public and sets example in general conduct for entire staff
- Performs special projects as assigned
- Performs other miscellaneous duties as assigned

- Must provide own vehicle and possess current driver's license and automobile liability insurance meeting the State of Kansas requirements
- Selected applicant will be reimbursed for mileage while performing inspections

REQUIREMENTS:

NOTE: Majority remained the same with 3 additions due to possible rental inspections.

Skills and Abilities

- Ability to comprehend verbally, express ideas verbally, comprehend written material, express ideas in writing and comprehend arithmetically
- Ability to work independently, as part of a team and with the public
- Ability to prioritize work and meet deadlines
- Aptitude for office equipment, including a public address system, and for office procedure, including word processing
- Ability to protect confidential information
- *NEW 2016 FOR RENTAL INSP* - Ability to recognize and avoid safety hazards

Physical

- Must have arm/hand steadiness, hand/eye coordination, finger dexterity and manual dexterity adequate to perform the essential functions of the position
- Must have visual acuity, visual stamina and auditory perception adequate to perform the essential functions of the position
- Must be able to speak and write adequately to perform the essential functions of the position
- *NEW 2016 FOR RENTAL INSP* - Must be able to drive safely

Mental

- Ability to understand department rules and regulations, City of Fairway rules and regulations, and standard operating procedures and ability to follow same
- Ability to concentrate and reason logically and possess sound judgment
- Ability to work independently
- Ability to respond to changes effectively and to directives effectively

Education and Experience

- Must have basic education, with a high school diploma or equivalent education
- Four year degree in Public Administration, Business or related field preferred
- Must have two (2) years clerical and computer experience
- Must have ability to become a Notary Public
- *NEW 2016 FOR RENTAL INSP* - One (1) year experience in building trades, inspection, or equivalent training preferred

PREVIOUS ASSISTANT CITY CLERK JOB DESCRIPTION

Notes if it remained on Asst City Clerk , moved to another job description, or the history of the item.

DUTIES:

License and Permit Operations

Building Permits/Board of Zoning Appeals/Planning Commission

- ◆ Issues Building Permits and calculates/collects fees as directed by the Building Inspector. - REMAINED
- ◆ Assists Building Permit applicants with City Ordinance requirements. - REMAINED
- ◆ ~~Issues Certificate of Occupancy and maintains Certificate of Occupancy files. BUILDING INSPECTOR~~
- ◆ ~~Coordinates and schedules BZA and Planning Commission meetings and assists applicants with City Ordinance requirements. BUILDING INSPECTOR~~
- ◆ ~~Serves as BZA/PC secretary, attends meetings and prepare minutes for BZA/PC. CITY CLERK~~

Cereal Malt Beverage Licensing

- ◆ ~~Issues Cereal Malt Beverage licenses and collects fees. CITY CLERK~~
- ◆ ~~Maintains Cereal Malt Beverage Licensing Files. CITY CLERK~~
- ◆ ~~Coordinates inspections performed by Fire Department and Health Department. CITY CLERK~~
- ◆ ~~Submits quarterly report to State of Kansas. CITY CLERK~~
- ◆ ~~Ensures Licenses are on appropriate City Council agenda for approval. CITY CLERK~~

Drinking Establishment Licensing

- ◆ ~~Issues Drinking Establishment Licenses and collects fees. CITY CLERK~~
- ◆ ~~Maintains Drinking Establishment Licensing Files. CITY CLERK~~

Financial Operations/Assistance

- ◆ ~~Performs accounting functions in absence of City Administrator/City Clerk. City Admin & City Clerk will now cover in absence of one another.~~
- ◆ ~~Processes payroll. CITY CLERK~~
- ◆ Balances petty cash monthly. - REMAINED
- ◆ Prepares bank deposits for licenses/permits, and other fees collected. – Abbie has done this since 2009
- ◆ ~~Prepares payroll bank reconciliation for review by City Administrator/City Clerk. CITY CLERK~~
- ◆ ~~Maintains City inventory files in compliance with GASB 34. CITY CLERK~~
- ◆ ~~Assists auditors with annual audit. CITY CLERK~~

