

STATE OF GEORGIA

CITY OF HAMPTON

RESOLUTION NO. 18-09

A RESOLUTION TO ADOPT POSITION DESCRIPTIONS FOR DEPARTMENTAL DIRECTOR POSITIONS IN ACCORDANCE WITH CITY CODE § 2-154; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, the duly elected governing authority of the City of Hampton, Georgia (the “City”) is the Mayor and Council thereof; and

WHEREAS, in accordance with City Code § 2-154, the Mayor and Council desires to adopt position descriptions for the City’s departmental directors to ensure efficient and effective government; and

WHEREAS, the attached position descriptions, incorporated by reference, reflect the professionalism, education, experience, and skills required to lead the City’s departments.

BE IT RESOLVED by the Mayor and Council of the City of Hampton, Georgia that the attached position descriptions shall be effective immediately and shall govern the departmental director positions in the City of Hampton.

SO RESOLVED this 10 day of July, 2018.

CITY OF HAMPTON, GEORGIA:



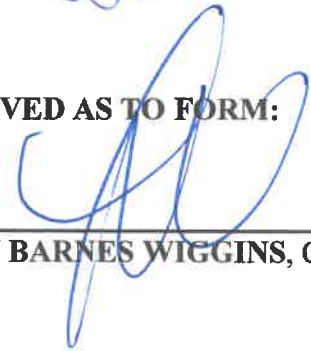
STEVE HUTCHISON, Mayor

ATTEST:



Deputy City Clerk

APPROVED AS TO FORM:



L'ERIN BARNES WIGGINS, City Attorney

Job Title: City Manager

Job Summary: This is a high-level executive management position that is responsible for directing and supervising the operations of the City of Hampton. Work involves managing and supervising all departments of the City to achieve goals using available resources. Responsibilities include providing leadership and direction in the development of short and long-range plans, advising the Mayor and City Council of current and future needs of the City, and monitoring and ensuring compliance with state/federal regulations.

Major Duties:

- Manages Mactivities of City departments by assigning priorities and objectives to department heads and professional staff; reviews/approves management reports regarding department and administrative activities;
- Ensures that all City operations are performed within available resources;
- Provides leadership and direction in the development of short and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations for decision-making purposes;
- Provides professional advice to the Mayor and City Council and direction to department heads;
- Communicates official plans, policies and procedures to staff and the general public;
- Advises the Mayor and City Council of current and future City needs;
- Prepares a variety of studies, reports, and related information for decision-making purposes;
- Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time;
- Determines work procedures, evaluates workflow and process, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations;
- Hires, promotes, and terminates all department heads, officers, and employees of the City in accordance with City Code Section 2-120;
- Ensures that all operations are performed according to City policies, procedures, and ordinances as well as according to Federal, State, and local laws;
- Tracks legislative issues and ensures that the City stays abreast of and in compliance with new laws;
- Attends all City Council meetings;
- Attends local, regional, and state meetings regarding policies and issues that impact the City;
- Serves as liaison to City Boards and communicates directives and addresses issues of City Council;
- Performs other related duties as assigned.

City of Hampton

Job Title: Administration (City Clerk)

Job Summary: This is administrative and clerical work responsible for the functioning of City Hall. Work involves maintaining official City records, providing support to City Council, and responding to citizen inquires and concerns.

Major Duties:

Plans, directs, and supervises City employees engaged in accounts payable, utility billing, and business license activities,

- Schedules, assigns, inspects, and evaluates work; instructs and trains in correct methods and procedures; monitors work on a daily basis; reviews and evaluates employee performance;
- Provides technical advice, counsel and direction to the Mayor, City Council, City Manager and department heads as necessary to ensure effective administration and implementation of City-approved policies, plans, procedures and systems; files various financial Federal and State reports;
- Provides direction and assistance to department staff and departments in the preparation and presentation of the City's annual budget, financial audit reports, revenue administration and treasury management, implementation of auditor recommendations, and development of Citywide policies and procedures;
- Participates with independent auditors in annual audit of City financial transactions;
- Serves as the payroll administrator; performs a variety of administrative duties related to payroll processing;
- Attends regular and special Council meetings; oversees or performs an accurate recording of the proceedings and preparation of the minutes proper legislative terminology, indexing and filing for the public record; distributes information as requested;
- Supports the maintenance of City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds or other documents requiring City certification; catalogs and files all City records;
- Provides secretarial support to the Mayor and Council; composes and types various forms of written correspondence;
- Responds to open record requests;
- Serves as superintendent of City elections;
- Updates City codes and ordinances (written and electronically);
- Serves as the Custodian of Record for Open Records Requests;
- Performs related work as required.

Job Title: Police Chief

Job Summary: This is important administrative, professional, and managerial work responsible for planning, directing and leading the operations of the Police Department. Work involves general responsibility for the planning, development, and direction of all programs and policies. Some administrative duties include budget development and administration, policy development, and personnel administration. The incumbent represents the department in working with other legal authorities, governmental agencies, and the media.

Major Duties:

- Plans, directs, supervises and leads the work of the Police Department; schedules and assigns work; establishes priorities; ensures the training of officers in correct methods and procedures; assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment; reviews and evaluates employee performance;
- Develops comprehensive short and long range plans to ensure the effective delivery of quality services to the public through effective operation of all areas within the department; maintains ultimate authority and accountability for all fiscal matters and financial operations of the Police Department;
- Develops and implements departmental rules and regulations and work methods and procedures; ensures departmental rules and regulations and work methods and procedures are followed; enforces disciplinary measures as necessary;
- Communicates with the City Manager regarding departmental concerns, problems, and related issues;
- Prepares the annual departmental operating budget and obtains City Manager and Council approval; monitors expenditures throughout the year; operates the department within the approved budget and ensures expenditures are made in strict compliance with City purchasing policies and ordinances;
- Performs public relations duties; answers questions, addresses concerns, and gives information to the public, civic organizations, neighborhood groups, business groups, the media, and other groups; attends meetings as necessary;
- Communicates and cooperates with other municipal, city, state, and federal agencies in the accomplishments of criminal justice system objectives;
- Attends professional meetings and conventions to maintain and upgrade knowledge concerning new technology and developments within the field;
- Prepares reports, departmental correspondence (both internal and external), other correspondence, and other documents;
- Reviews and approves applications for beer, wine, and liquor license; taxi permits; alcohol ID cards; etc;
- Oversees and serves as a member of various law enforcement boards including the Flint Judicial Drug Task Force; Child Fatality Review Board; Domestic Violence Task Force; Henry County Gang Task Force; etc.
- Performs related work as required.

Job Title: Public Works Director

Job Summary: This position plans, organizes, and directs the functions of the Public Works Department including electric, water, sewer, streets, and sanitation. Work involves planning, directing and supervising personnel, ensuring the timely and efficient completion of projects, and the completion of the annual budget for the department. The Public Works Director is also responsible for determining major Department policies, planning long-term programs, and making difficult administrative decisions. Work is performed under the general supervision of the City Manager.

Major Duties:

- Plans, directs, and supervises City Public Works employees engaged in the collection and disposal of solid waste, maintenance and construction of the City's streets and right-of-ways, maintenance of the City's water & sewer system, electric operations activities, parks and sanitation services;
- Schedules, assigns, inspects, and evaluates work; instructs and trains in correct methods and procedures; monitors work on a daily basis; reviews and evaluates employee performance;
- Ensures that work is done in compliance with State permits and regulations;
- Conducts regular inspections of the City's streets and right-of-ways to plan and schedule needed repairs and/or maintenance;
- Inspects work in-progress and ensures the timely and efficient completion of assigned Public Works projects, conducts re-inspections to ensure proper completion of repairs and maintenance; coordinates activities with other departments and agencies;
- Develops and implements work schedules, methods, practices, policies, and procedures to enhance the operation of the department;
- Ensures employees comply with City and departmental policies, procedures, and safety rules; provides safety training to employees; maintains Public Works building in a clean, organized and workable order;
- Is on call for emergencies; supervises and conducts street clean up efforts after accidents/storms, or other emergencies;
- Receives, reviews and investigates citizen complaints/requests; meets with citizens to inspect and/or discuss problems; resolves complaints/requests and schedules needed repairs, construction, or maintenance related to Public Works;
- Prepares annual departmental operating budget to City Manager based on analysis of projected needs and resources; reviews, approves and monitors expenditures within approved budget;
- Serves as final purchasing agent for the department, including preparing all specifications for equipment and materials used by the department;
- Interviews applicants for Department positions; reviews and appropriately acts on various personnel actions including hiring, promoting and disciplining;
- Operates City vehicles in the performance of duties;
- Regularly attends scheduled meetings of the City Council and other necessary meetings; provides information and recommendations to the Mayor and Council;

Job Title: Economic Development Director

Job Summary: The primary purpose of this position is to coordinate revitalization efforts throughout the City, utilizing the National Main Street program strategies. The Director is also responsible for economic development, special events and overseeing various grants.

Major Duties:

- Assists with the development and implementation of strategies to attract businesses to the City;
- Meets with prospective clients; conveys City's economic development practices and principles;
- Identifies potential short and long term economic development opportunities;
- Manages the Main Street Advisory Board and all related administrative functions such as budget development and accounting, as well as preparing reports when necessary;
- Insures compliance of local National Main Street Program through the Four Point Approach with the State program office;
- Grant Administration
- Research and apply for grants which support city wide building and improvement projects, and programs,
- Coordinate required activities associated with received grants
- Monitor compliance with grant specifications
- Provide reports and documentation as required by grant organization
- Recruits volunteers to assist with implementing Four Point Main Street Strategy;
- Implements marketing strategies that will encourage business development and retain existing businesses;
- Assists property owners with physical improvement projects;
- Prepares reports, expenditures, purchasing, record keeping and inventory management;
- Assists tenants and property owners with and problems and concerns;
- Builds strong relationships with local businesses and local associations;
- Composes marketing materials for promoting the City of Hampton;
- Engages small business owners and community organizations in economic development activities;
- Plans and coordinates strategies to implement economic development in the City; and designs strategies to attract appropriate quality businesses to the City;
- Maintains an inventory of available properties and buildings in throughout the City;
- Manages and coordinates the Enterprise Zone;
- Manages Public/Private Partnerships
- Works with the Georgia Department of Community Affairs, the Downtown Merchant Association and other related agencies;
- Coordinate city wide Livable Cities Initiative (LCI) building/ improvement projects with the Community Development Department and provide progress reports as required.
- Maintain current city certifications and designations such as, but not limited too Main Street and Certified Local Government (CLG)
- Develops and implements departmental budget; monitors expenditures and revenues to ensure compliance with approved budget;
- Manages Train Depot rentals and other City property where applicable;
- Coordinates Special Events Registration approval, including film and production activities with City Hall
- Performs other related duties as required.;

City of Hampton

Job Title: Community Development Director

Job Summary: This position is responsible for managing, directing and supervising environmental compliance activities for the City of Hampton. Activities include commercial and residential building inspections and enforcement of municipal codes, ordinances and regulations.

Major Duties:

- Investigates complaints of violation of City code, appropriate zoning ordinances, sign regulation and related laws, ordinances, or codes; issues courtesy notices, notices of violation, citations, correction notices, and stops work orders to ensure compliance; conducts follow-up investigations to ensure compliance with applicable codes and ordinances;
- Patrols and monitors assigned area including demolition, new construction, renovation, housing violations and basic building and mechanical inspections;
- Seeks compliance with City ordinances from citizens and businesses; acts as liaison between the complainants, alleged violators and the City;
- Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements, violations and/or potential violations; secures code compliance;
- Conducts building inspections for residential and commercial properties within the City;
- Prepares written reports of inspections as specified by department procedures; issues warnings and citations when violations are proven;
- Maintains files and records related to citations and violations; prepares a variety of written reports, memoranda and correspondence;
- Reviews plans, specifications and supporting designs and calculations to verify compliance with building, mechanical and plumbing codes;
- Conduct plan review and pre-construction meetings with architects, engineers, developers and building owners; approves requests for alternate materials, designs and methods of construction based on mandated codes;
- Conduct plan reviews of all types of buildings including commercial and industrial; review for compliance with buildings, plumbing, mechanical, energy and indoor air quality codes;
- Serves as liaison to Henry County Planning and Zoning on behalf of the City of Hampton;
- Answers, inquiries and provides information to the general public regarding existing code regulations and policies;
- Performs other related duties as assigned.

Job Title: Finance Director

Job Summary: This position is responsible for directing the city's financial operations. Plans, organizes, and manages overall operations of finance, accounting, purchasing, and information systems for the City. Administers financial, accounting, budgeting, purchasing, management information systems, and investment functions in accordance with standards established by the City of Hampton.

Major Duties:

- Develops internal control systems, including drafting financial policies, procedures and ordinances; ensures that fixed asset and other inventory systems are maintained; conducts internal audits and oversees external audits.
- Coordinates the development of capital and operating budgets for the city; develops budget calendar and instructions; prepares projects and maintains five-year financial models; presents budget proposals to the City Council; monitors and amends the approved budget.
- Coordinates the setting of city millage rates.
- Administers a modern computer-oriented accounts payable system, including audit of incoming invoices and statements for all departments;
- Oversees all accounting, auditing and financial reporting functions.
- Oversees the city's procurement functions.
- Performs accounts payable reconciliation; enters all applications for payments; determines date to be paid based on cash flow and discount considerations;
- Prepares invoices for payment; obtains signature approval of expenditures;
- Reviews purchase orders weekly; coordinates with departments as necessary;
- Maintains vendor files; transfers and purges as necessary;
- Generates accounts payable checks;
- Serves as Pension Secretary;
- Works with benefits consultants, City Manager, and Human Resources Director in making renewal and budgeting decisions on benefit plans.

Job Title: Human Resources Director

Job Summary: Under broad supervision from the City Manager, performs professional, administrative and supervisory work related to organizing, directing, coordinating, performing and monitoring citywide human resource programs and activities. Assures compliance with established policies and procedures.

Major Duties:

- Makes recommendations to and advises the City Manager on human resource matters, organization and administration; supervises, plans and directs the work of Human Resource staff.
- Administers the provisions of the City government system of human resource administration and the rules and regulations promulgated there under; directs City performance appraisal, salary administration and benefits programs.
- Ensures that confidential centralized human resource records systems are accurately maintained and secured.
- Oversees the development and administration of effective recruitment, testing and selection programs for all career and public safety positions.
- Directs the development, administration and evaluation of wage and benefit surveys to include recommendations regarding the City's salary and benefit structure; monitors and reports consumer price index impact in cost-of-living adjustments.
- Prepares annual division budget; researches necessary division needs; negotiates annual budget request; analyzes and controls current expenditures.
- Oversees the development of new employee orientation programs and procedures; confers with and advises department and division heads on complex human resource related matters.
- Formulates and recommends policies and procedures to govern all phases of human resource administration and employee relations; may develop, coordinate and conduct various training programs for supervisors and city employees.
- Prepares recommendations and/or guidelines to the Personnel Advisory Board and Employees Association on actions relating to policy and individual personnel problems.
- Directs the recruitment and employment screening procedures, to include development of job registers; maintains current records and procedures on ADA, EEO and affirmative action programs; administers affirmative action program; may perform attitude surveys, job restructuring studies; advises employees regarding the city's disciplinary process and assists in resolving work related and personal problems
- Maintains active memberships in national and local Human Resource professional associations to keep current on trends and legal requirements.
- Performs other duties as assigned.