

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
April 12, 2022
City Hall Council Chambers
5:00 PM

Old Business

1. Consideration and Approval of Minutes from Previous Meeting
2. Review and Approval of the Claims Report

Citizens Participation

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

New Business

1. Consider and discuss changes to the Assistant City Administrator job description.
2. Consider and discuss Tourism Director job description.
3. Staff Reports
4. Other Reports

Adjournment

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.

Posted: _____

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, MARCH 22, 2022
CITY HALL COUNCIL CHAMBERS
5:00 p.m.**

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong and Robin Harrison. Craig Diggs was absent.

OTHER COUNCIL MEMBERS: Mayor Dan Rife and Ed Barlow

STAFF PRESENT: Assistant City Administrator Greg Dagnan, City Clerk Traci Cox, Police Chief Bill Hawkins and HR Coordinator Michael Miller.

OTHERS PRESENT: Abi Almandinger and Bren Flanigan

Chair Ceri Otero called the meeting to order at 5:00 P.M.

OLD BUSINESS:

1. **Approval of minutes from previous meeting:** On a motion by Mrs. Harrison, the minutes of the March 8, 2022 meeting were approved 3-0.
2. **Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report. Mrs. Harrison moved to approve the claims. Motion carried 3-0.

NEW BUSINESS:

1. **Consider and discuss changes to Section 502 – Vacation of the Personnel Policy Manual:** HR Coordinator Michael Miller discussed the change to the vacation payout policy which requires an employee to work one year as a full-time employee before qualifying for payout of vacation time upon separation. Mr. Armstrong moved to accept the changes and forward to Council. Motion carried 3-0.
2. **Staff Reports:** Ms. Cox reported the insurance quote from Ollis, Akers and Arney was approximately \$30,000 higher than the expected renewal rate with MPR. Staff continues to explore different options for financial software.
3. **Other Reports:** None

ADJOURNMENT: Mrs. Harrison made a motion to adjourn at 5:15 PM. Motion carried 3-0.

Traci Cox

CITY OF CARTHAGE

JOB DESCRIPTION

DEPARTMENT: General Administration

SALARY GRADE: Q

POSITION TITLE: Assistant City Administrator

FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

This position serves as an integral member of City administration responsible for providing leadership support to the City Administrator by performing responsible administrative and managerial duties assisting the City Administrator in the administration of local government. The Assistant City Administrator assists in the oversight and planning, organizing, directing, managing, reviewing, and coordinating activities and operation of the departments of the City; provides a full range of multifaceted staff assistance as well as administrative and analytical support; participates in the development, implementation, and administration of administrative policies, procedures, guidelines and programs; oversees the general office support function of the City Administrator's Office; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Under supervision of the City Administrator; duties are performed with a wide latitude for independent judgment and action. Work requires the exercise of mature judgment and the application of management techniques and practices in a wide variety of administrative, fiscal, and related areas. Work is subject to review for results obtained and conformance with governing laws and established policies, through discussion and analysis of recommendations, actions, and reports with the City Administrator.

REPRESENTATIVE JOB FUNCTIONS: The following responsibilities and duties will be performed under the general supervision of the City Administrator. Essential responsibilities and duties may include, but are not limited to:

1. Oversees the preparation of the annual budget with general direction from the City Administrator (Budget Officer); monitors expenditures; prepares and submits to the Council a monthly budget report; notifies the Budget Officer of any actual or potential budget deviations.
2. Informs the Council, each Council Committee, and all City departments of the financial status of the City.
3. Performs duties related to the establishment of and maintenance of proper purchasing procedures for all departments, including advising of proper purchasing

procedures so they comply at all times with State and Federal regulations governing the purchase of equipment, goods, and services.

4. Researches and obtains information for funding projects that would include, but not be limited to, any situation which could not be financed entirely on a local basis where the funds are provided by either State or Federal government.
5. Handles internal communications within the various City departments related, but not limited to, changes in policies and/or procedures.
6. Acts as a liaison between the office of the City Administrator and the office of the City Clerk to coordinate financial operations.
7. Performs duties of the City Administrator in their absence.
8. Carry out any other duties as are within the scope, spirit, and purpose of the job as directed.