Human Resources Assistance

- ◆ ~~Assists City Administrator/City Clerk with Human Resource functions. CITY CLERK~~
- ◆ ~~Handles worker compensation claims in absence of City Administrator/City Clerk CITY CLERK~~

Administrative Assistance

- ◆ Performs surveys of other Municipalities and special projects as requested. - REMAINED
- ◆ Generates ordinance violation notices. – if needed REMAINED

- ◆ Updates and maintains web site. – Abbie has done majority since 2009 remains on Asst City Clerk
- ◆ Ensures that the City is in compliance with Kansas Open Meeting Act. - REMAINED
- ◆ Assists with compilation of City Council, Planning Commission, Board of Zoning Appeals, and Administration and Finance Committee packets. REMAINED
- ◆ ~~Updates Access database from Johnson County AIMS in accordance with cooperate agreement.~~ MOVED TO CITY CLERK
- ◆ Maintains Copier, Fax machine, and other office equipment. – Abbie has done this since 2009

Parks and Recreation Assistance

- ◆ Assists with registrations and memberships - REMAINED
- ◆ ~~Assists in coordinating annual Arbor Day Celebration.~~ Since 2009 Abbie has done this and now will be Park & Rec.

Clerical and Correspondence

- ◆ Receives, answers, and directs telephone and walk in traffic as needed. - REMAINED
- ◆ Performs general word processing and correspondence. - REMAINED
- ◆ Assists with voter registration. - REMAINED
- ◆ ~~Maintains and updates Ordinance Books.~~ – MOVED TO CITY CLERK
- ◆ Serves as a Notary for the City. -REMAINED

Miscellaneous

- ◆ Maintains cordial relations with public and sets example in general conduct for entire staff. - REMAINED
- ◆ Orders office supplies for City Hall and supplies for licenses, permits, and memberships. – Abbie has done this since 2009 and is under general administration.
- ◆ Assists with newsletter mailings. – Abbie has done this since 2009 and now prepares the newsletter.
- ◆ Performs special projects as assigned. - REMAINED
- ◆ ~~Performs some Court and Police Department functions in absence of Court Clerks.~~ Not since 2009
- ◆ Performs other miscellaneous duties as requested.- REMAINED

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- Administrates LaserFiche Filing system in conjunction with the records management program
- Assists other staff in searching data files for historical information
- Monitor the news (newspaper and internet) and collect relevant articles
- Assists and backs up City Clerk Duties as needed

Financial Operations/Assistance

- Prepares bank deposits for licenses/permits, and other fees collected
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Administrative Assistance

- Ensures that the City is in compliance with Kansas Open Meeting Act
- Facilitates City Solid Waste and Recycling Program
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- Assists as needed with compilation of City Council, Planning Commission, Board of Zoning Appeals, and Administration and Finance Committee packets

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- Coordinates rental registration inspections
- Generates inspection violation notices and invoices for rental properties
- Follows up on delinquent licenses

CODE ENFORCEMENT DUTIES:

Code Enforcement

- Coordinates rental property inspections with Building Inspector/Code Administrator for compliance with applicable City codes and ordinances, and assists on inspections as needed.
- Reports non-rental property maintenance violations to Building Inspector/Codes Administrator
- In absence of the Building Inspector/Codes Administrator will notify property owners of violations and maintains code enforcement complaint files
- Appears in municipal court as needed

MISCELLANEOUS:

- Maintains cordial relations with public and sets example in general conduct for entire staff
- Performs special projects as assigned
- Performs other miscellaneous duties as assigned
- Must provide own vehicle and possess current driver's license and automobile liability insurance meeting the State of Kansas requirements
- Selected applicant will be reimbursed for mileage while performing inspections

REQUIREMENTS:

Skills and Abilities

- Ability to comprehend verbally, express ideas verbally, comprehend written material, express ideas in writing and comprehend arithmetically
- Ability to work independently, as part of a team and with the public
- Ability to prioritize work and meet deadlines
- Aptitude for office equipment, including a public address system, and for office procedure, including word processing
- Ability to protect confidential information
- Ability to recognize and avoid safety hazards

Physical

- Must have arm/hand steadiness, hand/eye coordination, finger dexterity and manual dexterity adequate to perform the essential functions of the position
- Must have visual acuity, visual stamina and auditory perception adequate to perform the essential functions of the position
- Must be able to speak and write adequately to perform the essential functions of the position
- Must be able to drive safely

Mental

- Ability to understand department rules and regulations, City of Fairway rules and regulations, and standard operating procedures and ability to follow same
- Ability to concentrate and reason logically and possess sound judgment
- Ability to work independently
- Ability to respond to changes effectively and to directives effectively

Education and Experience

- Must have basic education, with a high school diploma or equivalent education
- Four year degree in Public Administration, Business or related field preferred
- Must have two (2) years clerical and computer experience
- Must have ability to become a Notary Public
- One (1) year experience in building trades, inspection, or equivalent training preferred

CITY OF FAIRWAY JOB DESCRIPTION

REVISED

TITLE: Building Inspector/Codes Administrator **DEPARTMENT:** Administration
FLSA STATUS: Non-Exempt **WORK WEEK:** 40 hours

JOB SUMMARY:

The Building Inspector is responsible for interpreting and administering the building codes, the zoning ordinance and health and safety ordinances. This position administrates Planning Commission and Board of Zoning Appeals functions. This position reports to the City Administrator/City Clerk.

DUTIES:

Permit Operations/Plans Review

Building Permits and Inspections

- ◆ Oversees Building Permit process and generates Building Permit activity reports.
- ◆ Issues Building Permits and calculates/collects fees.
- ◆ Coordinates and performs required Building Code Inspections under construction to assure compliance with the various codes and ordinances.
- ◆ Reviews plans within a reasonable time of submissions in accordance with building codes.
- ◆ Oversees special inspectors work when needed.
- ◆ Notifies violators of various building code and health and safety ordinances and follows through as necessary to get violations corrected.
- ◆ Keeps track of valid building permits and notifies building permit holders of expired permits. Ensures project is completed in a timely manner or requires a second permit to be issued.
- ~~◆ Assists Building Permit applicants with City Ordinance and code requirements.~~
- ◆ ~~Generates Building Permit activity reports.~~
- ◆ Writes and presents staff reports (makes recommendations), etc., to the City Council and Administration Committee.
- ◆ Issues Certificate of Occupancy and maintains Certificate of Occupancy files.
- ~~◆ Serves as Public Officer when assigned or appointed.~~
- ◆ Serves as Floodplain Administrator.
- ◆ Presents Floodplain Development Permits to the City Council and issues permits after approval.
- ◆ Attends City Council Meetings as necessary.
- ◆ Performs miscellaneous duties as assigned.

Planning Commission/Board of Zoning Appeals Operation

- ◆ Writes and presents staff reports (makes recommendations), etc., to the Planning Commission and Board of Zoning Appeals.
- ◆ Assists Board of Zoning Appeals (BZA) and Planning Commission (PC) applicants with meeting applications, City Ordinances and code requirements.
- ◆ Compiles BZA and PC packet submittals and provides to City Clerk.
- ◆ ~~Performs plan R~~reviews plans of applications to Planning CommissionPC and Board of ZoningBZA Appeals.
- ~~◆ Coordinates Planning Commission and Board of Zoning Appeals meetings.~~

- ◆ ~~Assists Planning Commission and Board of Zoning Appeals applicants with zoning ordinances and application requirements.~~
- ◆ Attends Planning Commission and Board of Zoning Appeals meetings.

