

RESOLUTION NO. 2014-50

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOUNTAIN HILLS, ARIZONA, APPROVING THE REVISED TOWN ORGANIZATIONAL CHART FOR THE ADMINISTRATION DEPARTMENT AND THE COMMUNITY SERVICES DEPARTMENT, THE 2014-15 PAY PLAN, AND THE SCHEDULE OF AUTHORIZED POSITIONS AND EMPLOYEE JOB DESCRIPTIONS TO RECLASSIFY THE PARK ATTENDANT POSITION, TO RETITLE AND RE-RANGE THE PART-TIME TOURISM ASSISTANT POSITION TO A FULL-TIME TOURISM COORDINATOR, AND TO CONVERT THE PART-TIME ECONOMIC DEVELOPMENT SPECIALIST POSITION TO FULL-TIME; AUTHORIZING THE NECESSARY BUDGET TRANSFER; AND AUTHORIZING A CHANGE TO THE ALLOCATION OF EXCISE TAX FOR ECONOMIC DEVELOPMENT AND DOWNTOWN STRATEGY.

WHEREAS, the Mayor and Council of the Town of Fountain Hills (the “Town Council”) approved Resolution No. 2014-21 on June 5, 2014, approving the Town of Fountain Hills Organizational Chart, the 2014-15 Pay Plan, the Schedule of Authorized Positions and the Employee Job Descriptions (collectively, the “Staffing Authorization”); and

WHEREAS, the Town Council desires to revise the Staffing Authorization to incorporate reclassifying the Park Attendant position to Lead Park Attendant, retitling and re-ranging the part-time Tourism Assistant position to a full-time Tourism Coordinator position and converting the Economic Development Specialist to an exempt, full-time position (collectively, the “Reclassification, Retitling and Re-Ranging”); and

WHEREAS, the Town Council approved a split of the Town’s dedicated 0.1% excise tax fund in the Town’s FY 2014-15 annual budget of 40% to “Downtown Strategy/Initiative” and 60% to “Economic Development/Attraction” (the “Existing Excise Tax Allocation”); and

WHEREAS, in order to provide funding for the Reclassification, the Existing Excise Tax Allocation will need to be modified to 80% “Economic Development/Business Attraction Strategy” and 20% to “Downtown Strategy” (the “Revised Excise Tax Allocation”).

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF FOUNTAIN HILLS as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. The Town Council hereby approves and authorizes the Reclassification, Retitling and Re-Ranging and directs that the necessary related changes be made to (i) the Town of Fountain Hills Organizational Chart for the Administration Department and the Community Services Department, (ii) the 2014-15 Pay Plan, (iii) the Schedule of Authorized Positions and (iv) the employee job descriptions, all in the form attached hereto as Exhibit A and incorporated herein by reference.

SECTION 3. The Reclassification, Retitling and Re-Ranging shall become effective January 1, 2015.

SECTION 4. The Revised Excise Tax Allocation is hereby approved.

SECTION 5. The \$16,100 inter-fund transfer in the Town's FY 2014-15 annual budget is hereby approved.

SECTION 6. The Mayor, the Town Manager, the Town Clerk and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Resolution.

PASSED AND ADOPTED by the Mayor and Council of the Town of Fountain Hills, December 4, 2014.

FOR THE TOWN OF FOUNTAIN HILLS:

ATTESTED TO:



Linda M. Kavanagh, Mayor



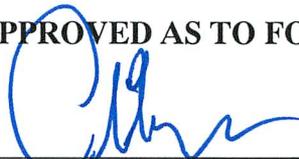
Bevelyn J. Bender, Town Clerk

REVIEWED BY:

APPROVED AS TO FORM:



Kenneth W. Buchanan, Town Manager



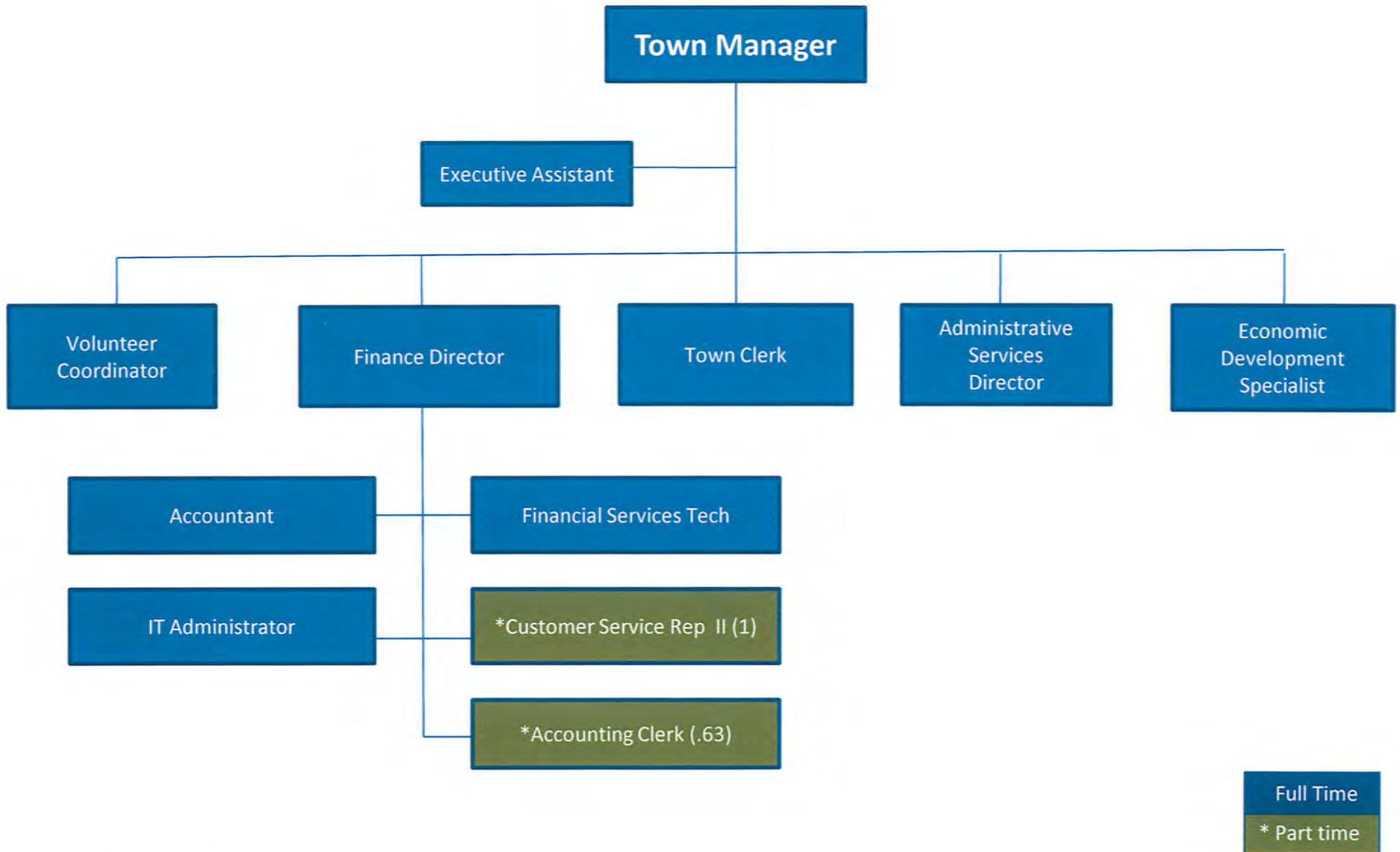
Andrew J. McGuire, Town Attorney

EXHIBIT A
TO
RESOLUTION NO. 2014-50

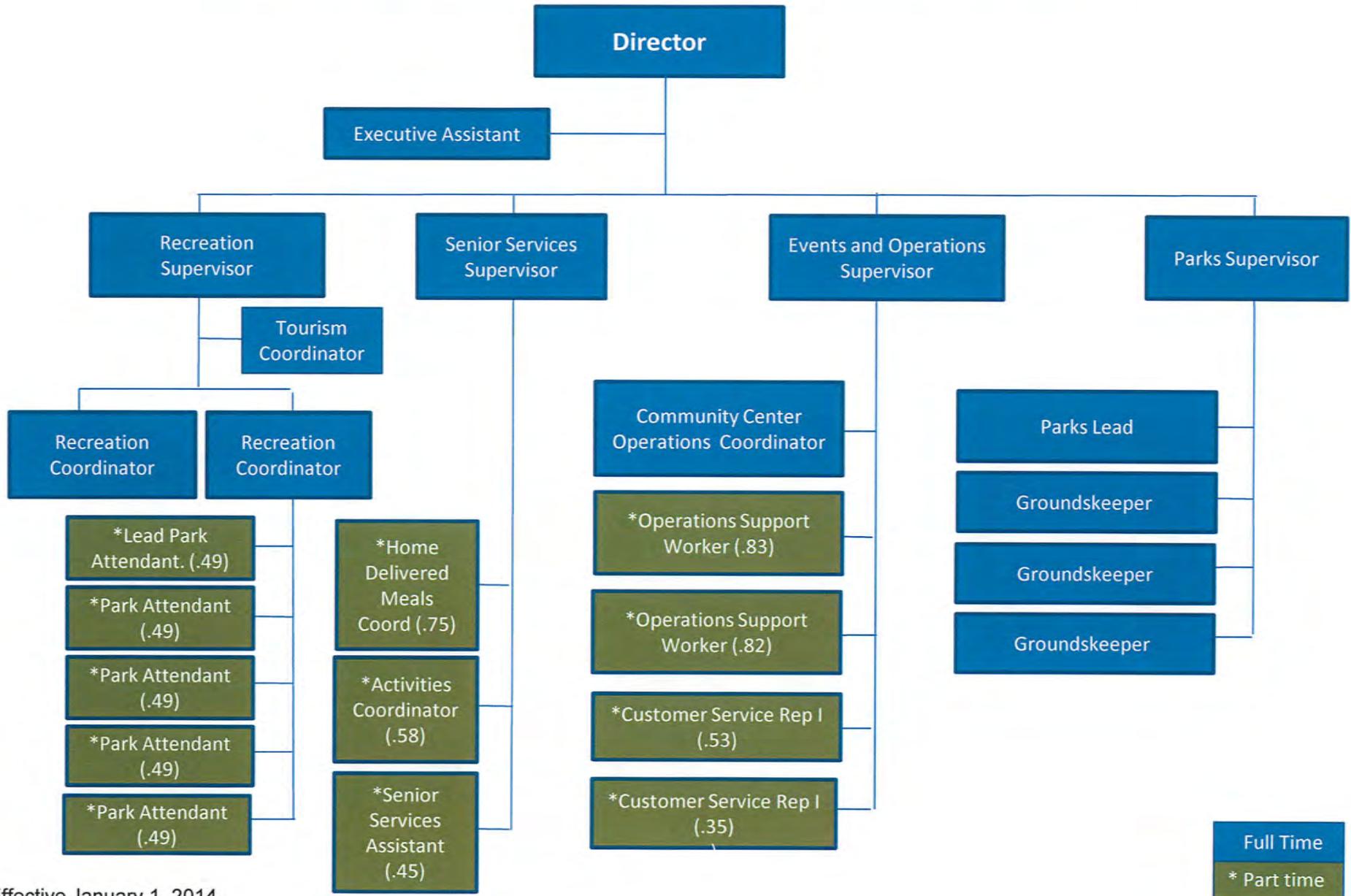
[Revised Staffing Authorization]

See following pages.

ADMINISTRATION DEPARTMENT



COMMUNITY SERVICES DEPARTMENT



Effective January 1, 2014

Full Time
* Part time

SALARY MATRIX 2014-15

Revised November 20, 2014

Exempt Positions

| Position Title | Starting | 2 nd Step | 3 rd Step | 4 th Step | Midpoint | 6 th Step | 7 th Step | 8 th Step | 9 th Step |
|---|----------|----------------------|----------------------|----------------------|----------|----------------------|----------------------|----------------------|----------------------|
| Town Manager | 115,000 | 120,175 | 125,583 | 131,234 | 137,140 | 143,311 | 149,760 | 156,499 | 163,542 |
| Finance Director | 83,323 | 87,073 | 90,991 | 95,085 | 99,364 | 103,836 | 108,508 | 113,391 | 118,494 |
| Development Svcs. Director | 82,044 | 85,736 | 89,594 | 93,626 | 97,839 | 102,242 | 106,843 | 111,651 | 116,675 |
| Town Engineer | 78,870 | 82,419 | 86,128 | 90,004 | 94,054 | 98,286 | 102,709 | 107,331 | 112,161 |
| Administrative Services Director | 73,809 | 77,130 | 80,601 | 84,228 | 88,019 | 91,979 | 96,119 | 100,444 | 104,964 |
| Community Services Director | 73,523 | 76,832 | 80,289 | 83,902 | 87,678 | 91,623 | 95,746 | 100,055 | 104,557 |
| Court Administrator | 65,864 | 68,828 | 71,925 | 75,162 | 78,544 | 82,079 | 85,772 | 89,632 | 93,665 |
| Town Clerk | 60,548 | 63,273 | 66,120 | 69,095 | 72,205 | 75,454 | 78,849 | 82,397 | 86,105 |
| Economic Development Specialist | 58,864 | 61,513 | 64,281 | 67,174 | 70,196 | 73,355 | 76,656 | 80,106 | 83,711 |
| Chief Building Official/Plans Examiner | 58,263 | 60,885 | 63,625 | 66,488 | 69,480 | 72,606 | 75,874 | 79,288 | 82,856 |
| Street Superintendent | 57,042 | 59,609 | 62,291 | 65,094 | 68,024 | 71,085 | 74,284 | 77,626 | 81,119 |
| Senior Planner | 56,807 | 59,363 | 62,035 | 64,826 | 67,743 | 70,792 | 73,977 | 77,306 | 80,785 |
| Recreation Supervisor | 52,906 | 55,287 | 57,775 | 60,375 | 63,091 | 65,931 | 68,897 | 71,998 | 75,238 |
| Parks Supervisor | 51,106 | 53,406 | 55,809 | 58,320 | 60,945 | 63,687 | 66,553 | 69,548 | 72,678 |
| Information Technology Administrator | 50,511 | 52,784 | 55,159 | 57,641 | 60,235 | 62,946 | 65,778 | 68,738 | 71,832 |
| Facilities/Environmental Supervisor | 49,694 | 51,930 | 54,267 | 56,709 | 59,261 | 61,928 | 64,715 | 67,627 | 70,670 |
| Events and Operations Supervisor - CC. | 46,328 | 48,413 | 50,591 | 52,868 | 55,247 | 57,733 | 60,331 | 63,046 | 65,883 |
| Executive Assistant to Town Manager/Council | 46,000 | 48,070 | 50,233 | 52,494 | 54,856 | 57,324 | 59,904 | 62,600 | 65,417 |
| Senior Services Supervisor | 44,122 | 46,107 | 48,182 | 50,351 | 52,616 | 54,984 | 57,458 | 60,044 | 62,746 |
| Accountant | 42,463 | 44,374 | 46,371 | 48,457 | 50,638 | 52,917 | 55,298 | 57,786 | 60,387 |
| Recreation Program Coordinator | 40,111 | 41,916 | 43,802 | 45,773 | 47,833 | 49,986 | 52,235 | 54,586 | 57,042 |
| Tourism Coordinator | 40,111 | 41,916 | 43,802 | 45,773 | 47,833 | 49,986 | 52,235 | 54,586 | 57,042 |
| Community Center Operations Coordinator | 37,282 | 38,960 | 40,713 | 42,545 | 44,459 | 46,460 | 48,551 | 50,736 | 53,019 |
| Volunteer Coordinator | 32,635 | 34,104 | 35,638 | 37,242 | 38,918 | 40,669 | 42,499 | 44,412 | 46,410 |

