



ORDINANCE 2024-02

AN ORDINANCE OF THE CITY OF ALEXANDRIA, IN CAMPBELL COUNTY, KENTUCKY, AMENDING SECTION 37.02 OF THE CITY OF ALEXANDRIA CODE OF ORDINANCES AND THE CITY'S PERSONNEL AND PAY CLASSIFICATION PLAN BY 1) CREATING THE POSITION OF RECREATION PROGRAMMER, 2) ADOPTING THE JOB DESCRIPTION FOR THE RECREATION PROGRAMMER, AND 3) AMENDING THE SALARY RANGES FOR CITY EMPLOYEES TO INCLUDE THE RECREATION PROGRAMMER.

BE IT ORDAINED BY THE CITY OF ALEXANDRIA, CAMPBELL COUNTY, KENTUCKY, AS FOLLOWS:

SECTION 1. Section 37.02 of the City of Alexandria Code of Ordinances and the City's *Personnel and Pay Classification Plan* is hereby amended by 1) creating the position of Recreation Programmer, 2) adopting the Job Description for the Recreation Programmer, and 3) amending the salary ranges for city employees to include the Recreation Programmer – all as set forth in Exhibits 'A' and "B' to this Ordinance, which are attached hereto and incorporated herein by reference.

SECTION 2. This Ordinance shall be effective upon its adoption, approval, and publication according to laws; this Ordinance may be published by Summary.

SECTION 3. All Ordinances or parts of any Ordinances in conflict therewith, to the extent of such conflict, if any, are hereby repealed.

SECTION 4. The foregoing ordinance was introduced by Council Member Robert Strong, was read, passed and adopted by Council of the City of Alexandria, Kentucky, meeting in **regular sessions on the 21st day of March, 2024, and on the 4th day of April, 2024, with 5 Yes votes, 0 No votes, and 0 Abstentions**, and was thereafter approved by the Mayor and ordered published in Summary according to law.

APPROVED:


MAYOR ANDY SCHABELL

ATTEST:


CITY CLERK STEPHANIE TARTER

Published: 4/8/2024

EXHIBIT 'A' TO ORDINANCE 2024-02

RECREATION

CLASS TITLE: *Recreation Programmer*

CHARACTERISTICS OF THE CLASS: Performs duties as assigned by the Recreation Director. Duties are performed under the supervision of the Recreation Director.

ESSENTIAL FUNCTIONS:

- Assists Director with the supervision, management and programming of the Recreation department.
- Plans and/or assists with planning short and long-range programs, fundraisers, and special events for all ages.
- Assists with program registrations and phone coverage, as needed.
- Assists and contributes to marketing of programs and events for department through creation/distribution of flyers, brochures, digital sign files, website updates and social media.
- Requires flexibility of night and weekend hours based on the season.
- Assists with maintenance of Community Center and Community Parks as needed
- Acts on behalf of the Recreation Director in his or her absence.
- Participates in meetings with City boards as needed.
- Supervises programs or facilities that are typical for the Community center and Alexandria Community Park.
- Chaperones and drives department run trips as needed.
- Ordering of department supplies for programs, events, and facility
- Additional administrative duties as assigned.
- Assists with the recruitment of volunteers and/or seasonal staff.
- Ability to learn and implement office procedures related to Department, City, State, and Federal policies, rules, procedures, codes, and ordinances.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

- Interest in implementing of a wide variety of recreational activities and recreational needs for a variety of people of all ages.
- Experience and functional knowledge of Word, Excel and the ability to learn moderately complex software programs, (knowledge of drawing programs such as Adobe Illustrator/Photoshop a plus).
- Ability to communicate effectively, both verbally and in writing, and to make effective public presentations.
- Ability to work with the general public in a respectful, tactful manner.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Periods of outside work, subject to all weather conditions and extremes.
- May spend periods in the office, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity. Work may involve sitting, stooping, walking and standing.
- May be required to lift objects such as files, supplies and equipment weighing up to 50 pounds
- May be required to push chair racks (weighing more than 50 pounds) and set up/clean up tables/chair,

etc. for events.

- Periodic nights and weekends required, as needed.

TRAINING AND EXPERIENCE:

Prefer graduation from high school, or equivalency, supplemented by experience in department programming development, or any combination of education, training, and experience which provides the necessary knowledge, skills and abilities.

LEGAL REQUIREMENTS:

An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Exempt**

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.



CITY OF ALEXANDRIA

JOB DESCRIPTIONS, CLASSIFICATIONS AND SALARY RANGES

FOR CITY EMPLOYEES

Job Descriptions and Pay Classifications adopted by Ord 2023-04 on 4/20/2023 &
EO 2022-01 on 3/16/2023; Ord 2023-11 10/19/2023; Ord 2024-02 04/04/2024

JOB DESCRIPTIONS AND CLASSIFICATIONS

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SALARY RANGES FOR ALEXANDRIA CITY EMPLOYEES

Effective 4/ /2024

	NUMBER OF POSITIONS	ANNUAL SALARY RANGE			
		ENTRY		MAX	
ADMINISTRATIVE		ANNUAL	HOURLY	ANNUAL	HOURLY
CITY ADMINISTRATOR	1	70,000	33.65	130,000	62.50
CITY CLERK	1	45,000	21.63	94,000	45.19
TREASURER	1	42,000	20.19	80,000	38.46
ACCOUNTING CLERK	0	27,000	12.98	45,000	21.63
ZONING ADMINISTRATOR	0	35,000	16.83	70,000	33.65
CODE ENFORCEMENT	1	33,000	15.87	60,000	28.85
ASSISTANT CITY CLERK	1	40,000	19.23	60,000	28.85
ADMINISTRATIVE CLERK	1	24,000	11.54	50,000	24.04
RECREATION DIRECTOR	1	40,000	19.23	75,000	36.06
RECREATION PROGRAMMER	1	25,000	12.02	45,000	21.63
COMMUNITY CENTER, MANAGER	0	20,000	9.62	40,000	19.23
COMMUNITY CENTER, WORKER	6	15,000	7.21	40,000	19.23
TOTAL	13				
PUBLIC WORKS					
SUPERINTENDENT	1	50,000	24.04	99,000	47.60
FOREMAN	1	45,000	21.63	80,000	38.46
MECHANIC	1	42,000	20.19	80,000	38.46
LABORER	4	42,000	20.19	65,000	31.25
TOTAL	7				
POLICE DEPARTMENT					
CHIEF	1	85,000	40.87	120,000	57.69
ASSISTANT CHIEF	0	70,000	33.65	105,000	50.48
LIEUTENANT	2	70,000	33.65	90,000	43.27
SERGEANT	2	65,000	31.25	75,000	36.06
PATROL OFFICER (MORE THAN 10 YEARS)	3	60,000	28.85	75,000	36.06
PATROL OFFICER (5-10 YEARS)	0	55,000	26.44	70,000	33.65
PATROL OFFICER (1-4 YEARS)	5	50,000	24.04	62,000	29.81
CONTRACT OFFICER	0	65,000	31.25	75,000	36.06
POLICE RECRUIT	2	46,000	22.12	46,000	22.12
INVESTIGATOR	0	38,000	18.27	60,000	28.85
SCHOOL RESOURCE OFFICER	2	45,000	21.63	65,000	31.25
SOCIAL WORKER	2	50,000	24.04	75,000	36.06
OFFICE MANAGER	0	35,000	16.83	65,000	31.25
OFFICE CLERK	2	32,000	15.38	60,000	28.85
TOTAL	21				
GRAND TOTAL	41				

Salary ranges are base salaries only and do not include other pay such as overtime, equipment/medical/training stipends. The annual salaries are based on a 40 hour work week.

This pay plan includes a one-time premium payment for all employees for time worked 3/1/2020-2/28/2021 of up to \$3.00 per hour which, upon final approval, will be paid in a lump sum in 2022. Worker's total pay (base pay plus premium pay) cannot be greater than 150% times the county average rate of pay.

SALARY RANGES FOR CITY EMPLOYEES

Effective 7/1/2022

	NUMBER OF POSITIONS	ANNUAL SALARY RANGE			
		ENTRY		MAX	
ADMINISTRATIVE		ANNUAL	HOURLY	ANNUAL	HOURLY
CITY ADMINISTRATOR	0	70,000	33.65	130,000	62.50
CITY CLERK	1	45,000	21.63	94,000	45.19
TREASURER	1	35,000	16.83	80,000	38.46
ACCOUNTING CLERK	0	27,000	12.98	45,000	21.63
ZONING ADMINISTRATOR	1	35,000	16.83	70,000	33.65
CODE ENFORCEMENT	1	33,000	15.87	60,000	28.85
ASSISTANT CITY CLERK	1	35,000	16.83	55,000	26.44
ADMINISTRATIVE CLERK	1	24,000	11.54	50,000	24.04
RECREATION DIRECTOR	1	25,000	12.02	70,000	33.65
COMMUNITY CENTER, MANAGER	0	20,000	9.62	40,000	19.23
COMMUNITY CENTER, WORKER	6	15,000	7.21	40,000	19.23
TOTAL	13				
PUBLIC WORKS					
SUPERINTENDENT	1	45,000	21.63	99,000	47.60
FOREMAN	1	42,000	20.19	80,000	38.46
MECHANIC	1	37,000	17.79	80,000	38.46
LABORER	4	30,000	14.42	65,000	31.25
TOTAL	7				
POLICE DEPARTMENT					
CHIEF	1	75,000	36.06	125,000	60.10
ASSISTANT CHIEF	0	70,000	33.65	105,000	50.48
LIEUTENANT	1	65,000	31.25	90,000	43.27
SERGEANT	3	58,000	27.88	76,000	36.54
PATROL OFFICER (MORE THAN 10 YEARS)	3	56,000	26.92	70,000	33.65
PATROL OFFICER (6-10 YEARS)	0	51,000	24.52	60,000	28.85
PATROL OFFICER (1-5 YEARS)	5	43,992	21.15	55,000	26.44
CONTRACT OFFICER	0	58,000	27.88	62,000	29.81
POLICE RECRUIT	2	40,000	19.23	40,000	19.23
INVESTIGATOR	0	38,000	18.27	60,000	28.85
SCHOOL RESOURCE OFFICER	2	40,000	19.23	65,000	31.25
SOCIAL WORKER	2	40,000	19.23	75,000	36.06
OFFICE MANAGER	0	35,000	16.83	65,000	31.25
OFFICE CLERK	2	26,000	12.50	60,000	28.85
TOTAL	21				
GRAND TOTAL	41				

Salary ranges are base salaries only and do not include other pay such as overtime, equipment/medical/training stipends. The annual salaries are based on a 40 hour work week.