Code Enforcement/Rental Inspection

- ◆ Responds to City code violation complaints and inspects City for code violations.
- ◆ Performs rental inspections annually and in a timely manner.
- ◆ Prepares reports and other evidence of the violations observed.
- ◆ Notifies property owners of violations and maintains code enforcement complaint files.
- ◆ Issues warnings and/or violation letters for code violations.
- ◆ Coordinates with Court and Law Enforcement personnel to issue court summonses.
- ◆ Appears in municipal or district court as needed.

Clerical and Correspondence

- ◆ Answers telephone and assists with walk in traffic.
- ◆ Performs general word processing and correspondence.
- ◆ Maintains Inspection schedule and Plans Review schedule.

Miscellaneous

- ◆ Maintains cordial relations with public and sets example in general conduct for entire staff.
- ◆ Performs special projects as assigned.
- ◆ Performs other miscellaneous duties as requested.

REQUIREMENTS

Skills and Abilities

- ◆ Ability to comprehend verbally, express ideas verbally, comprehend written material, express ideas in writing and comprehend mathematics.
- ◆ Ability to work independently, as part of a team and with the public.
- ◆ Ability to prioritize work and meet deadlines.
- ◆ Aptitude for office equipment, including a public address system, and for office procedure, including word processing.
- ◆ Ability to protect confidential information.
- ◆ Ability to avoid safety hazards.

Physical

- ◆ Must have arm/hand steadiness, hand/eye coordination, finger dexterity and manual dexterity adequate to perform the essential functions of the position.
- ◆ Must have visual acuity, visual stamina and auditory perception adequate to perform the essential functions of the position.
- ◆ Must be able to speak and write adequately to perform the essential functions of the position.
- ◆ Must be able to drive safely and be present at various work sites.

Mental

- ◆ Ability to understand department rules and regulations, City of Fairway rules and regulations, and standard operating procedures and ability to follow same.
- ◆ Ability to concentrate and reason logically. Must have sound judgment.
- ◆ Ability to respond to changes effectively and to directives effectively.

Education and Experience

- ◆ Must have a basic education, with a high school diploma or equivalent education preferred.
- ◆ Must have one (1) year experience in building trades, inspection, or equivalent training.
- ◆ International Code Council (ICC) Certification required.

Approved by Administration Committee August 1, 2007.

Office Hours

11:00-3:00 p.m.

Inspection Blocks

9:00-11:00 a.m. and 3:00-4:30 p.m.

Payroll Mondays – 9:00-11:30 a.m.

12:30-4:00 p.m.

CITY OF FAIRWAY JOB DESCRIPTION

REVISED

TITLE: Building Inspector/Codes Administrator **DEPARTMENT:** Administration
FLSA STATUS: Non-Exempt **WORK WEEK:** 40 hours

JOB SUMMARY:

The Building Inspector is responsible for interpreting and administering the building codes, the zoning ordinance and health and safety ordinances. This position administrates Planning Commission and Board of Zoning Appeals functions. This position reports to the City Administrator/City Clerk.

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Permit Operations/Plans Review

Building Permits and Inspections

- ◆ Oversees Building Permit process and generates Building Permit activity reports.
- ◆ Issues Building Permits and calculates/collects fees.
- ◆ Coordinates and performs required Building Code Inspections under construction to assure compliance with the various codes and ordinances.
- ◆ Reviews plans within a reasonable time of submissions in accordance with building codes.
- ◆ Oversees special inspectors work when needed.
- ◆ Notifies violators of various building code and health and safety ordinances and follows through as necessary to get violations corrected.
- ◆ Keeps track of valid building permits and notifies building permit holders of expired permits. Ensures project is completed in a timely manner or requires a second permit to be issued.
- ◆
- ◆ Writes and presents staff reports (makes recommendations), etc., to the City Council and Administration Committee.
- ◆ Issues Certificate of Occupancy and maintains Certificate of Occupancy files.
- ◆ Serves as Floodplain Administrator.
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- ◆ Attends City Council Meetings as necessary.
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