Non-Exempt Positions

| Position Title | Starting | 2 nd step | 3 rd step | 4 th step | Midpoint | 6 th step | 7 th step | 8 th step | 9 th step |
|--|----------|----------------------|----------------------|----------------------|----------|----------------------|----------------------|----------------------|----------------------|
| GIS Technician/CAD Operator | 22.50 | 23.51 | 24.57 | 25.68 | 26.83 | 28.04 | 29.30 | 30.62 | 32.00 |
| Traffic Signal Technician II | 21.95 | 22.94 | 23.97 | 25.05 | 26.18 | 27.35 | 28.58 | 29.87 | 31.22 |
| Civil Engineer Inspector | 19.54 | 20.42 | 21.34 | 22.30 | 23.30 | 24.35 | 25.45 | 26.59 | 27.79 |
| Code Enforcement Officer | 18.34 | 19.17 | 20.03 | 20.93 | 21.87 | 22.85 | 23.88 | 24.96 | 26.08 |
| Executive Assistant | 18.34 | 19.17 | 20.03 | 20.93 | 21.87 | 22.85 | 23.88 | 24.96 | 26.08 |
| Fleet Mechanic/Open Space Landscape Specialist | 17.89 | 18.70 | 19.54 | 20.42 | 21.33 | 22.29 | 23.30 | 24.35 | 25.44 |
| Park Operations Lead | 17.89 | 18.70 | 19.54 | 20.42 | 21.33 | 22.29 | 23.30 | 24.35 | 25.44 |
| Facilities Maintenance Technician | 16.56 | 17.31 | 18.08 | 18.90 | 19.75 | 20.64 | 21.57 | 22.54 | 23.55 |
| Building Permit Technician | 16.13 | 16.86 | 17.61 | 18.41 | 19.24 | 20.10 | 21.01 | 21.95 | 22.94 |
| Senior Court Clerk | 15.69 | 16.40 | 17.13 | 17.90 | 18.71 | 19.55 | 20.43 | 21.35 | 22.31 |
| Street Maintenance Technician | 15.69 | 16.40 | 17.13 | 17.90 | 18.71 | 19.55 | 20.43 | 21.35 | 22.30 |
| Court Clerk | 15.00 | 15.68 | 16.38 | 17.12 | 17.89 | 18.69 | 19.53 | 20.41 | 21.33 |
| Financial Services Technician | 15.00 | 15.68 | 16.38 | 17.12 | 17.89 | 18.69 | 19.53 | 20.41 | 21.33 |
| Accounting Clerk | 14.51 | 15.16 | 15.85 | 16.56 | 17.30 | 18.08 | 18.90 | 19.75 | 20.63 |
| Customer Service Representative II | 14.51 | 15.16 | 15.85 | 16.56 | 17.30 | 18.08 | 18.90 | 19.75 | 20.63 |
| Senior Services Activities Coordinator | 14.20 | 14.84 | 15.51 | 16.20 | 16.93 | 17.70 | 18.49 | 19.32 | 20.19 |
| Lead Park Attendant | 14.20 | 14.84 | 15.51 | 16.20 | 16.93 | 17.70 | 18.49 | 19.32 | 20.19 |
| Customer Service Representative I | 12.93 | 13.51 | 14.12 | 14.76 | 15.42 | 16.11 | 16.84 | 17.60 | 18.41 |
| Home Delivered Meals Coordinator | 12.65 | 13.22 | 13.81 | 14.44 | 15.09 | 15.76 | 16.47 | 17.21 | 18.01 |
| Groundskeeper | 12.65 | 13.22 | 13.81 | 14.44 | 15.09 | 15.76 | 16.47 | 17.21 | 17.99 |
| Operations Support Worker | 12.65 | 13.22 | 13.81 | 14.44 | 15.09 | 15.76 | 16.47 | 17.21 | 17.99 |
| Custodian | 11.69 | 12.22 | 12.77 | 13.34 | 13.94 | 14.57 | 15.22 | 15.91 | 16.62 |
| Park Attendant | 11.69 | 12.22 | 12.77 | 13.34 | 13.94 | 14.57 | 15.22 | 15.91 | 16.62 |
| Senior Services Assistant | 11.69 | 12.22 | 12.77 | 13.34 | 13.94 | 14.57 | 15.22 | 15.91 | 16.62 |