QUALIFICATIONS REQUIRED:

Knowledge: Management skills to analyze programs, policies, and operational needs. Principles and practices of municipal budget preparation and administration. Funding projects through State and Federal programs. Current on matters pertaining to personnel and employment policies.

Abilities: Plan, organize, direct, and coordinate the work of relevant staff. Analyze and recommend programs to select, supervise, train, and evaluate staff. Assist the City Administrator in administering City business. Keep departments informed on proper implementation and administration of City services.

Experience, Education, and Training: The Assistant City Administrator shall be devoted full time to the duties of this office.

Education: Requires a Bachelor's Degree from an accredited college or university in Public or Business Administration, Government, Finance, Accounting, or a related field and a minimum of two years' directly related work experience including management and supervisory experience.

Experience: The Assistant City Administrator shall have at least two years' leadership or management experience in local government. Must have a strong knowledge of personal computers and software applications, including word processing, database and spreadsheet applications; interpersonal, oral, and writing skills, and the ability to interact positively with a diverse population; must possess a valid driver's license with the ability to successfully complete a thorough background check, and successfully complete a drug test.

Physical Requirements: Work is performed primarily in an office or conference room setting. However, some local traveling is involved in public relations activities, attending meetings, and visiting City Departments and facilities.

Licenses and Certificates: Possession of, or ability to maintain an appropriate, valid Missouri driver's license.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Additional hours are required to attend meetings. Employee is scheduled to work 80 hours during the bi-weekly period.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skill required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skill, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the foregoing description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ Date: _____



**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: General Administration
POSITION TITLE: Tourism Director

SALARY GRADE: M
FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

Under general direction; responsible for the management and operating functions of the Tourism Department for the promotion and marketing of the City of Carthage as a tourism destination, and its growth of the local tourism industry. Effective planning, development and implementation of marketing strategies, development strategies, creative initiatives, management of volunteer personnel, funding, and budgetary management are critical.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the general direction of the City Administrator and Tourism Board. Position is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Organizes, coordinates, and implements day-to-day activities and programs in the promotion of Carthage and its tourism industry.
2. Develops and implements programs to promote the Carthage region as a tourism destination.
3. Management of the City's tourism, marketing, and promotional activities, including but not limited to advertising, event planning, fundraising, social media, and similar activities.
4. Represents the City of Carthage in support of local festivals, events, attractions, facilities, and community organization events. Represents the City with regional tourism stakeholders, Chamber leaders, and elected officials.
5. Develops, coordinates, and implements financial strategies and programs that maintain the fiscal integrity of the City.
6. Prepares applications for grants and other financing sources available to the City.
7. Serves on appropriate community committees and boards promoting the mission of the City's tourism.
8. Manages external communications developed and disseminated by the City's tourism department to obtain maximum publicity of programs and accomplishments.
9. Prepares and administers the department budget; supervises the maintenance of required records; prepares or supervises the preparation of regular and special reports.
10. Carries out any duties as are within the scope, spirit and purpose of the job as directed by the Mayor and Council.

QUALIFICATIONS REQUIRED:

Knowledge: Principles and practices of tourism and event marketing strategies and techniques. Principles and practices of municipal budget preparation and administration. Management skills to analyze programs, policies and operational needs.

Abilities: Planning, organizing, and implementing an effective marketing/promotional strategy to increase tourism activity in the City of Carthage. Developing effective marketing/advertising materials for use in promotion tourism and visitor activity. Speak effectively before community groups and other organizations and to interpret department activities to the general public. Establish and maintain effective relationship with a supervisor, subordinates and the general public.

Education, Experience, and Training: **Education:** Bachelor's degree in Business Administration, Marketing or related field preferred. **Experience:** 3-5 years in marketing, tourism, or related field.

Physical Requirements: While performing the duties of this job, the employee is regularly required to walk, stand, stoop, or sit at a desk. The employee must occasionally exert or lift objects weighing 25 pounds or more.

License/Certificate: Possession of, or ability to obtain an appropriate valid Missouri driver's license.

SPECIAL REQUIREMENT:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Additional hours are required to attend meetings. Employee is scheduled to work 80 hours during the bi-weekly work period.

LIMITATIONS AND DISCLAIMER:

The above description is meant describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals. Some requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who posse a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ Date:

