

CITY OF SHERWOOD

Resolution No. 86-359

A RESOLUTION REVISING CITY PERSONNEL RULES AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council is authorized under the provisions of Ordinance No. 686, adopted October 19, 1977, to make and amend personnel rules and policies by Resolution; and

WHEREAS, the City Council by Resolution No. 86-350 enacted June 25, 1986 adopted a comprehensive revision entitled "City of Sherwood Personnel Rules."

WHEREAS, the passage of the City Library operating Levy on August 12, 1986 will result in expanded library operations, increased responsibilities, and additional staff, which are not fully reflected in the present Personnel Rules;

WHEREAS, the City Council finds that the following changes and amendments to those procedures are necessary and appropriate;

NOW THEREFORE THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

SECTION 1. Exempt Positions: Article 5, Compensation Plan subsection 5.7.5, shall be revised to include the Librarian as an exempt classified employee and read as follows.

5.7.5 Exempt Positions. For purposes of this section, exempt classified employees include those persons employed in an administrative, professional or executive position, as defined by the Fair Labor Standards Act of 1985 or succeeding legislation. Present exempt classified positions in the City service include the Chief of Police, Director of Finance and Administrative Services, Director of Public Works, and Librarian. Other positions may be declared exempt when added to the City service or as duties and responsibilities of existing positions are modified.

Section 2. Classification Range: Article 7, Appendix, C. Table I shall be revised to include the Librarian in Range 8, and is attached hereto as Exhibit A.

Section 3. Job Descriptions: Article 7, Appendix D, shall be revised to include new job descriptions for the Librarian, attached hereto as Exhibit B, the Library Assistant, attached hereto as Exhibit C, and the Director of Finance and Administrative Services, attached hereto as Exhibit D.

Section 4. Effective Date: This Resolution shall be effective on October 1, 1986.

PASSED BY THE CITY COUNCIL THIS 10th Day of September, 1986



Mary L. Tobias, Mayor



Polly Blankenbaker, Recorder

Exhibit A

TABLE 1

STANDARD SALARY RANGE BY CLASSIFICATION

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>
OFFICE CLERK LIBRARY ASSISTANT	3	\$ 960	\$ 984	\$1,008	\$1,059
PUBLIC SERVICES CLERK ACCOUNTING CLERK UTILITY WORKER	5	\$1,239	\$1,270	\$1,302	\$1,367
SR. UTILITY WORKER	6	\$1,408	\$1,443	\$1,479	\$1,553
POLICE OFFICER BUILDING OFFICIAL	7	\$1,600	\$1,640	\$1,681	\$1,765
POLICE SERGEANT PUBLIC WORKS FOREMAN LIBRARIAN	8	\$1,818	\$1,863	\$1,910	\$2,005
POLICE CHIEF DIR. FIN & ADMIN. SERV. DIR. OF PUBLIC WORKS	10	\$2,347	\$2,405	\$2,465	\$2,589

Exhibit B

City of Sherwood, Oregon Library Department

LIBRARIAN

BASIC FUNCTION: Coordinates, supervises and administers the promotion, planning, implementation and evaluation of all Library Department services.

SPECIFIC DUTIES:

1. Coordinates and supervises all activities directed towards operating and maintaining department services and the public library building.
2. Coordinates functions of the library with municipal, County, State and federal agencies, library support organizations and the Library Board of Trustees.
3. Selects, trains, supervises and evaluates library staff and volunteers.
4. Promotes department and City activities directed toward improving public knowledge, confidence and understanding of local government and increasing use of the public library system.
5. Develops and implements goals, operational policies, and programs for the library, including preparation of an annual budget.
6. Performs basic library tasks on a regular basis, including circulation desk attendance and book shelving and cataloging.
7. Establishes, maintains and updates library files, records and book, periodical and other library material catalogs.
8. Participates in the development of goals, operational policies and programs for the entire City government.
9. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Library Department is to provide the community with local access to a diverse collection of books and other reading materials. The Librarian is responsible for administering a library with an operating budget of \$84,610.00 (FY 86-87), and for managing a permanent staff of two. The Librarian must perform his or her duties in a manner that reflects positively on the City and the library and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the library.

SUPERVISION: Reports to the City Manager. Supervises library assistants, volunteers and community service personnel.

JOB CONDITIONS: Normally works a 40 hour week in a library setting on a flexible schedule, frequently with no other individuals on duty. Rarely required to work extended hours, but may work evenings and Saturdays. Must be able to use sound judgement, make independent decisions, and produce positive results with limited resources.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with City employees, elected and appointed officials, library patrons and library support groups, other library, governmental and granting agencies, and vendors. Contacts can be complex and may occasionally be of an adversarial and stressful nature.

EDUCATION/LICENSES: Bachelors degree in library science or other applicable discipline preferred.

EXPERIENCE/SKILLS: Level of experience typified by two years employment in a senior and independent supervisory capacity with a library organization required. Prior employment with a public library preferred. Must be knowledgeable and skilled in all aspects of library procedures and programs, and be familiar with a broad range of literature and books. Must be able to communicate effectively with adults and children, both orally and in writing, work effectively in a community of diverse interests, respond to rapid changes in priorities and community needs, and deal patiently, cour-teously and conscientiously with the general public.