FIRE DEPARTMENT SALARY RANGES - 2013

| | | | | | | | | | |
|------------------------------|--------|--------|--------|--------|--------|---------|---------|---------|---------|
| Fire Chief (League Survey) | 81,747 | 85,426 | 89,270 | 93,287 | 97,485 | 101,872 | 106,456 | 111,246 | 116,252 |
| Asst. Fire Chief (my survey) | 72,236 | 75,487 | 78,884 | 82,433 | 86,143 | 90,019 | 94,070 | 98,303 | 102,727 |
| Captain (League Survey) | 56,178 | 58,706 | 61,348 | 64,108 | 66,993 | 70,008 | 73,158 | 76,450 | 79,891 |
| Liuetenant (my survey) | 44,480 | 46,482 | 48,573 | 50,759 | 53,043 | 55,430 | 57,925 | 60,531 | 63,255 |
| Firefighter (League Survey) | 38,916 | 40,667 | 42,497 | 44,410 | 46,408 | 48,496 | 50,679 | 52,959 | 55,342 |

Additional 10% for paramedics

| | | | | | | | | | |
|-----------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Presiding Judge | 66888.00 | 68560.20 | 70274.21 | 72031.06 | 73831.84 | 75677.63 | 77569.57 | 79508.81 | 81496.53 |
|-----------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|

Schedule of Authorized Positions

| <u>Position Title</u> | FY10-11 Authorized FTE | FY11-12 Authorized FTE | FY12-13 Authorized FTE | FY13-14 Authorized FTE | FY14-15 Authorized FTE | FY14-15 Mid-Year Approved FTE |
|---|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|--|
| <u>Municipal Court</u> | | | | | | |
| Presiding Judge | 1.00 | 1.00 | 1.00 | 1.00 | 0.63 | 0.63 |
| Court Administrator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Court Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Court Clerk | 2.00 | 2.00 | 2.00 | 1.00 | 1.00 | 1.00 |
| Authorized FTE | 5.00 | 5.00 | 5.00 | 4.00 | 3.63 | 3.63 |
| <u>Administration</u> | | | | | | |
| Town Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy Town Manager/Finance Director | 1.00 | 1.00 | 1.00 | 1.00 | - | - |
| Administrative Services Director | | | | | 1.00 | 1.00 |
| Executive Asst to Town Mgr/Council | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Town Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Human Resources Administrator/Risk Mgr. | 1.00 | 1.00 | 1.00 | 0.75 | - | - |
| Volunteer Coordinator | 0.75 | 0.88 | 0.88 | 0.88 | 1.00 | 1.00 |
| Economic Development Administrator | 1.00 | 1.00 | 1.00 | - | - | - |
| Economic Development Specialist | | | | 0.63 | 0.63 | 1.00 |
| Information Technology Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | - | - |
| Information Technology Administrator | - | - | - | - | 1.00 | 1.00 |
| Information Technology Technician | 0.50 | 0.75 | 0.75 | 0.50 | - | - |
| Finance Director | - | - | - | - | 1.00 | 1.00 |
| Accounting Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | - | - |
| Accountant | - | - | - | - | 1.00 | 1.00 |
| Financial Services Technician | 1.00 | 0.75 | 0.75 | 0.50 | 1.00 | 1.00 |
| Accounting Clerk | 0.50 | 0.50 | 0.50 | 0.50 | 0.63 | 0.63 |
| Customer Service Representative II | 0.50 | 0.70 | 0.80 | 0.80 | 0.70 | 0.70 |
| Authorized FTE | 11.25 | 11.58 | 11.68 | 10.56 | 10.96 | 11.33 |

Schedule of Authorized Positions

| <u>Position – Title</u> | <u>FY10-11 Authorized FTE</u> | <u>FY11-12 Authorized FTE</u> | <u>FY12-13 Authorized FTE</u> | <u>FY13-14 Authorized FTE</u> | <u>FY14-15 Authorized FTE</u> | <u>FY14-15 Mid-Year Approved FTE</u> |
|--|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|--|
| <u>Development Services</u> | | | | | | |
| Development Services Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Town Engineer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Civil Engineering Inspector | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Planner - Environmental (Stormwater) | 1.00 | 1.00 | - | - | - | - |
| Executive Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Facilities Supervisor | 1.00 | 1.00 | - | - | - | - |
| Facilities/Environmental Supervisor | - | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Facilities Maintenance Tech | 1.00 | 1.00 | 1.50 | 1.00 | 1.00 | 1.00 |
| Custodian | 1.25 | 1.25 | 1.25 | 1.25 | 1.30 | 1.30 |
| Street Superintendent | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Open Space & Landscape Specialist | 1.00 | - | - | - | - | - |
| Fleet Mechanic/Open Space-Landscape Spec | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Traffic Signal Technician I | 0.50 | - | - | - | - | - |
| Traffic Signal Technician II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Street Maintenance Technician | 4.00 | 3.00 | 3.00 | 1.00 | 1.00 | 1.00 |
| Senior Planner | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Planner | 0.50 | - | - | - | - | - |
| GIS Technician/CAD Operator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Code Enforcement Officer | 1.00 | 1.50 | 1.00 | 1.00 | 1.00 | 1.00 |
| Chief Building Official/Plans Examiner | - | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Chief Building Official | 1.00 | 1.00 | - | - | - | - |
| Plans Examiner | 1.00 | 0.50 | - | - | - | - |
| Building Permit Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Authorized FTE | 23.25 | 20.25 | 18.75 | 16.25 | 16.30 | 16.30 |

Schedule of Authorized Positions

| Position – Title | FY10-11 Authorized FTE | FY11-12 Authorized FTE | FY12-13 Authorized FTE | FY13-14 Authorized FTE | FY14-15 Authorized FTE | FY14-15 Mid-Year Approved FTE |
|---|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|-------------------------------------|
| <u>Community Services</u> | | | | | | |
| Community Services Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Recreation Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Recreation Program Coordinator | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Recreation Assistant | 2.35 | 2.45 | 2.45 | 2.45 | - | - |
| Tourism Coordinator | - | - | - | - | - | 1.00 |
| Tourism Assistant | - | - | - | - | 0.50 | - |
| Executive Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Parks Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Park Operations Lead | 3.00 | 3.00 | 2.00 | 1.00 | 1.00 | 1.00 |
| Lead Park Attendant | - | - | - | - | - | 0.49 |
| Park Attendant | - | - | - | - | 2.45 | 1.96 |
| Groundskeeper | 2.00 | 2.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Customer Service Representative II | 0.50 | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 |
| Events Coordinator - Community Center | 1.00 | 1.00 | 1.00 | 1.00 | - | - |
| Events & Operations Supervisor - CC | | | | | 1.00 | 1.00 |
| Operations Coordinator - Community Center | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Operations Support Worker | 1.50 | 2.00 | 1.65 | 1.65 | 1.65 | 1.65 |
| Operations Support Assistant | 0.50 | - | - | - | - | - |
| Customer Service Representative I | 1.00 | 1.00 | 1.00 | 1.00 | 0.88 | 0.88 |
| Senior Services Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Services Activities Coordinator | 0.58 | 0.58 | 0.58 | 0.58 | 0.58 | 0.58 |
| Home Delivered Meals Coordinator | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |
| Senior Services Assistant | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 |
| Authorized FTE | 21.63 | 21.53 | 21.18 | 20.18 | 20.56 | 21.06 |
| Total Authorized FTE | <u>61.13</u> | <u>58.36</u> | <u>56.61</u> | <u>50.99</u> | <u>51.45</u> | <u>52.32</u> |



Job Title: Economic Development Specialist

Department: Administration

Immediate Supervisor: Town Manager

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Plans, organizes and implements the activities of an economic development program to promote the growth and development of the Town's economic base. Assists in business recruitment, retention and expansion for both existing and new businesses for the Town.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|---|--|
| 1 | S | Plans and organizes economic development programs related to generating business and development opportunities, including successfully managing projects from inception to completion. Plans, develops and implements informational strategies to attract growth industries and companies. Researches, prepares and communicates information to attract new business clients projecting an effective communication and project management environment. |
| 2 | S | Directs Town response to requests for information from potential businesses, developers and consultant groups. |
| 3 | S | Develops and maintains various project management databases. Generates statistical reports, information and plans in connection with economic development projects. |
| 4 | S | Researches and assists in development of alternative economic development policies, strategies and implementation techniques. |
| 5 | L | Makes verbal and written presentations to the Town Council, boards, commissions and other citizen groups in a professional and effective manner. |
| 6 | L | Acts as a liaison between the Town, local and regional Chambers of Commerce, Economic Development Councils and various federal, state and local government agencies. |

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

| JOB REQUIREMENTS | |
|--|---|
| Formal Education / Knowledge | Bachelor's degree in Economic Development, marketing, planning, urban geography or a related field. Completion of a Master's Degree preferred. ** |
| Experience | A minimum of four years of management support experience, with three of those years in business development and related economic development activities. Experience in both the public and private sectors preferred. |
| Certifications and Other Requirements | IEDC Certified Economic Developer status preferred. Valid drivers license for a minimum of two years with a good driving record, required. |
| ** | Equivalent combinations of experience and training that meet the minimum qualifications may be substituted. |
| Reading | Work requires the ability to read complex legal documents, development agreements and contracts, executive business letters and communications, development-related documents, master plans, design guidelines, construction site plans, budget documents, business magazine, journals, newspapers and technical reports, strategic or operational plans. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, college algebra, and statistics. |
| Writing | Work requires the ability to write communication with executive management, Town Council, and business executives, preparing marketing documents, assisting with development agreements, concise and professional letters all at a college level. |
| Managerial | Managerial responsibilities include participation and management of Town teams with crucial issues including strategic planning and fiscal management, infrastructure planning and development, Town building projects, and management of the Economic Development division. |
| Budget Responsibility | Assists in preparing and monitoring the Economic Development budget. |
| Supervisory / Organizational Control | None |
| Complexity | Work is widely varied, involving analyzing and evaluating many complex and significant variables. Organization-wide policies, procedures, or precedents are developed and/or recommended. |
| Interpersonal / Human Relations Skills | The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Communicates extensively with the Town Manager, Town Council, developers / real estate, external clients, customers, allies, business professionals, government officials, and regional, state, and national personnel. Employee must maintain regular attendance. |

OVERALL PHYSICAL STRENGTH DEMANDS:

| | | | | |
|---|--|--|--|--|
| <input type="checkbox"/> Sedentary | <input checked="" type="checkbox"/> Light | <input type="checkbox"/> Medium | <input type="checkbox"/> Heavy | <input type="checkbox"/> Very Heavy |
| S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly |

PHYSICAL DEMANDS:

| | | | | |
|---|---|---|---|---------------------------|
| C = Continuously 2/3 or more of the time | F = Frequently From 1/3 to 2/3 of the time | O = Occasionally Up to 1/3 of the time | R = Rarely Less than 1 hour per week | N = Never Never occurs |
|---|---|---|---|---------------------------|

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | O | Presentations, copier, fax machine, filing |
| Sitting | C | Computer, desk work, paperwork, answering telephone, meetings, driving |
| Walking | O | Inter-office, to/from meetings, field work, tradeshow |
| Lifting | O | Contracts, reports, plans, displays |
| Carrying | O | Contracts, reports, plans, displays, boxes |
| Pushing/Pulling | R | Doors, chairs, filing cabinet drawers |
| Reaching | O | Supplies, files, boxes |
| Handling | F | Contracts, reports, plans |
| Fine Dexterity | C | Computer keyboard, writing, telephone keypad |
| Kneeling | R | Filing, retrieving dropped items |
| Crouching | R | Filing, retrieving dropped items |
| Crawling | R | Retrieving dropped items |
| Bending | R | Filing, retrieving dropped items |
| Twisting | R | Filing, retrieving dropped items |
| Climbing | R | Stairs |
| Balancing | R | Stairs |
| Vision | C | Computer, desk work, writing, reading, use of office equipment, field work, driving |
| Hearing | C | Telephone, staff, co-workers, supervisor, Town Manager, Town Council, analysts, directors, planners, engineers, local businesses, reporters, meetings, presentations, training classes |
| Talking | C | Telephone, staff, co-workers, supervisor, Town Manager, Town Council, analysts, directors, planners, engineers, local businesses, reporters, meetings, presentations, training classes |
| Foot Controls | O | Driving |

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Standard office equipment such as a telephone and computer; use of a vehicle.

