

RESOLUTION 10-1004-08

Approve the new standardized Park and Administrative job descriptions

WHEREAS, Liberty Township staff has prepared and updated new standardized Park job descriptions, and

WHEREAS, staff is recommending that the Board accept the attached new standardized job descriptions for Park and Administration positions,

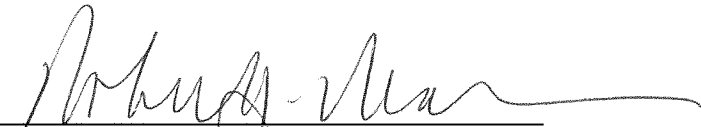
NOW, THEREFORE BE IT RESOLVED, BY THE LIBERTY TOWNSHIP BOARD OF TRUSTEES, DELAWARE COUNTY, OHIO approve the attached new standardized job descriptions for the following positions: Park Superintendent, Park Assistant Superintendent, Park Specialist, Park Worker (full-time and part-time), Executive Administrative Assistant, Secretary (full-time and part-time).

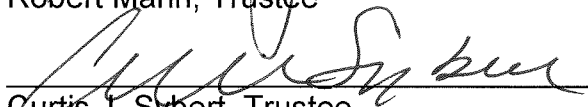
This Resolution shall be in force and become effective immediately upon its execution.

Motion made by Sybert and seconded by Mann.

Vote: NP Ms. Carducci yes Mr. Mann yes Mr. Sybert


10-4-10
Date

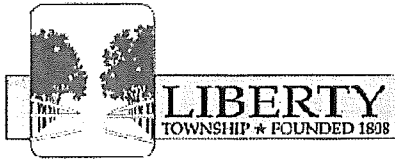

Robert Mann, Trustee


Curtis J. Sybert, Trustee

CERTIFIED BY:

Mary Carducci, Trustee


Mark S. Gerber, Fiscal Officer



EXECUTIVE ADMINISTRATIVE ASSISTANT

NATURE OF WORK

This is a responsible administrative position supporting the Township Administrator. Work involves the direct supervision of clerical personnel. Positions in this class characteristically are the clerical support for a major department officer and supervise clerical personnel in the management of a department.

SUPERVISION

Work is performed under the general supervision of the Township Administrator. Employee supervises temporary and permanent clerical staff. Work is reviewed through meetings and performance appraisals.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Coordinates administrative procedures in support of various programs and functions.

Researches and compiles data and background materials for special projects or regulations.

Participates and assists in preparing comprehensive reports and compiling the departmental budget.

Reviews work upon completion for conformance to department requirements.

May serve as receptionist to the Township Administrator and Department Supervisors, screens calls, receives and directs visitors, and refers inquiries as appropriate.

Responds to phone complaints and requests for information regarding department policies and regulations.

Implements and assists in developing procedures and policies related to departmental functions.

Coordinates and supervises work of clerical staff in the performance of department support functions.

Serves as secretary to special meetings. Prepares appropriate legal notices for newspaper publication and serves notices on attendees, Attends meetings, takes and transcribes minutes.

Initiates and maintains a variety of files and records in an orderly manner.

Composes routine correspondence; maintains manuals and updates resource materials; makes appointments and arranges travel, conferences, and meetings.

Orders and monitors all expenditures for the department.

Participates and assists in preparing payroll.

Performs other related tasks as assigned.

EXECUTIVE ADMINISTRATIVE ASSISTANT, continued

MINIMUM REQUIREMENTS OF WORK

Bachelor's degree in business or related field and five (5) years of clerical and administrative experience; or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills:

Knowledge of and ability to use modern office practices, procedures, and equipment.

Knowledge of and ability to correctly use English business grammar and arithmetic.

Knowledge of and ability to use secretarial practices and procedures.

Knowledge of and ability to use word processing, desktop publishing, and other software packages.

Ability to make decisions in accordance with established policies and procedures.

Ability to assist with recruitment and hiring of clerical employees.

Ability to maintain administrative, fiscal, and general office records, and the ability to perform research and interpret records and other information for the public.

Ability to abide by confidentiality requirements.


Ability to establish and maintain effective working relationships with other employees, officials and the public and to deal with public relations problems courteously and tactfully.

Ability to communicate effectively orally and in writing.

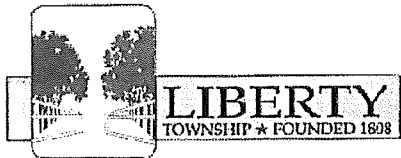
Ability to follow oral and written instructions.



Township Administrator



Date



SECRETARY

NATURE OF WORK

This is a responsible position performing secretarial and clerical work for one or more departments. Work involves responsibility for performing a variety of typing, information processing, and clerical tasks, and significant contact with the general public answering inquiries and providing information.

SUPERVISION

Employee works under the direction of the Township Administrator and/or department supervisors, or managers. Employee must be able to respond to questions from citizens or other employees regarding services, and procedures of the department. Work is reviewed for accuracy and completeness, and for adherence to established procedures. Employee may supervise volunteers or seasonal clerical staff. Work is reviewed through meetings with supervisors and performance appraisals.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Performs typing and word processing of a variety of reports, correspondence, billings, memorandums, cases, and other administrative materials from oral instructions, copy, or taped dictation; attends meetings, takes and transcribes minutes of meetings; performs a variety of word processing, desktop publishing, and other software activities.

Answers telephones and responds to various inquiries over the telephone and in person; refers and assists citizens and other callers; provides information of services and functions; receives complaints from a variety of sources; greets visitors; opens, sorts, and distributes incoming mail, and utilizes radio for communication and dispatching.

Maintains, updates, and develops schedules; coordinates appointments; takes registrations, discusses fees and eligibility with the public; updates records; completes a variety of scheduling, registration, and membership forms and logs.

Enters data into the computer; classifies and prepares file jackets, maintains and purges files, when appropriate; creates bulletins, newsletters, and other publications.

Generates work orders; enters orders and maintenance records into computer; runs monthly reports.

Maintains records and files; tracks and maintains inventory of supplies; types purchase orders; assists other employees with secretarial tasks as needed.

Performs other related duties as required.

MINIMUM REQUIREMENTS OF WORK

Graduation from high school and two years clerical or secretarial experience; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Knowledge of and ability to use clerical and secretarial practices and procedures.

Ability to correctly use English grammar, spelling, and arithmetic.

MINIMUM REQUIREMENTS OF WORK (continued)

Knowledge of and ability to use modern office practices, procedures, and equipment.

Some knowledge of and ability to use word processing, desktop publishing, and other software packages.

Ability to type and transcribe a variety of correspondence.

Ability to establish and maintain effective working relationships with other employees, officials, and the public, and to deal with each courteously and tactfully.

Ability to respond to inquiries in accordance with established policies and procedures.

Ability to operate data processing equipment at a prescribed rate of speed.

Ability to maintain records in an orderly manner.

Ability to operate multiple-line telephone system, copier, fax, and other office machines.

Ability to communicate effectively, both orally and in writing.

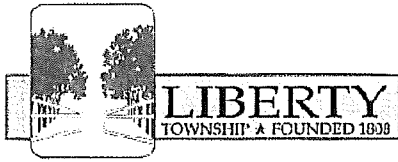
Ability to follow oral and written instructions.



Township Administrator



Date



PARK SUPERINTENDENT

NATURE OF WORK

This is a responsible supervisory position coordinating and directing a variety of park maintenance and repair activities for the Liberty Township Park Department. Work involves planning, coordinating, and assigning park maintenance and repair jobs and projects, assessing and performing park maintenance and repair work, operating light and heavy equipment and vehicles, inspecting completed projects, providing mechanical and other skilled assistance, and working with contractors, in compliance with policies and procedures.

SUPERVISION

Employee works under the direction of the Board of Trustees and Township Administrator. Employee must have the ability to make appropriate independent decisions and recommend alternatives regarding park/maintenance problems, communicate effectively with the public, and monitor budget expenditures, and ensure job safety in compliance with policy. Supervision is exercised over park workers and other full and part time park staff. Work is reviewed through submission of reports, review of completed projects for quality and adherence with policies and procedures, and performance appraisals.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Coordinates, organizes, directs, schedules, and assigns a variety of park maintenance and repair jobs and projects for the Township Park Department; prioritizes work; assigns and schedules daily work from work orders; sets productivity levels and deadlines for task completion; makes staffing decisions; sets performance standards.

Supervises work crews; inspects projects in various locations; oversees completion of daily tasks; assists crews with technical problems; enforces safety standards and requirements; inspects projects to ensure proper completion; establishes, communicates, and enforces policies and procedures; provides proper training; conducts annual performance evaluations; oversees contractor work; responds to emergencies on all shifts; approves leave and overtime.

Acts as back-up in a variety of activities when needed; operates light and heavy equipment, power tools, vehicles, trucks; performs park maintenance and repair work.

Maintains inventory of supplies and parts; maintains vehicles and equipment; ensures proper maintenance and replacement of park department equipment; locates supplies and parts necessary to perform specific projects; orders parts and supplies.

Assists in the development of specifications for equipment and/or contractual service work; works directly with the Liberty Township Fiscal Officers to prepare annual operating; monitors expenditures to ensure compliance with budgetary limits; justifies purchases; records accounts; prepares documentation and reports; conducts follow-up on projects.

Handles calls and complaints from the public; interacts with the public regularly; responds to requests; assigns staff and performs follow-up inspection and review of work completed; oversees and inspects work performed by contractor and/or with Board of Trustees approval, can outsource the inspection of construction projects with a certified construction inspector.

Prepares daily work reports and documentation of various activity data; maintains records; assists in the preparation of technical specifications.

Is involved in planning of future park projects that will affect maintenance and staffing.

Performs other related duties as assigned.

MINIMUM REQUIREMENTS OF WORK

Possession of a high school diploma and 5 years progressively responsible experience in park maintenance and repair; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Considerable knowledge of park maintenance, repair, and construction procedures, practices, and methods.

Considerable knowledge of the occupational hazards and safety precautions of the work.

Knowledge of the safe and correct use of hand and power tools and equipment common to the work.

Knowledge of departmental policies and procedures.

Knowledge of principles of supervision.

Ability to handle complaints from the public effectively and tactfully.

Ability to communicate effectively with other employees, contractors, vendors, and the public.

Ability to establish and maintain effective working relationships with others.

Ability to drive motor vehicles to various work assignments to inspect work.

Ability to operate heavy equipment and commercially-sized vehicles.

Ability to work outdoors in all types of extreme weather conditions.

Ability to obtain pesticide applicators certification.

Ability to perform a variety of mechanical, maintenance, and repair activities.

Ability to operate and control power tools.

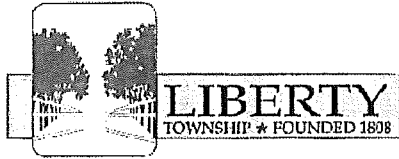
Ability to prepare clear and concise written reports.

NECESSARY SPECIAL REQUIREMENTS

May require possession of a valid Ohio commercial driver's license.

May require an applicator license through Ohio Department of Agriculture in two or more areas.

David Anderson 10-6-10
Township Administrator Date



PARK ASSISTANT SUPERINDENDANT

NATURE OF WORK

This is a responsible, specialized, lead position performing a wide variety of park maintenance and administrative duties involving park maintenance, scheduling and planning, resource planning, ordering parts, materials, and equipment needed for projects.

SUPERVISION

Work is performed under the general direction of park management staff. Project assignments may also be given with Park Superintendent approval, depending on the nature of the work. Position may serve as crew leader and/or lead worker.

ESSENTIAL FUNCTIONS OF WORK (May not include all job duties performed)

Completes necessary related paperwork, orders materials, tools, equipment, and requests additional personnel to complete the work. Recommends course of action for correction of crew performance problems to management as needed.

Operates equipment and tools associated with the work; landscaping, tree trimming, and maintenance.

Orders and records all labor, materials, vehicles, and equipment used in the daily performance of park work for the purposes of monthly progress reporting.

Develops and coordinates projects, works as a liaison with the general public, outside agencies, contractors, and volunteer organizations as needed.

Can perform all aspects of park maintenance as required.

ESSENTIAL FUNCTIONS OF WORK

Organizes data for reports, purchase requisitions, vendor quotations. May coordinate work with other Township departments for projects completion.

Provides and fulfills stand-by staffing needs responding to after hours call outs.

Responds to emergency call-ins as needed.