COMPENSATION: Grade 8, \$1,818.00 to \$2,005.00 monthly (FY 86-87)

Exhibit D

City of Sherwood, Oregon
Finance and Administrative Services Department

DIRECTOR

BASIC FUNCTION: Chief financial officer of the City. Coordinates, supervises and administers municipal budgetary, financial and accounting tasks and manages City recordkeeping and clerical functions, including those associated with Municipal Court activities.

SPECIFIC DUTIES:

1. Performs required tasks and maintains associated records for all basic municipal accounting and financial services, including budget preparation and monitoring, "Bancroft" and other bond funds, investments and payroll.
2. Coordinates functions of the department and City with other agencies concerned with financial matters such as the County Assessor, Oregon Department of Revenue, benefit and insurance providers, auditors, banks, and bond agents.
3. Establishes and supervises the maintenance of all official City records including liens, minutes, ordinances, resolutions, personnel files, and municipal court actions, and compiles data based on these records as required.
4. Selects, trains, supervises and evaluates all department staff.
5. Develops and implements goals, operational policies and programs for the entire City government and for the department, including preparation of the annual City budget.
6. Promotes department and City activities directed toward improving public knowledge, confidence and understanding of local government and local government finances, particularly in responding to basic public inquiries.
7. Performs the duties of City Recorder as defined by State Statute and the City Charter, including acting as secretary to the City Council.

8. Performs various clerical duties as required including data processing, typing, utility billing, telephone and office reception, and tasks associated with municipal court.
9. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Finance and Administrative Services Department is to provide efficient financial and public services that make the maximum effective use of the resources available to the City. The Director is responsible for administering a department with an operating budget of \$108,329.00 (FY 86-87) and for managing a permanent staff of three. As chief financial officer of the City, the Director has responsibility for the fiscal administration of a General Fund of \$540,300.00, five utility enterprise funds of \$715,744.00, seven special funds of \$300,523.00 and two bonded debt funds of \$1,194,974.00 (all FY 86-87). The Director must perform his or her duties in a manner that reflects positively on the City and the department and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the department.

SUPERVISION: Reports to the City Manager. Regularly supervises Public Services Clerk, Office Clerk, Accounting Clerk, volunteers, and community service personnel.

JOB CONDITIONS: Normally works a 40-50 hour week in an office setting. Frequently required to work extended hours, evenings and some weekends. Must be able to use sound judgement, make independent decisions, and produce positive results with limited resources.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with City employees, elected and appointed officials, the general public, all levels of government agencies, vendors, contractors, consultants, and most other individuals and groups doing business with the City. Contacts are frequently complex and of an adversarial and stressful nature.

EDUCATION/LICENSES: Equivalent to an associate degree in business or accounting required. Bachelors degree in business, finance, public administration, or similar discipline preferred.

EXPERIENCE/SKILLS: Level of experience typified by three years of employment in a senior and independent supervisory capacity as an accounting manager, comptroller or financial manager required. Experience with a public agency, particularly at the municipal level in the State of Oregon, preferred. Must possess advanced bookkeeping, recordkeeping and accounting skills, be able to communicate effectively, both orally and in writing, work effectively in a community of diverse interests, respond to rapid changes in priorities and community needs, and deal patiently, courteously and conscientiously with the general public.

COMPENSATION: Grade 10, \$2,347.00 to \$2,589.00 monthly (FY86-87)

Exhibit C

City of Sherwood, Oregon Library Department

LIBRARY ASSISTANT

BASIC FUNCTION: Processes, catalogs and shelves library books and periodicals and assists patrons in finding and borrowing library materials.

SPECIFIC DUTIES:

1. Prepares library books and other materials for circulation including covers, labels, donation plates, book cards and packets.
2. Assists patrons in finding and borrowing books and other library materials, issues library cards and provides general information on library services.
3. May develop and coordinate programs, events, and book collections for special groups of library patrons, such as children and seniors.
4. Collects, sorts and shelves or reshelves books and other library materials and conducts an annual inventory of the library collection.
5. Assists in cataloging library books including assigning subject headings and Dewey classification numbers and preparing, filing and maintaining associated catalog cards and records.
6. Performs miscellaneous clerical tasks such as light typing, copying, mail sorting and routine cleanup of Library facilities.
7. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Library Department is to provide the community with local access to a diverse collection of books and other reading materials. The Library Assistant is responsible for assisting patrons, and for the accurate and orderly cataloging of books and other library materials. The Library Assistant must perform his or her duties in a manner that reflects positively on the City and the library.

SUPERVISION: Reports to the Librarian. No supervisory or lead responsibilities but may assist volunteers.

JOB CONDITIONS: Normally works a 20 hour week in a library setting on a flexible schedule which may include evenings and Saturdays. Regularly is the only staff member on-duty during hours library is open to the public.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with library patrons. Contacts are normally routine, non-adversarial and non-stressful.

EDUCATION/LICENSES: Functional competency in reading, writing, mathematics and general education subjects required. Additional education in library sciences, office practices and other disciplines applicable to library employment preferred.

EXPERIENCE/SKILLS: Prior employment in a library and a knowledge of basic library and cataloging procedures and familiarity with books and literature preferred. Must be able to communicate effectively with both adults and children and to deal patiently, courteously and conscientiously with the general public.

COMPENSATION: Grade 3, \$480.00 to \$529.00 monthly (Fy 86-87)