ADMINISTRATION

CLASS TITLE: *City Administrator*

CHARACTERISTICS OF THE CLASS: Serves as the Chief Operating Officer of the City. Work is performed under the administrative direction of the Mayor. Keep the Mayor and Council fully informed, in a timely manner, of any situation that could affect the operations of the City.

ESSENTIAL FUNCTIONS:

- Plan, organize, coordinate, and evaluate the administrative functions of a municipal government;
- Responsible work in directing and assisting the executive and legislative authority of a city in planning, organizing, coordinating and evaluating all administrative activities and functions;
- Establish and maintain effective working relationships with other city employees and officers, government agencies and the general public;
- Prepare and implement a city operating and capital budget;
- Negotiate and monitor contracts with vendors for the providing of various services;
- Apply federal, state, local laws and ordinances to the operation of a municipal government including matters of building and zoning;
- Effectively supervise city employees in the performance, scheduling and evaluation of departmental activities, and provides adequate training as needed;
- Assist the executive authority in planning, organizing, supervising, coordinating, and evaluating all activities and functions of the city;
- Formulate policy and procedure recommendations to city council;
- Serve as Personnel Administrator, recommend personnel actions, including employment promotions, salary increases, suspension, dismissal, etc;
- Perform Economic Development activities to encourage the retention and attraction of business within the city;
- Work in a safe manner observing all safety rules and pose no direct threat or injury to another.
- Respond to, and direct, citizen inquiries and complaints in accordance with established KRS;
- Perform mathematical calculations in order to complete the administrative and financial tasks of this position;
- Perform research activities in reference to policy formulation;
- Represent city executive and/or legislative personnel at meetings and public functions;
- Assists department heads with program implementation and administration;
- Supervise the accurate preparation, retention, and maintenance of payroll and operating records;
- Prepare and deliver oral and written reports as requested;
- Serve as a liaison with the media;
- Oversees City purchasing procedures;
- Plan and recommends the purchase of supplies and equipment for the city;
- Administer grant programs for the city;
- Provide support for all City meetings;
- Serve as city representative to various organizations such as the Chamber of Commerce and any other duty as assigned by the Mayor.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and practices of public administration with emphasis on planning, implementation, execution, and evaluation of policies and programs.
- Knowledge of federal, state, and local laws, administrative regulations, and ordinances relating to local government operations and reporting requirements.
- Knowledge of executive and legislative policies, procedures and practices.
- Ability to prepare and/or supervise the preparation of reports and forward to required agencies on a timely basis.
- Ability to establish and maintain effective working relationships with employees, public and private officials, and the general public.
- Ability to communicate effectively, orally and in writing.
- Ability to develop and administer a municipal budget.
- Ability to oversee the supervision of city employees in the performance of departmental activities, and provide adequate training as needed.
- Must be bondable
- Possess, or the ability to obtain, a valid Kentucky vehicle operator's license.

TRAINING AND EXPERIENCE: Prefer graduation from a four year college or university (Masters preferred) with a degree in public administration, business, or related field, supplemented by considerable progressively responsible experience in public management; or any combination of education, training, and experience which provides the desired knowledge, skills, and abilities.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

ADMINISTRATION

CLASS TITLE: *City Clerk*

CHARACTERISTICS OF THE CLASS: Serves as the official record keeper in maintaining complete and accurate documentation of city records. Possessor of the Official Seal of the City. Supervisor of the administrative staff within the agreed upon budget. Keep the Mayor fully informed, in a timely manner, of any situation that could affect the operations of the City. Work performed under the administrative direction of the City Administrator/Mayor.

ESSENTIAL FUNCTIONS:

- Perform mathematical calculations in order to complete the administrative tasks of this position;
- Act as principal tax and fee collector for the city;
- Serves as clerk to the City Council.
- Must exercise the records management skills necessary to accurately maintain all official documents of the City;
- Communicate accurately with other city employees and officers, government agencies, and general public;
- Apply federal, state, local laws and ordinances;
- Responsible for the possession of city seal pursuant to KRS 83A.085;
- Maintain all city records pursuant to KRS 61.870 to KRS 61.884, and assist city in fulfilling all open meeting requirements of KRS 61.805 to KRS 61.850;
- Must be able to perform the duties and function of the Administrative Clerk and Assistant City Clerk position as necessary;
- Work in a safe manner observing all safety rules and pose no direct threat or injury to another.
- Respond to, and direct, citizen inquiries and complaints;
- Effectively supervise administrative staff in the performance of activities;
- Attend all City Council meetings in order to prepare and maintain minutes and agendas for the council;
- Prepares general correspondence for the Administrator, Mayor, and Council, etc.;
- Prepares and maintains all executive orders, ordinances, resolutions, municipal orders, proclamations, and other official documents for passage and publication;
- Quickly and accurately perform general office tasks such as typing, filing, and computer-entry;
- Prepare and maintain personnel records for all employees as required by KRS;
- Supervise, schedule, train and evaluate the Assistant City Clerk and all other clerical personnel on the administrative staff;
- Plan for and recommend the purchase of necessary supplies and equipment for the department;
- Control and coordinate the payroll and fringe benefits for all city employees;
- Assist the City Administrator with the oversight of city purchasing procedures;
- Prepare local and federal reports;
- Maintain permit records;
- Maintain business license records;
- Serves as the local ABC (Alcoholic Beverage Control) Administrator;

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES

- Ability to plan and coordinate the activities of the administrative department;
- Ability to assist in the preparation and administration of a municipal budget; ability to maintain records efficiently and accurately;
- Ability to establish and maintain effective working relationships with other city employees and officers, government agencies, and the general public;
- Knowledge of federal, state, and local laws and ordinances, including those related to municipal administration;
- Ability to accurately perform mathematical calculations in order to complete the administrative tasks of this position;
- Knowledge of municipal administrative tasks, and how to apply them to municipal operations;
- Ability to perform general office tasks such as typing, filing, and computer-entry;
- Preparation of accurate reports;
- Ability to effectively supervise employees, and provide adequate training as needed;
- Must be bondable;
- Must possess, or ability to obtain, a valid Kentucky vehicle operator's license;
- Must be able to obtain the designation of Notary Public from the State of Kentucky;
- Must hold or be willing to obtain designation as Certified Kentucky Municipal Clerk (CKMC)

TRAINING AND EXPERIENCE: Prefer graduation from a four (4) year college or university, supplemented by considerable progressively responsible, experience in an administrative, financial, accounting, or government office with supervisory experience or any combination of education, training, and experience which provides the necessary knowledge, skills, and abilities.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

ADMINISTRATION

CLASS TITLE: *Treasurer*

CHARACTERISTICS OF THE CLASS: Responsible for the financial activities of the City. Keep the Mayor fully informed, in a timely manner, of any situation that could affect the operations of the City. Work performed under the administrative direction of the City Administrator/Mayor.

ESSENTIAL FUNCTIONS:

- Perform mathematical calculations in order to complete the administrative tasks of this position;
- Must exercise the records management skills necessary to accurately maintain all official financial documents for the city;
- Communicate accurately with other city employees and officers, government agencies, and general public;
- Apply federal, state, local laws and ordinances;
- Issue checks and pays all invoices, bills, and accounts;
- Prepare financial statements, and audit preparation;
- Analyze financial records to forecast future financial position and budget requirements;
- Administer payroll and prepare federal, state, city tax reports, and all other reports associated with payroll;
- Work in a safe manner observing all safety rules and pose no direct threat or injury to another.
- Evaluate needs for procurement of funds and investments of surplus;
- Advise management on investments and loans for short and long range financial planning;
- Aid departments in preparation of budgets and make comparisons of expenditures to actual budget;
- Audit purchases for authority and compliance with city's purchasing procedure prior to payment of invoices;
- Advise all members of city government on financial and payroll issues for the City;
- Develop policies and procedures for account collection;
- Quickly and accurately performs general office tasks;
- Assist the City Administrator with the oversight of City financial procedures.
-

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES

- Ability to plan and coordinate the activities of the finance department;
- Ability to assist in the preparation and administration of a municipal budget;
- Ability to maintain records efficiently and accurately;
- Ability to learn, comprehend, and effectively use any "state-of-the-art" municipal accounting computer systems;
- Ability to establish and maintain effective working relationships with other city employees and officers, government agencies, and the general public;
- Knowledge of federal, state, and local laws and ordinances, including those related to municipal finance;
- Ability to accurately perform mathematical calculations in order to complete the administrative tasks of this position;
- Considerable knowledge of municipal finance and accounting procedures, and how to apply them to municipal operations;
- Ability to perform general office tasks such as typing, filing, and computer data-entry;
- Ability to communicate accurately with other city employees and officers, government agencies, contractors, and general public;

- Ability to accurately prepare reports;
- Ability to provide adequate training as needed.
- Must be bondable;
- Must possess, or able to obtain, a valid Kentucky vehicle operator's license;

TRAINING AND EXPERIENCE: Prefer graduation from a four (4) year college or university, with a degree in accounting, finance, business, or related field, supplemented by considerable progressively responsible experience in a financial, accounting, or government office or any combination of education, training, and/or experience which provides the necessary knowledge, skills, and abilities.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

ADMINISTRATION

CLASS TITLE: *Accounting Clerk*

CHARACTERISTICS OF THE CLASS: Responsible for the accounting activities of the City. Keep the City Clerk fully informed, in a timely manner, of any situation that could affect the operations of the City. Work performed under the administrative direction of the Mayor.