Performs other related duties as required.

MINIMUM REQUIREMENTS OF WORK

Possession at the time of appointment of a high school diploma or equivalent is required. Advanced higher education in related field preferred. Professional certifications, licensing, training and experience is required. Must have three or more years of work related experience in the area of specialization needed to perform the work.

Possession of valid Ohio commercial driver's license.

Ability to lift 50 lbs., climb, bend, walk extended distances, work outdoors in all weather conditions, perform work overhead, and the ability to perform heavy manual labor.

Ability to use computer software to generate reports, store data, prepare simple documents, and communicate by email as required.

Ability to communicate verbally and in writing, including training others to complete the work, giving instructions to less qualified employees when needed.

Ability to effectively communicate verbally and in writing with citizens, vendors and departmental staff is needed.

Ability to work within all standard safety practices associated with the trade in order to maintain a safe working environment.

NECESSARY SPECIAL REQUIREMENTS

Ability to work cooperatively with other employees, supervision, and the general public.


If applicable, must possess an applicator license for the Ohio Department of Agriculture in two or more areas.

Ability to obtain and maintain professional certifications as dictated by the nature of work.

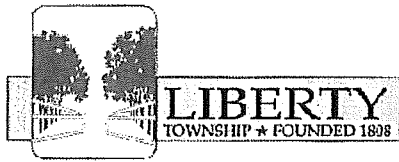
May require an applicator license through the Ohio Department of Agriculture in two or more areas.



Township Administrator



Date



PARK WORKER

NATURE OF WORK

This is a semi-skilled or skilled park employee position performing a variety of maintenance, repair, grounds maintenance, and vehicle operation activities on a shift or project. Work involves performing and leading a variety of Township Park maintenance and repair work and grounds maintenance and repair work including the operation of park equipment.

SUPERVISION

Work is performed under the general direction of the park maintenance management staff. Employee must also be able to schedule workers for specific jobs with Park Superintendent approval, prioritize work, and handle equipment breakdowns. Work is reviewed through observation for results obtained and performance evaluations. Position may serve as crew leader and/or lead worker.

ESSENTIAL FUNCTIONS OF WORK (May not include all job duties performed).

Performs a variety of Park landscaping maintenance work; maintains parks and township grounds by mowing grass, trimming and pruning trees and shrubs, edging, seeding, removing trash, painting, chemical application, performing light construction, and providing maintenance assistance, shovels snow, etc.

Operates dump, pickup, and flatbed trucks, front end loaders, or similar equipment and vehicles; loads and unloads topsoil and gravel from flatbed trucks; operates a variety of standard power tools and equipment in grounds and maintenance repair activities on a regular basis; operates snow plows, weed eaters, sprayers, mowers, trucks, and blowers, as needed.

Operates such machines as chippers, stump grinders, chain saws, air compressors, lawn mowers, power tools and similar public works equipment; operates leaf machine.

Performs specialized tasks such as preparing surfaces of playing fields, making and setting signs, assists in setting markers and other landscape maintenance.

May assist in the construction of future park grounds and trails.

Responds to emergency call-ins as needed.

Provides and fulfills stand-by staffing needs responding to after hours call outs.

Performs other related duties as assigned.

Cleans and sanitizes bathrooms and shelters.

MINIMUM REQUIREMENTS OF WORK

Possession of high school diploma, or equivalent with the following knowledge, abilities, and skill:

Considerable knowledge of the methods, materials, and equipment

Knowledge of the safe and correct use of hand and power tools and equipment common to the work.

Considerable knowledge of the occupational hazards and safety precautions of the work.

Ability to understand and follow oral and written instructions.

Ability to use and apply basic written and mathematic skills.

Ability to establish and maintain effective working relationships with others.

Ability to drive motor vehicles and operate commercial vehicles.

Ability to load and unload trucks with front end loader.

Ability to work outdoors in all types of extreme weather conditions.

Ability to lift shovels, bricks, wood, and other equipment and transport dirt, gravel, and other materials from one location to another.


Ability to climb ladders, stairs, and equipment.

Ability to dig, bend, and lift.

NECESSARY SPECIAL REQUIREMENTS

Ability to acquire a valid Ohio commercial driver's license within six months.


Township Administrator


Date