ESSENTIAL FUNCTIONS:

- Perform mathematical calculations in order to complete the administrative tasks of this position;
- Must exercise the records management skills necessary to accurately maintain all official financial documents for the city;
- Apply federal, state, local laws and ordinances;
- Issue checks and pays all invoices, bills, and accounts;
- Prepare financial statements, and audit preparation;
- Administer payroll and prepare federal, state, city tax reports, and all other reports associated with payroll;
- Work in a safe manner observing all safety rules and pose no direct threat or injury to another.
- Aid departments in preparation of budgets and make comparisons of expenditures to actual budget;
- Audit purchases for authority and compliance with city's purchasing procedure prior to payment of invoices;

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES

- Ability to assist in the preparation and administration of a municipal budget;
- Ability to maintain records efficiently and accurately;
- Ability to learn, comprehend, and effectively use any "state-of-the-art" municipal accounting computer systems;
- Knowledge of federal, state, and local laws and ordinances, as related to municipal finance;
- Ability to accurately perform mathematical calculations in order to complete the administrative tasks of this position;
- Considerable knowledge of municipal finance and accounting procedures, and how to apply them to municipal operations;
- Ability to accurately prepare reports;
- Must be bondable;
- Must possess, or able to obtain, a valid Kentucky vehicle operator's license;

TRAINING AND EXPERIENCE: Five (5) years accounting experience with at least a general knowledge of governmental accounting. Experience with QuickBooks is required.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

ADMINISTRATION

CLASS TITLE: *Zoning Administrator*

CHARACTERISTICS OF THE CLASS: Administers and enforces zoning codes and ordinances. Work is performed under the general supervision of the City Administrator, or the Mayor, if the position of City Administrator is not filled.

ESSENTIAL FUNCTIONS:

- Accurately administer and enforcement all applicable codes and ordinances relating to use of private property;
- Investigate citizen complaints regarding zoning violations, and develop enforcement actions/resolutions;
- Must be able to establish and maintain effective working relationships with the other city departments, contractors, builders, boards/commissions, and the general public;
- Must be able to function in environment where diversity of opinions and positions often exist;
- Issue official interpretations for application of zoning ordinance;
- Maintain department records including lot plats, subdivision plans, improvement drawings and related information;
- Coordinate activities with other city departments as required;
- Review, issue and enforce all permits for the city;
- Serve as primary staff person to assigned city boards and commissions;
- Work with the staff in developing and implementing annual capital improvement program for the city;

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read, understand and interpret technical plans and specifications and issue permits consistent with applicable codes, ordinances and policy manuals;
- Knowledge of modern building construction practices, methods, materials and equipment;
- Working knowledge of principles and practices of architecture and engineering as applied to the enforcement of zoning codes, laws and ordinances;
- Thorough knowledge of zoning codes and related laws and ordinances.
- Working knowledge of electric, mechanical and plumbing codes;
- Ability to enforce applicable codes and ordinances with firmness and tact;
- Ability to perform general office tasks such as typing, filing and computer entry;
- Completion of all required training and certification upon appointment;
- Must be bondable;
- Possess, or the ability to obtain, a valid Kentucky vehicle operator's license;
- Ability to communicate effectively, orally and in writing;
- Ability to accurately prepare reports on a timely basis.

TRAINING AND EXPERIENCE: Prefer graduation from a four (4) year college or university with a degree in Building Technology, Construction Management, Engineering or related degree supplemented by experience in construction technology, code enforcement or related field; or any other combination of education, training and experience which provides the desired knowledge, skills and abilities;

LEGAL REQUIREMENTS: An individual in the class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regard to an employee in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

ADMINISTRATION

CLASS TITLE: *Code Enforcement Officer*

STATUS: *Part-Time*

CHARACTERISTICS OF THE CLASS: Violation enforcement for the City's zoning codes and ordinances. Keep the Mayor fully informed, in a timely manner, of any situation that could affect the operations of the City. Work is performed under the administrative direction of the City Administrator/Mayor.

ESSENTIAL FUNCTIONS:

- Performs the duties and responsibilities as outlined in KRS and City Ordinances;
- Responds to and investigates citizen complaints regarding zoning violations, and develop enforcement actions/resolutions;
- Once a week patrol city to identify code violations;
- Issue orders for compliance, warnings, and/or citations;
- May assist city Zoning efforts with permit issuance/identification and violation processing;
- Must be able to establish and maintain effective working relationships with the other city departments, contractors, builders, boards/commissions, and the general public;
- Must be able to function in environment where diversity of opinions and positions often exist;
- Maintain records such as complaint log, violation notices, etc.
- Coordinate activities with other city departments as required;
- Availability to attend meetings upon request;
- Performs other duties as necessary.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of property maintenance/zoning codes and related laws and ordinances;
- Ability to enforce violations with firmness and tact;
- Ability to perform general office tasks;
- Completion of all required training and certification upon appointment;
- Possess, or the ability to obtain, a valid Kentucky vehicle operator's license;
- Ability to communicate effectively, orally and in writing;
- Ability to accurately prepare reports on a timely basis.

TRAINING AND EXPERIENCE: Prefer High School diploma or equivalency, supplemented by related experience or any combination of education, training, and experience which provides the necessary knowledge, skills, and abilities.

LEGAL REQUIREMENTS: An individual in the class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regard to an employee in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

ADMINISTRATION

CLASS TITLE: *Assistant City Clerk*

CHARACTERISTICS OF THE CLASS: Performs duties as assigned by the City Clerk. Assumes the duties and responsibilities of the City Clerk in his/her absence. This position receives supervision from the City Clerk.

ESSENTIAL FUNCTIONS:

- Assist with tax and fee collection for the city;
- Accurately perform basic mathematical calculations in order to complete the administrative tasks of this position;
- Must exercise the reading and writing skills necessary to accurately assist in maintaining all official records of the city and its administration;
- Communicate accurately with other city employees and officers, government agencies, and the general public;
- Apply federal, state, local laws and ordinances;
- Perform general office tasks;
- Work in a safe manner observing all safety rules and pose no direct threat or injury to another;
- Assist the city clerk in preparing tax bills for printing, mailing and distribution;
- Assist in processing and recording tax and fee payments;
- Responds to, and directs, citizens inquiries and complaints;
- Prepares general correspondence for Mayor, Council, and City Clerk;
- Assists the City Clerk in maintaining all city records pursuant to KRS 61.870 to KRS 61.884 and assists City Clerk in fulfilling all open meeting requirements of KRS 61.805 to KRS 61.850;
- Assists City Clerk in preparing and implementing a department budget;
- Assist City Clerk in preparing bid notification for publication;
- May order necessary supplies and equipment;
- Assists City Clerk in preparing bills for collection of city fees, licenses, etc.
- May have to fill in for the Supervisor.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES

- Ability to maintain records efficiently and accurately;
- Ability to establish and maintain effective working relationships with other city employees and officers, government agencies, and the general public;
- Knowledge of the geography of the jurisdiction;
- Basic knowledge of federal, state, and local laws and ordinances;
- Ability to accurately perform mathematical calculations in order to complete the administrative and accounting procedures;
- Ability to perform general office tasks such as typing, filing, and computer-entry;
- Ability to use modern office machines such as: personal computer, photocopier, dictation and/or transcription equipment, etc.;
- Ability to communicate accurately with other city employees and officers, government agencies, contractors, and the general public, including the accurate preparation of reports;
- Ability to perform work according to the direction of all city ordinances, personnel policy manual, Kentucky Revised Statutes, and other necessary guidelines.
- Must be bondable and possess a valid driver license.

TRAINING AND EXPERIENCE: Prefer High School diploma and prefer prior clerk experience or three progressive years responsible experience in clerical work involving frequent contact with the public, or

any combination of education, training and experience which provides equivalent preparation for the duties of the position. Should hold Certified Kentucky Municipal Clerk's Certificate or be willing to work toward obtaining such certification.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

ADMINISTRATION

CLASS TITLE: *Administrative Clerk*

CHARACTERISTICS OF THE CLASS: Performs duties as assigned by the City Clerk. Duties are performed under the supervision of the City Clerk.

ESSENTIAL FUNCTIONS:

- Responsible for receiving and processing calls and messages, and performing clerical and secretarial duties for the city
- Communicate accurately with other city employees, officers, government agencies, and the general public;
- Quickly and accurately perform general office tasks such as typing, filing, mail processing, and computer-entry;
- Organize and maintain administrative records;
- Manage several work assignments simultaneously;
- Appear for work and complete assigned tasks within a reasonable period of time;
- Work in a safe manner observing all safety rules and pose no direct threat or injury to another;
- Receives and directs citizen complaints;
- Assists in purchase and maintenance of supplies;
- Assists with Communications related functions of the Administration;
- Operates standard office equipment;
- Assists City Clerk in performance of duties as necessary;
- Performs any other tasks assigned by the City Clerk;

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write, and speak effectively, including the accurate preparation of reports;
- Ability to establish and maintain accurate communication and effective working relationships with other city employees, officers, government agencies, contractors, and the general public;
- Knowledge of basic administrative and accounting procedures;
- Ability to perform general office tasks such as typing, filing, mail processing, and computer-entry;
- Ability to use modern office machines such as: personal computer, photocopier, facsimile equipment, dictation and/or transcription equipment, etc.
- May have to fill in for the Supervisor.

TRAINING AND EXPERIENCE: Prefer graduation from high school, or equivalency, supplemented by experience in office work or any combination of education, training, and experience which provides the necessary knowledge, skills, and abilities. Experience in the City's standard personal computing packages.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

COMMUNITY CENTER

CLASS TITLE: *Recreation Director*

CHARACTERISTICS OF THE CLASS: This is a skilled and responsible management position that is responsible for planning, coordinating, and supervising the year-round activities of the City's parks, community center facilities and other recreational programs. This person must have a flexible working schedule to meet deadlines. Work performed under the administrative direction of the Mayor.

ESSENTIAL JOB FUNCTIONS:

- Supervises employees of the Community Center and oversees the activities of Park and Recreation Volunteer Board;
- Attends the Park and Recreation meetings as well as other meetings as directed by the Mayor;
- Prepares and administers a program budget; prepare monthly activities reports and financial reports as required;
- Assists Mayor in formulation of policy and procedure recommendations and adjustments to the Park and Community Center regulations;
- Performs research, prepares reports, conducts special projects as assigned by the Mayor;
- Promotes recreational and community programs through advertisements, social media, etc.;
- Plans, coordinates, schedules and manages city recreational activities, classes and programs to meet community, recreational needs;
- Accurately maintains necessary documents regarding the operation and maintenance of park and Community Center facilities;
- Oversees the operation, maintenance and inventory of all recreational and community program equipment;
- Advises the Public Works Superintendent regarding maintenance needs of the Community Center;
- Responds to citizen complaints, inquiries and is the liaison between other community groups and organizations for coordination of activities;
- Plans for and recommends the purchase of necessary supplies and equipment pertaining to the Park and Community Center activities, improvements and maintenance needs;
- Assists and supervises employees, in the conduct of city recreational programs including instructional and officiating duties as necessary;
- Applies for and administers grant projects;
- Works in a safe manner, observing all safety rules, and poses no significant risk to the health and safety of others;
- May be called in at any time for unscheduled or emergency work activities;
- And perform other duties as assigned by the Mayor.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the contents and provisions of City Personnel Policies and Procedures
- Knowledge of recreation techniques and methods, and how to apply them to all phases of community and recreation program administration;
- Knowledge of budget and financial principles;
- Ability to effectively develop, promote and implement well rounded recreational and community programs;

- Ability to supervise employees and several volunteers engaged in varied tasks simultaneously;

(SPECIAL KNOWLEDGE, SKILLS AND ABILITIES CONT'D)

- Ability to manage outside vendors;
- Ability to safely operate and maintain all departmental equipment and to train others in same;
- Ability to communicate and execute instructions effectively, both orally and in writing;
- Ability to deal courteously with and relate to the general public;
- Ability to establish and maintain effective working relationships with other city agencies and departments, city officers and employees and the general public;
- Knowledge of contemporary office practices, procedures and equipment;
- Skilled in using modern computing systems and department specific applications.
- Possess ability to: be dependable, cooperative and maintain a positive attitude; be resourceful; prioritize and accomplish assigned goals and objectives; manage time effectively; maintain important records and communication accurately, efficiently and confidentially; exercise integrity, patience, courtesy, diplomacy and tactfulness; use good judgment and common sense; maintain professional conduct, demeanor and appearance when representing the City; effectively supervise subordinates.

SPECIAL REQUIREMENTS:

- Knowledge of first aid and appropriate safety measures pertinent to the Department's operations;
- Must be able to be bonded;
- Possess a valid driver's license and remain insurable to operate City vehicles.

PHYSICAL AND ENVIRONMENTAL DEMANDS:

- Must have ability to ambulate and climb ladders; to operate a vehicle; must be able to lift at least 25 lbs; able to set up for Community Center events; work outside in various weather conditions;
- Must have ability to operate standard office equipment including: copier, computer, fax machine, etc.,
- Must possess hearing and speaking abilities sufficient to hold conversation with other individuals both in person, and over a telephone and/or radio;

MINIMUM QUALIFICATIONS:

- Possess a Bachelor's degree in Recreational/Public Administration or related field, supplemented by experience in recreation/program management with supervisory experience in parks and recreation management; **OR**, any combination of education, training and experience which provides the knowledge, skills and abilities to effectively perform the duties of the position.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

ADMINISTRATION

CLASS TITLE: Recreation Programmer[See Exhibit "A" to Ordinance 2024-02]

CLASS TITLE: *Community Center Manager*

CHARACTERISTICS OF THE CLASS: Supervisor of the staff within the agreed upon budget. Keep the Mayor and Council informed, in a timely manner, of any situation that could affect the operations of the City. Work performed under the administrative direction of the City Administrator/Mayor.

ESSENTIAL FUNCTIONS:

- Responsible for receiving and processing all calls;
- Responsible for employee scheduling;
- Responsible for coordinating and implementation of all events at the Community Center and other facilities;
- Oversees all marketing for the facility;
- Communicate accurately with other city employees, officers, government agencies, and the general public;
- Perform general office tasks such as typing, filing, mail processing, and computer-entry;
- Flexibility in working hours to provide access to the Community Center for public and private events.
- Responsible for the general upkeep of the Center;
- Maximize public access to the use of the Center;
- Organize and maintain records;
- Appear for work and complete assigned tasks within a reasonable period of time;
- Work in a safe manner observing all safety rules and pose no direct threat or injury to another;
- Receive and process citizen inquiries regarding facilities rental/availability;
- Operates standard office equipment;
- Responsible to provide City Administrator/Mayor and Council required quarterly reports on revenues, expenses and other Community Center activity;
- Performs other duties as assigned;

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write, and speak effectively, including the accurate preparation of reports;
- Ability to establish and maintain accurate communication and effective working relationships with other city employees, officers, government agencies, contractors, and the general public;
- Manage several work assignments simultaneously;
- Knowledge of basic administrative skills;
- Basic knowledge of event planning;
- Ability to perform general office tasks;
- Ability to use modern office machines;
- Possess or the ability to obtain, a valid Kentucky vehicle operator's license.

TRAINING AND EXPERIENCE: Prefer graduation from high school, or equivalency, supplemented by experience in facilities management, or any combination of education, training, and experience which provides the necessary knowledge, skills, and abilities.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

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ADMINISTRATION

CLASS TITLE: *Community Center Worker*

CHARACTERISTICS OF THE CLASS: Performs duties as assigned by the Community Center Manager. Duties are performed under the supervision of the Community Center Manager.

ESSENTIAL FUNCTIONS:

- Assists in receiving and processing all calls;
- Assists in coordinating and implementation of all events at the Community Center and other facilities;
- Communicate accurately with other city employees, officers, government agencies, and the general public;
- Quickly and accurately perform general office tasks such as typing, filing, mail processing, and computer-entry;
- Flexibility in working hours to provide access to the Community Center for public and private events.
- Assists in the general upkeep of the Center;
- Maximize public access to the use of the Center;
- Organize and maintain records;
- Work in a safe manner observing all safety rules and pose no direct threat or injury to another;
- Receive and process citizen inquiries regarding facility's rental/availability;
- Operates standard office equipment;
- Performs other duties as assigned;
- May have to fill in for the Supervisor.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write, and speak effectively, including the accurate preparation of reports;
- Ability to establish and maintain accurate communication and effective working relationships with other city employees, officers, government agencies, contractors, and the general public;
- Manage several work assignments simultaneously;
- Knowledge of basic administrative skills;
- Basic knowledge of event planning;
- Ability to perform general office tasks;
- Ability to use modern office machines;
- Possess or the ability to obtain, a valid Kentucky vehicle operator's license.

TRAINING AND EXPERIENCE: Prefer graduation from high school, or equivalency, supplemented by experience in customer service, or any combination of education, training, and experience which provides the necessary knowledge, skills, and abilities.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

PUBLIC WORKS

CLASS TITLE: *Superintendent of Public Works*

CHARACTERISTICS OF THE CLASS: Responsible for maintaining the integrity of all infrastructures. Supervisor of the Public Works staff within the agreed upon budget. Keep the Mayor fully informed, in a timely manner, of any situation that could affect the operations of the City. Work performed under the administrative direction of the City Administrator/Mayor.

ESSENTIAL FUNCTIONS:

- Establish and maintain effective working relationships with other city departments and employees, other local and state agencies and the general public;
- Communicate accurately and promptly with employees, customers and the general public;
- Ability to plan, supervise, coordinate and evaluate all services and programs performed within department;
- Ability to prepare and administer departmental budget and oversee all procurement and payroll functions.
- Required working knowledge in areas relating to public infrastructure maintenance, snow removal, capital construction, workplace safety standards, equipment operation/maintenance, building and zoning administration and facility maintenance;
- Must have the ability to work with citizen boards and commissions as assigned;
- Perform all department administrative duties including but not limited to scheduling, payroll, purchasing, safety, fleet maintenance, facility maintenance and personnel management;
- Provide advice and direction to subordinate staff as required;
- Meets with citizens to investigate problems and complaints;
- Coordinates capital improvement program and related activities with City Engineer and other contracted service providers;
- Attends meetings and represents the city as required;
- Performs manual labor duties, for extended periods of time, outdoors and often under adverse weather conditions, including but not limited to snow removal;
- Performs site inspections;
- Lift objects in excess of 50 pounds, or as the job requires;
- Ability to operate equipment, hand tools, machinery and heavy equipment such as backhoe, street sweeper, air compressor, and other equipment as needed to perform tasks;
- Knowledge of traffic regulations, safety regulations, and the geography of the city;
- Have some mechanical ability;
- Performs other duties, assignments and special projects as directed by the City Administrative Officer or the Mayor.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of construction and building practices, especially as they relate public infrastructure maintenance;
- Working knowledge of general engineering principles, building construction technology and the provision of essential public services;
- The ability to communicate effectively with staff and the public both orally and in writing;
- Ability to interpret statutes, policies, codes, plans and technical information is important;
- Must be able to obtain any certification as required to maintain control and supervision of workers provided as a service from the state or county;
- Must be able to address personnel issues and conflicts within department;

- The capacity to firmly and fairly deliver city services and consistently adhere to required laws and ordinances;
- Possession of, or the ability to obtain, a valid Kentucky vehicle operator's license;
- Completion of all required training and certification upon appointment or within a time period agreed upon by the City Administrative Officer or Mayor, and the employee.

TRAINING AND EXPERIENCE: Prefer graduation from a four-year college or university with a degree in engineering, construction management, public administration or related field supplemented by appropriate experience in managing personnel, programs and special projects; or any combination of education, training, and experience which provides the desired knowledge, skills, and abilities. Public sector experience, especially at the local level, is preferred but not required for this position.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

PUBLIC WORKS

CLASS TITLE: *Public Works – Mechanic*

CHARACTERISTICS OF THE CLASS: Performs the duties as assigned by the Superintendent of Public Works. Works under the direct supervision of the Superintendent of Public Works.

ESSENTIAL FUNCTIONS:

- Ability to diagnose and complete repairs to all city equipment and automobiles.
- Ability to lift in excess of 50 pounds and maneuver to access restricted spaces.
- Performs required maintenance on all vehicles and equipment of the city.
- May rebuild engines; replace clutches, brakes and tires.
- Repairs leaf machine, air compressor, and other specialized equipment.
- Oversees and maintains all necessary mechanical equipment and supplies.
- Performs welding and electrical repairs.
- Performs body and paintwork on vehicles as required.
- Establish and maintain effective working relationships with other city employees and officers, government agencies, and the general public.
- Performs manual labor duties, for extended periods of time, outdoors and often under adverse weather conditions.
- Ability to operate equipment, hand tools, machinery and heavy equipment such as backhoe, street sweeper, air compressor, and other equipment as needed to perform tasks.
- Loads trucks and operates spreader.
- Performs roadway maintenance and construction to include but not limited to: Operate air compressor to remove concrete from streets and sidewalks, pours concrete, lays blacktop, assists in pipe line repairs, clean out storm sewers and catch basins and removes roadway debris, patches and repairs streets, sweeps streets.
- Mows grass in and around parks, right-of-ways and city buildings.
- Possession of, or the ability to obtain upon appointment, a valid Kentucky operator's license and a commercial drivers' license (CDL).
- Possession of, or the ability to obtain, any license (s) deemed appropriate or necessary for the successful completion of job tasks.
- Performs any other task as assigned by the Superintendent.
- May have to fill in for the Supervisor.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of mechanical practices, methods, materials, and equipment;
- Ability to perform heavy manual labor for extended periods, often under adverse weather conditions;
- Ability to follow specific oral or written instructions;
- Ability to establish and maintain effective working relationships with employees and city officials
- Knowledge of traffic regulations, safety regulations, and the geography of the city;
- Mechanical ability;
- Ability to operate heavy trucks and equipment;
- Must be able to obtain any certification as required to maintain control and supervision of workers provided as a service from the state or county;

- Possession of, or the ability to obtain within a reasonable period of time, a valid State of Kentucky operator's license and qualify for automobile insurance coverage with the City's insurance carrier;

TRAINING AND EXPERIENCE: Prefer High School diploma or its equivalency, supplemented by extensive experience in auto mechanics; or any combination of education, training and experience which provides the desired knowledge, skills, and abilities

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

PUBLIC WORKS

CLASS TITLE: *Public Works – Laborer*

CHARACTERISTICS OF THE CLASS: Performs the duties as assigned by the Superintendent of Public Works. Works under the direct supervision of the Superintendent of Public Works.

ESSENTIAL FUNCTIONS:

- Performs manual labor duties, for extended periods of time, outdoors and often under adverse weather conditions, including but not limited to snow removal;
- Lift objects in excess of 50 pounds several times a day, or as the job requires;
- Ability to operate equipment, hand tools, machinery and heavy equipment such as backhoe, street sweeper, air compressor, and other equipment as needed to perform tasks;
- Establish and maintain effective working relationships with other city employees and officers, government agencies, and the general public;
- Loads trucks and operates spreader;
- Performs roadway maintenance and construction to include but not limited to: Operates air compressor to remove concrete from streets and sidewalks, pours concrete, lays blacktop, assists in pipe line repairs, clean out storm sewers and catch basins, removes roadway debris, patches and repairs streets, sweeps streets, etc.
- Mows grass in and around parks, right-of-ways and city buildings;
- Possession of, or the ability to obtain upon appointment, a valid Kentucky operator's license and a commercial drivers' license (CDL), and qualify for automobile insurance coverage with the City's insurance carrier;
- Possession of, or the ability to obtain, any license (s) deemed appropriate or necessary for the successful completion of job tasks;
- Performs any other task as assigned by the Superintendent.
- May have to fill in for the Supervisor.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow oral and written instructions;
- Knowledge of traffic regulations, safety regulations, and the geography of the city;
- Mechanical ability;
- Ability to operate heavy trucks and equipment;
- Must be able to obtain any certification as required to maintain control and supervision of workers provided as a service from the state or county.

TRAINING AND EXPERIENCE: Prefer High School diploma or its equivalency, supplemented by some experience in operating heavy equipment and general manual labor; or any combination of education, training and experience which provides the desired knowledge, skills, and abilities.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

PUBLIC WORKS

CLASS TITLE: *PUBLIC WORKS FOREMAN*

CHARACTERISTICS OF THE CLASS: This is skilled and supervisory work in the maintenance, repair, and minor construction of streets, public buildings, and city vehicles. Individuals in this class supervise and participate in the performance of a variety of duties, ranging from simple manual labor to tasks that involve the operation of motorized equipment as well as light and heavy power tools. Work is usually performed outdoors, under the general guidance and supervision of the Public Works Superintendent.

ESSENTIAL FUNCTIONS:

- Assigns work, trains, and supervises workers in the performance of public works duties;
- Maintains and replaces sections of concrete streets;
- Mows and trims grass; performs maintenance duties at city owned facilities;
- Plows and salts city streets during inclement weather;
- Digs and backfills trenches; Digs out holes with manual or automatic digging tools;
- Patches asphalt "potholes";
- Operates street-sweeper;
- Assists in painting crosswalks and other traffic markings;
- Installation of traffic signs;
- Operates dump truck, backhoe, tractor, or other heavy equipment as required by job duties;
- Maintenance of public vehicles and light and heavy power tools;
- Lifts objects in excess of 25 pounds several times a day;
- Assists the Public Works Superintendent in the performance of administrative duties;
- Recommends the purchase of necessary supplies/tools to the Public Works Superintendent;
- Oversees the proper storage and security of supplies, tools, and equipment utilized by the department.
- Will have on call duties as assigned. Ability to respond to call back within 30 minutes.
- Cleans public works building;
- Performs related duties as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Read and understand all City manuals such as Personnel Policy, Zoning Regs, etc.;
- Ability to read and interpret construction drawings and plans and perform site inspections based on plan review and city policies;
- Ability to effectively supervise the activities of several workers engaged in various tasks, manual labor duties, for extended periods of time, often under adverse weather conditions;
- Ability to lift objects in excess of 25 pounds several times a day, or as the job requires;
- Ability to work in high places with dangerous machinery and sharp tools;
- Ability to safely operate, and train workers in the safe operation of, heavy equipment such as: back hoe, dump truck, tractor, bulldozer, etc.; Ability to safely operate, and train workers in the safe operation of, large and small power tools such as: jack hammer, chain saw, drill, etc.;
- Ability to perform a task using manual tools such as hand saw, post hole digger, sledgehammer, etc.;
- Ability to supervise the completion of work tasks without close supervision;
- Extensive knowledge of occupational hazards and proper safety precautions;

- Extensive knowledge of the basic principles concerning construction, maintenance, and repair of buildings, roads, landscapes, and infrastructures;
- Ability to write and speak effectively, including the accurate preparation of reports.
- Ability to establish and maintain effective working relationships with other governments and agencies, city officers and employees, and general public.

TRAINING AND EXPERIENCE: An associate degree or graduation from an applicable trade school is preferred or 10 years comparable experience in lieu of a degree supplemented by significant experience in the performance of various manual labor duties, repair, and maintenance activities; A demonstrated proficiency in the operation and maintenance of commonly used power tools and heavy machinery implements; Significant experience in paving, and concrete finishing techniques; Experience in the responsible supervision of employees; or any combination of experience and training which provides the desired knowledge, skills, and abilities.

NECESSARY SPECIAL REQUIREMENTS: Possession of a valid vehicle operator's license and a commercial driver's license (CDL); Possession of, or the ability to obtain any license(s) deemed appropriate or necessary for the successful completion of job tasks. Able to respond to a call-back within 30 minutes.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

POLICE DEPARTMENT

CLASS TITLE: *Police Chief*

CHARACTERISTICS OF THE CLASS: This is skilled work in the administration, supervision, command and technical oversight of the police department. The incumbent is responsible for the administration, budgeting, planning, coordinating, and supervising the activities of the police department. Departmental work involves maintaining law and order through patrol, criminal investigation, crime prevention, and public education. The incumbent works under the supervision by the Mayor of the City of Alexandria, being guided primarily by Federal and State Law. The incumbent is responsible for overseeing the departments work in the protection of life, property and civil rights through the enforcement of laws and ordinances. The incumbent is also responsible for maintaining law and order and for administrating police related activities including patrol, investigation, and crime prevention.

ESSENTIAL FUNCTIONS:

- Ability to oversee the administrative activities of the police department such as scheduling, budgeting, and training.
- Work during inclement weather, and at varied hours of the day.
- Communicate accurately with other city employees and officers, government agencies, and the general public regarding accidents, crimes, and emergency response situations.
- Ability to apply federal, state, local laws and ordinances to accident, crimes and emergency response situations.
- Ability to effectively supervise all departmental employees in the performance of departmental activities and provide adequate training as needed.
- Prepare and implement a departmental budget; Plan and coordinate law enforcement activities that enforce federal, state, and local laws.
- Plans and coordinates effective programs and investigations in order to enforce federal, state and local laws.
- Prepares and administers a departmental budget; prepares financial reports as required.
- Prepares a monthly activities report for the City Council.
- Accurately maintains necessary documents regarding the operation of the department, including arrest, evidence, and administrative records.
- Formulates policy and procedure recommendations for the Mayor & city council.
- Responds to citizen complaints and inquiries.
- Schedules and evaluates all workers in the police department.
- Maintains time and work sheets for all department workers;
- Plans for and recommends the purchase of necessary supplies and equipment for the department.
- Oversees the proper maintenance and inventory of all departmental equipment.
- Supervises the investigation of all felonies committed within the jurisdiction.
- Insures the training of all officers in the proper use of firearms.
- Administrates the training of officers in the proper use of enforcement equipment such as Breathalyzer and radar.
- Plans and supervises the implementation of community education programs.
- Administrates and supervises the patrol duties of the police department often during inclement weather and varied hours of the day.
- Participates in approved law enforcement training courses.
- Knowledge of first-aid.

- Ability to operate a motor vehicle at high speed, or in a dangerous situation.
- Possession of, or the ability to obtain, a valid Kentucky Operators License.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of basic administrative procedures and how to apply them on a departmental basis.
- Ability to effectively supervise all departmental employees in the performance of departmental activities.
- Considerable knowledge of police methods, practices, and procedures, with the ability to apply knowledge or proper procedures to specific situations.
- Considerable knowledge of proper procedures regarding the collection and maintenance of evidence.
- Considerable knowledge regarding the use of departmental equipment including the safe care and use of firearms, radar, and Breathalyzer.
- Ability to analyze situations and act quickly and efficiently.

TRAINING AND EXPERIENCE:

- Graduation from a four-year college with a degree in police administration, criminal justice, or related field, or supplemented by considerable experience in the field of law enforcement with progressively responsible supervisory experience.
- Must qualify for certification and licensing under the Kentucky Law Enforcement Council, Police Officer Professional Standards Act.
- Graduation from the Basic Training Course at the Department of Criminal Justice Training, including completion of Police Chiefs Command Decision Course.
- Any combination of training and experience, which provides the desired knowledge, skills, and abilities.
- Must maintain 40 hours of annual continued training, as mandated by the Kentucky Law Enforcement Council. This training should include Command Level training.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

POLICE DEPARTMENT

CLASS TITLE: *Assistant Chief of Police*

CHARACTERISTICS OF THE CLASS: This is very skilled and responsible work in the protection of life and property through the enforcement of laws and ordinances. The incumbent is responsible for maintaining law and order, for protecting life and property, and for performing other police related activities including patrol, investigation, and crime prevention. This position would assist the Police Chief in the responsible supervision of the department. Receives moderate supervision and direction from the Chief of Police.

ESSENTIAL FUNCTIONS:

- Physically apprehend criminals using mechanical or non-mechanical means.
- Safely care for and use necessary law enforcement equipment in the performance of duties, to include: firearms, radar Breathalyzer.
- Work during inclement weather and at varied hours of the day.
- Communicate accurately with other officers, government agencies, and the general public regarding accidents, crimes and emergency response situations.
- Ability to apply federal, state, local laws and ordinances to effectively supervise other patrolmen.
- Serve as Officer in Charge in the absence of Police Chief.
- Ability to assist Police Chief with administrative tasks such as scheduling, budgeting and training.
- Must satisfactorily complete the Department of Criminal Justice Basic Training as well as subsequent 40 hours of annual command level training.
- Patrol cities on foot and in cruiser/motorcycle, often during inclement weather and varied hours of the day.
- Enforces federal, state and local laws and ordinances.
- Responds to emergency calls and takes proper action.
- Assists Police Chief if completing administrative duties such as scheduling, budgeting and training.
- Gathers and inspects evidence for use in legal proceedings, interviews witnesses, prepares detailed accurate reports of all findings.
- Safely operates and trains other to operate, detection equipment such as Breathalyzer and radar as part of enforcement duties.
- Assists Police Chief in training other patrol personnel in the proper use and care of firearms.
- Participates in approved law enforcement training courses.
- Serves as representative of the police in connection with school and community public education programs.
- Assists in emergency situations, including administering first-aid.
- Reports information detailing the facts of crimes, accidents, emergency response situations, and other situations responded to during shift of duty.
- As required, performs all the functions of a police sergeant, and police officer as necessary.
- Ability to establish and maintain effective working relationships with other city employees and officers, government agencies, and the general public.
- Knowledge of the geography of the jurisdiction.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES

- Significant knowledge of federal, state, and local laws and ordinances.
- Ability to prepare reports accurately; knowledge of basic administrative procedures, and how to apply them on a department-wide basis.
- Ability to analyze situations and act quickly and efficiently.
- Significant knowledge of police methods, practices, and procedures, with the ability to apply knowledge or proper procedures to specific situations.
- Significant knowledge of proper procedures regarding the collection of evidence.
- Significant knowledge regarding the use of departmental equipment including the safe care and use of firearms, radar, and Breathalyzer.
- Ability to properly train patrol personnel in the safe care and use of departmental equipment including firearms, radar and Breathalyzer.
- Knowledge of first-aid.
- Ability to operate a motor vehicle at high speed, or in a dangerous situation.
- Possession of or the ability to obtain a valid Kentucky Operators License.

TRAINING AND EXPERIENCE:

- Graduation from a standard high school, or the equivalency, supplemented by significant experience in the field of law enforcement, including supervisory experience.
- Must qualify for certification and licensing under the Kentucky Law Enforcement Council, Police Officer Professional Standards Act.
- Graduation from the Department of Criminal Justice Training Basic Academy; or any combination of training and experience, which provides the desired knowledge, skills, and abilities.
- Minimum of two years of college is preferred.
- Must maintain 40 hours of annual continued training, as mandated by the Kentucky Law Enforcement Council. This training should include Command Level training.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

POLICE DEPARTMENT

CLASS TITLE: *Police Lieutenant*

CHARACTERISTICS OF THE CLASS: This is very skilled and responsible work in the protection of life and property through the enforcement of laws and ordinances. The incumbent is responsible for maintaining law and order, for protecting life and property, and for performing other police related activities including patrol, administration, investigation, and crime prevention. This position would assist the Police Chief in the responsible supervision of the department. Receives moderate supervision and direction from the Chief of Police and direct supervision from the Assistant Chief of Police.

ESSENTIAL FUNCTIONS:

- Physically apprehend criminals using mechanical or non-mechanical means.
- Safely care for and use necessary law enforcement equipment in the performance of duties, to include: firearms, radar Breathalyzer.
- Work during inclement weather and at varied hours of the day.
- Communicate accurately with other officers, government agencies, and the public regarding accidents, crimes and emergency response situations.
- Ability to apply federal, state, local laws and ordinances too effectively supervises other patrolmen.
- Serve as Officer in Charge in the absence of Police Chief / Assistant Chief of Police.
- Ability to assist Police Chief / Assistant Chief of Police with administrative tasks such as scheduling, budgeting and training.
- Must satisfactorily complete the Department of Criminal Justice Basic Training as well as subsequent 40 hours of annual training to include APS and CJED.
- Patrol cities on foot and in cruiser/motorcycle, often during inclement weather and varied hours of the day.
- Enforces federal, state and local laws and ordinances.
- Responds to emergency calls and takes proper action.
- Assists Police Chief / Assistant Chief of Police if completing administrative duties such as scheduling, budgeting and training.
- Gathers and inspects evidence for use in legal proceedings, interviews witnesses, prepares detailed accurate reports of all findings.
- Safely operates and trains other to operate, detection equipment such as Breathalyzer and radar as part of enforcement duties.
- Assists Police Chief / Assistant Chief of Police in training other patrol personnel in the proper use and care of firearms.
- Participates in approved law enforcement training courses.
- Serves as representative of the police in connection with school and community public education programs.
- Assists in emergencies, including administering first aid.
- Reports information detailing the facts of crimes, accidents, emergency response situations, and other situations responded to during shift of duty.
- As required, performs all the functions of a police sergeant, and police officer as necessary.
- Ability to establish and maintain effective working relationships with other city employees and officers, government agencies, and the public.
- Knowledge of the geography of the jurisdiction.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES

- Significant knowledge of federal, state, and local laws and ordinances.
- Ability to prepare reports accurately; knowledge of basic administrative procedures, and how to apply them on a department-wide basis.
- Ability to analyze situations and act quickly and efficiently.
- Significant knowledge of police methods, practices, and procedures, with the ability to apply knowledge or proper procedures to specific situations.
- Significant knowledge of proper procedures regarding the collection of evidence.
- Significant knowledge regarding the use of departmental equipment including the safe cares and use of firearms, radar, and Breathalyzer.
- Ability to properly train patrol personnel in the safe care and use of departmental equipment including firearms, radar and Breathalyzer.
- Knowledge of first aid.
- Ability to operate a motor vehicle at high speed, or in a dangerous situation.
- Possession of or the ability to obtain a valid Kentucky Operators License.

TRAINING AND EXPERIENCE:

- Graduation from a standard high school, or the equivalency, supplemented by significant experience in the field of law enforcement, including supervisory experience.
- Must qualify for certification and licensing under the Kentucky Law Enforcement Council, Police Officer Professional Standards Act.
- Graduation from the Department of Criminal Justice Training Advanced Police Supervision; or any combination of training and experience which provides the desired knowledge, skills, and abilities.
- Minimum of two years of college is preferred.
- Must maintain 40 hours of annual continued training, as mandated by the Kentucky Law Enforcement Council. This training should include Command Level training obtained within one year of appointment or promotion to the rank.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all-applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

POLICE DEPARTMENT

CLASS TITLE: *Police Sergeant*

CHARACTERISTICS OF THE CLASS: This is skilled and responsible work in the protection of life and property through the enforcement of laws and ordinances. An employee in this class is responsible for maintaining law and order, for protecting life and property, and for performing other police related activities including patrol, investigation, and crime prevention. The incumbent will assist the Police Lt. Col. and Police Chief in the responsible supervision of the department. Receives moderate to close supervision from the Lt. Col. and Chief of Police and direct supervision from the Lieutenant.

ESSENTIAL FUNCTIONS:

- Physically apprehend criminals using mechanical or non-mechanical means.
- Safely care for and use necessary law enforcement equipment in the performance of duties, to include: firearms, radar, breathalyzer;
- Work during inclement weather, and at varied hours of the day.
- Communicate accurately with other officers, government agencies, and the general public regarding accidents, crimes and emergency response situations.
- Ability to apply federal, state, local laws and ordinances to accidents, crimes, and emergency response situations.
- Ability to effectively supervise other patrolmen, in the routine performance of their duties.
- Must satisfactorily complete the Department of Criminal Justice Training Basis Academy, as well as subsequent 40 hours of annual training.
- Patrol cities on foot and in cruiser/motorcycle, often during inclement weather and varied hours of the day.
- Enforces federal, state, and local laws and ordinances.
- Responds to emergency calls and takes proper action.
- Physically apprehend criminals using mechanical or non-mechanical means.
- Safely care for and use firearms in the performance of the law enforcement duties.
- Supervises preliminary investigations of all felonies committed within the city's limits.
- Assists with the daily supervision of the patrol officers.
- Serve as Officer in Charge in the absence of the Police Lieutenant and Police Chief.
- Safely operates, and assists in training others to operate, detection equipment such as Breathalyzer and radar as part of enforcement duties.
- Assists in training other patrol personnel in the proper use and care of firearms.
- Participates in approved law enforcement training courses.
- Serves as representative of the police in connection with school and community public education programs.
- Assists in emergency situations, including administering first-aid.
- Oversees the completion of police officer reports detailing the facts of crimes, accidents, emergency response situations, and other situations, responded to during each shift of duty.
- As required, performs all the functions of a police officer.

TRAINING AND EXPERIENCE:

- Graduation from a standard high school, or the equivalency, supplemented by significant experience in the field of law enforcement, including supervisory experience.
- Must qualify for certification and licensing under the Kentucky Law Enforcement Council, Police Officer Professional Standards Act.

- Graduation from the Department of Criminal Justice Training Basic Academy; or any combination of training and experience, which provides the desired knowledge, skills, and abilities.
- Must maintain 40 hours of annual continued training, as mandated by the Kentucky Law Enforcement Council. This training should include Supervisory Level training.
- Two years of college is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with other city employees and officers, government agencies, and the general public.
- Knowledge of the geography of the jurisdiction.
- Intermediate knowledge of federal, state, and local laws and ordinances.
- Ability to prepare reports accurately.
- Ability to analyze situations and act quickly and efficiently.
- Intermediate knowledge of police methods, practices and procedures, with the ability to apply knowledge or proper procedures to specific situations.
- Knowledge of proper procedures regarding the collection of evidence.
- Knowledge regarding the use of departmental equipment including the safe cares and use of firearms, radar and Breathalyzer.
- Ability to properly train patrol personnel in the safe cares and use of departmental equipment including firearms, radar and Breathalyzer.
- Ability to prepare reports accurately.
- Knowledge of first-aid.
- Ability to operate a motor vehicle at high speed, or in a dangerous situation.
- Possession of, or the ability to obtain, a valid Kentucky Operators License.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

POLICE DEPARTMENT

CLASS TITLE: *Police Detective*

CHARACTERISTICS OF THE CLASS: This is skilled and responsible work in the protection of life and property through the enforcement of laws and ordinances. The incumbent is responsible for maintaining law and order, for protecting life and property, and for performing other police related activities including patrol, criminal investigation, and crime prevention. Receives immediate supervision and direction from the Assistant Chief of Police, or the Officer in Charge.

ESSENTIAL FUNCTIONS:

- Physically apprehend criminals using mechanical or non-mechanical means.
- Safely care for and use necessary law enforcement equipment in the performance of duties.
- Work during inclement weather, and at varied hours of the day.
- Communicate accurately with other officers, government agencies, and the general public regarding accidents, crimes, and emergency response situations.
- Must be able to satisfactorily complete the Department of Criminal Justice Training Academy, as well as subsequent 40 hours of annual training.
- Enforces federal, state, and local laws and ordinances.
- Responds to emergency calls and takes proper action when needed.
- Testifies in court when necessary.
- Serves legal documents for the court.
- Secures the scene of crimes and accidents, conducting preliminary investigation, gathering evidence, and interviewing witnesses.
- Assists in emergency situations, including administering first-aid.
- Reports detailed information detailing the facts of emergencies, crimes, accidents, and other situations responded to during assigned shift of duty.
- Appears as a representative of the police in connections with school and community public education programs.
- Participates in approved law enforcement training courses.
- Responsible for processing all crime scenes under his control.

TRAINING AND EXPERIENCE:

- Graduation from a standard high school, or the equivalency, supplemented by significant experience in the field of law enforcement, including investigative experience.
- Must qualify for certification and licensing under the Kentucky Law Enforcement Council, Police Officer Professional Standards Act.
- Graduation from the Department of Criminal Justice Training Basic Academy. Or any combination of training and experience, which provides the desired knowledge, skills, and abilities.
- Must maintain 40 hours of annual continued training, as mandated by the Kentucky Law Enforcement Council. This training should include investigative and crime scene training.
- Two years of college is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with other police departments and agencies, city/county officers and employees, building contractors, and the general public.
- Knowledge of the geography of the jurisdiction.
- Knowledge of federal, state, and local laws and ordinances.
- Knowledge of police methods, practices and procedures, with the ability to apply knowledge to specific situations.
- Basic knowledge or proper procedures regarding the collection of evidence.
- Knowledge of how to use departmental equipment.
- Ability to prepare reports accurately.
- Knowledge of first-aid.
- Ability to operate a motor vehicle at high speed, or in a dangerous situation.
- Ability to deal courteously with the general public.
- Possession of, or the ability to obtain, a valid Kentucky Operators License.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

POLICE DEPARTMENT

CLASS TITLE: *Police Investigative Assistant (Non-Sworn)*

CHARACTERISTICS OF THE CLASS: This Non-Sworn position is skilled and responsible work in the protection of lives and property and enforcement of laws and ordinances. The incumbent is responsible for assisting administratively in maintaining law and order, for protecting life and property, and for performing other activities including surveillance, criminal investigation, and crime prevention. Receives immediate supervision and direction from the Lieutenant, the Assistant Chief of Police, or the Officer in Charge as assigned by the Chief.

ESSENTIAL FUNCTIONS:

- Assist administratively in the apprehension of criminals using mechanical or non-mechanical means through the criminal investigative process.
- Safely care for and use necessary law enforcement equipment in the performance of duties, to include: surveillance, crime scene processing equipment, and other police investigative material.
- Work during inclement weather, and at varied hours of the day.
- Communicate accurately with other officers, government agencies, and the general public regarding accidents, crimes, and emergency response situations.
- Must be able to satisfactorily complete course work from the Department of Criminal Justice Training, as well as subsequent annual training when assigned by the Chief of Police or designee.
- Assists the investigations on foot and in motorized vehicle, often during inclement weather and varied hours of the day.
- Assists in the administrative and investigative enforcement of federal, state, and local laws and ordinances.
- Responds to crime scenes and takes proper action in the investigation thereof.
- Testifies in court when necessary.
- Secures the scene of crimes and accidents, conducting preliminary investigation, gathering evidence, and interviewing witnesses.
- Assists in emergency situations, including administering first-aid.
- Reports detailed information detailing the facts of emergencies, crimes, accidents, and other situations responded to during assigned shift of duty.
- Participates in approved law enforcement training courses.
- Responsible for processing all crime scenes.
- Acts as the department property room officer with all responsibilities thereof as outlined by state laws.

TRAINING AND EXPERIENCE:

- Graduation from a standard high school, or the equivalency, supplemented by significant experience in the field of law enforcement with extensive investigative experience.
- Must qualify for certification and licensing under the Kentucky Law Enforcement Council, Police Officer Professional Standards Act but shall remain Non-Sworn and have no peace officer powers.
- Have a combination of training and experience, which provides the desired knowledge, skills, and abilities.
- Must maintain annual training, as mandated by the Chief of Police. This training should include investigative and crime scene training.

- Two years of college is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with other police departments and agencies, city/county officers and employees, building contractors, and the general public.
- Knowledge of the geography of the jurisdiction.
- Knowledge of federal, state, and local laws and ordinances.
- Knowledge of police methods, practices and procedures, with the ability to apply knowledge to specific situations.
- Basic knowledge or proper procedures regarding the collection of evidence.
- Knowledge of how to use departmental equipment.
- Ability to prepare reports accurately.
- Knowledge of first-aid.
- Ability to operate a motor vehicle in a safe manner.
- Ability to deal courteously with the general public.
- Possession of, or the ability to obtain, a valid Kentucky Operators License.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

POLICE DEPARTMENT

CLASS TITLE: *Police Officer*

CHARACTERISTICS OF THE CLASS: This is skilled responsible work in the protection of life and property through the enforcement of laws and ordinances. An employee in this class is responsible for maintaining law and order, for protecting life and property, and for performing other police related activities including patrol, investigation, and crime prevention. Receives close supervision from the police sergeant, police lieutenant, and police chief.

ESSENTIAL FUNCTIONS:

- Physically apprehend criminal using mechanical or non-mechanical means.
- Safely care for and use necessary law enforcement equipment in the performance of duties, to include: firearms, radar, Breathalyzer.
- Work during inclement weather, and at varied hours of the day.
- Communicate accurately with other officers, government agencies, and the general public regarding accidents, crimes, and emergency response situations.
- Apply federal, state, and local laws and ordinances to accidents, crimes, and emergency response situations.
- Must satisfactorily complete the Department of Criminal Justice Training Basic Academy, as well as subsequent 40 hours of annual training.
- Patrol city on foot and in cruiser/motorcycle, often during inclement weather and varied hours of the day.
- Enforces federal, state, and local laws and ordinances.
- Responds to emergency calls and takes proper action.
- Prevents and discovers citations for traffic violations.
- Testifies in court when necessary.
- Serves legal documents for the court.
- Controls traffic at school crossings, accidents, fires, parades.
- Secures the scene of crimes, and accidents, conducting preliminary investigation, gathering evidence, and interviewing witnesses.
- Assists in emergency situations, and other situations responded to during shift of duty.
- Provides security and funeral escorts when needed.
- Operates detection equipment such as Breathalyzer and radar as part of enforcement duties.
- Serves as representative of the police in connection with school and community public education programs.
- Participates in approved law enforcement training courses.

TRAINING AND EXPERIENCE:

- Graduation from a standard high school, or the equivalency, supplemented by significant experience in the field of law enforcement.
- Must qualify for certification and licensing under the Kentucky Law Enforcement Council, Police Officer Professional Standards Act.
- Graduation from the Department of Criminal Justice Training Basic Academy; or any combination of training and experience, which provides the desired knowledge, skills, and abilities.
- Must maintain 40 hours of annual continued training, as mandated by the Kentucky Law Enforcement Council. This training should include Supervisory Level training.
- Two years of college is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with other city employees and officers, government agencies, and the general public.
- Knowledge of the geography of the jurisdiction.
- Knowledge of federal, state, and local laws and ordinances.
- Ability to prepare reports accurately; Ability to analyze situations and act quickly and efficiently.
- Knowledge of police methods, practices, and procedures, with the ability to apply knowledge and proper procedures to specific situations.
- Basic knowledge of proper procedures regarding the collection of evidence.
- Knowledge of how to use departmental equipment including the safe care and use of firearms, radar and Breathalyzer.
- Ability to prepare reports accurately.
- Knowledge of first-aid.
- Ability to operate a motor vehicle at high speed, or in a dangerous situation.
- Possession of, or the ability to obtain, a valid Kentucky Operators License.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

POLICE DEPARTMENT

CLASS TITLE: *Police Administrative Supervisor*

CHARACTERISTICS OF THE CLASS: This is a non-sworn position responsible for the administration, direction and coordination of activities within the police administrative office of a city government. The duties of this position are usually performed under the close supervision of the Assistant Chief and Chief of Police.

ESSENTIAL FUNCTIONS:

- Oversees the process of the department's police records.
- Ability to organize and maintain administrative records.
- Ability to type general correspondence, executive orders, proclamations, municipal orders, and other documents quickly and accurately.
- Communicate accurately with other city employees and officers, government agencies, and the general public.
- Ability to proofread documents for errors in grammar, format, or spelling.
- Ability to manage several work assignments simultaneously.
- Responds to, and directs, citizen complaints and inquiries to appropriate individuals.
- Prepares, assembles, and distributes office mail.
- Maintains office-filing system including correspondence, purchase invoices, citizen complaints, computer records, etc.
- Recommends improvements for office procedures.
- Responds to changing conditions.
- Assists in preparing financial reports.
- Ability to effectively supervise police administrative personnel in the daily routine performance of duties.
- Directs initial training of police administrative personnel and recommends appropriate training and continuing education.
- Must complete performance evaluations for police administrative personnel.
- Performs duties deemed necessary by Assistant Chief or Chief of Police.

TRAINING AND EXPERIENCE:

- Graduation from a standard high school, or the equivalency, supplemented by significant experience in office procedures.
- Two years of college is preferred or equivalent work experience.
- Minimum 3-5 years in police records field.
- Needs to attend supervisory training through DOCJT.
- Needs to attend MDT certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated skill in the use of modern office equipment such as personal computer, typewriter, photocopier, etc.
- Must be an excellent typist.
- Ability to organize and maintain clerical records.
- Knowledge of modern office procedures.
- Communicate accurately with other city employees and officers, government agencies, and the general public.
- Ability to proofread documents for errors in grammar, format, or spelling.

- Ability to manage several work assignments simultaneously.
- Ability to prepare reports accurately.
- Ability to analyze situations and act quickly and efficiently.
- Intermediate knowledge of police office methods, practices and procedures, with the ability to apply knowledge or proper procedures to specific situations.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

POLICE DEPARTMENT

CLASS TITLE: *Police Administrative Clerk*

CHARACTERISTICS OF THE CLASS: This is an important secretarial and clerical position in the support of the administrative department of a city government. The duties of this position are usually performed under moderate supervision of the Chief of Police or their designee.

ESSENTIAL FUNCTIONS:

- Organize and maintain administrative records.
- Type general correspondence and other documents quickly and accurately.
- Communicate accurately with other city employees and officers, government agencies, and the general public.
- Proofread documents and police reports for grammar, spelling, accuracy, completeness, etc.
- Able to manage several work assignments simultaneously.
- Operate a multi-line phone system and direct calls to appropriate individuals.
- Assist individuals with information, report requests, speaking with an officer, etc.
- Process discovery requests.
- Order office supplies as needed.
- Maintain filing system including correspondence, police records, open record requests, etc.
- Any duties as assigned

TRAINING AND EXPERIENCE:

- Graduation from a standard high school, or the equivalency, supplemented by significant experience in office procedures.
- Two years of college is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Basic computer skills in Word, Windows, Excel, One Drive, Adobe, etc.
- Ability to operate modern office equipment such as a computer, multi-function copier, etc.
- Ability to type at least 60 WPM accurately.
- Ability to organize and maintain various records and documents.
- Communicate accurately with other city employees and officers, government agencies, and the general public.
- Ability to proofread documents for errors in grammar, format, or spelling.
- Ability to manage several work assignments simultaneously.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regard to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

POLICE DEPARTMENT

CLASS TITLE: *Police Social Worker*

CHARACTERISTICS OF THE CLASS: The Police Social Worker (PSW) is a non-sworn, full-time administrative member of the Police Department. The PSW provides crisis intervention, short-term counseling, advocacy, community outreach, education and other social service assistance to the Police Department and the City of Alexandria. Reports directly to the Assistant Chief of Police.

ESSENTIAL FUNCTIONS:

- Assists sworn officers in Crisis intervention as it relates to the methods used to offer short term immediate help to individuals who have experienced an event that produces mental, physical, emotional and behavioral distress, through follow up and referral to appropriate agencies.
- Provides referral services to the police department and general public.
- Follows up on referrals from police officers, local schools, hospitals and the general public.
- Refers and facilitate individuals to appropriate community services.
- Provides screenings and professional advice to individuals and to officers on the field.
- Provides case management on all referrals for social service assistance.
- Serves as a consultant to police officers regarding management of cases or individuals.
- Facilitates social service-related training as necessary for the police department.
- Works with other social service providers to coordinate care including local schools, hospitals, KY Cabinet for Health & Family Services and area mental health facilities.
- May be called upon to provide emergency social service assistance after normal working hours to officers in the field as needed.
- Receives calls for assistance and responds accordingly.
- Serves as an advocate in court for victims of crime, may assist in the preparation of custody evaluations or parental fitness reports.
- Assists in the coordination of the Employee Assistance Program for the City and police department.
- Arranges and/or attends citizen meetings to address local issues.
- Conducts public education programs or events for citizens on areas pertaining to social services.
- Maintains records and confidential case files.
- Performs additional duties as required by the Chief of Police or his designee.

TRAINING AND EXPERIENCE:

- Bachelor's Degree in Social Work, Psychology, or other social science related field supplemented with 3 years of experience in the area of social science.
- Or
- Master's Degree in Social Work, Psychology, or other social science related field with 2 years experience in the area of social science.
- Or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities for this position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of: Federal and State laws and acts applicable to the social services.
- Effectively communicate, both orally and in writing.
- Effectively manage and use discretion in crisis situations
- Ability to maintain highly confidential information
- Ability to work with a diverse population of individuals
- Ability to establish and maintain effective working relationships with Police Department personnel as well as other social service agencies and professionals within and outside the community.
- Will possess and maintain a valid state driver's license.

LEGAL REQUIREMENTS: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.