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|----------------------------|-----------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|----------------------------|-----------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|-----------------------|---|
| Mechanical Hazards | N | Extreme Temperatures | S |
| Chemical Hazards | N | Noise and Vibration | N |
| Electrical Hazards | N | Wetness/Humidity | N |
| Fire Hazards | N | Respiratory Hazards | N |
| Explosives | N | Physical Hazards | N |
| Communicable Diseases | N | | |
| Physical Danger or Abuse | N | | |
| Other (see 1 Below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|---|
| Office Environment | X |
| Warehouse | |
| Shop | |
| Vehicle | |
| Outdoors | |
| Recreation Center | |
| Other (see 2 Below) | |

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--------------------------------------|------------------------|
| C = Continuously 2/3 or more of the time | F = Frequently From 1/3 to 2/3 of the time | O = Occasionally Up to 1/3 of the time | R = Rarely Less than 1 hour per week | N = Never Never occurs |
|--|--|--|--------------------------------------|------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | R |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | O |
| Working Closely with Others as Part of a Team | C |
| Tedious or Exacting Work | O |
| Noisy/Distracting Environment | R |
| Other (see 3 below) | N |

- (3)



Job Title: Tourism Coordinator

Department: Community Services

Immediate Supervisor: Recreation Supervisor

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Responsible for coordinating the Town’s annual and ongoing tourism efforts. Updates and keeps current the Town’s Tourism website and special events calendar. Reports to and works with the Recreation Supervisor on various special events related to the Town’s ongoing Tourism efforts.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|---|---|
| 1 | S | Plan, organize, implement and evaluate tourism programs; maintain and regularly update the Town's Tourism website and social media; create and regularly update the Town's special event calendar |
| 2 | S | Coordinate programs and events and design fliers, brochures, and other publications to market and promote special events and tourism for the town |
| 3 | S | Establish, monitor, and evaluate the Town's tourism efforts by using various analytical methods |
| 4 | M | Work on various special events over the year as directed by the Recreation Supervisor |
| 5 | S | Work and collaborate with local businesses, the Chamber of Commerce, Fort McDowell, and regional/state agencies to promote and support the local economy |
| 6 | S | Seek and apply for grant opportunities from various local, state, and regional entities for offsetting the cost of marketing and promoting tourism and special events |

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

| JOB REQUIREMENTS | |
|--|--|
| Formal Education / Knowledge | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent in Tourism or a closely related field |
| Experience | Minimum two years experience in programming and coordinating tourism or special events activities is required. Must have the ability to work a flexible schedule to include occasional evenings, weekends and holidays. |
| Certifications and Other Requirements | Possess a valid Arizona Driver's License with a minimum of two years driving experience with a good driving record. |
| ** | Equivalent combinations of experience and training that meet the minimum qualifications may be substituted. |
| Reading | Work requires the ability to read and interpret manuals, rules, contracts, purchase orders, and professional publications. |
| Math | Work requires the ability to to perform general math calculations such as addition, subtraction, multiplication, division, fractions and percentages. |
| Writing | Work requires the ability to write forms, letters, sponsorships, grant applications, fliers, receipts, purchase requisitions and reports. |
| Managerial | None |
| Budget Responsibility | Assist with the preparation of the annual budget for tourism efforts. |
| Supervisory / Organizational Control | None |
| Complexity | Work involves decision making within established standard practices and procedures. Professional judgment and analytical skills required to determine appropriate course of action. Strong computer skills are necessary for creating publications and creating presentations. |
| Interpersonal / Human Relations Skills | The incumbent in this position may contact others within the organization. These contacts may involve similar work units or departments within the Town. In addition, the incumbent may work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and regional agencies may also be required of the employee. Meetings and discussions may be conducted with department heads, business owners, Chamber of Commerce, civic leaders, and regional and state agency staff. |

OVERALL PHYSICAL STRENGTH DEMANDS:

| | | | | |
|---|--|--|--|---|
| <input type="checkbox"/> Sedentary | <input checked="" type="checkbox"/> Light | <input type="checkbox"/> Medium | <input type="checkbox"/> Heavy | <input type="checkbox"/> Very Heavy |
| S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|---|---|---|---|---------------------------|
| C = Continuously 2/3 or more of the time | F = Frequently From 1/3 to 2/3 of the time | O = Occasionally Up to 1/3 of the time | R = Rarely Less than 1 hour per week | N = Never Never occurs |
|---|---|---|---|---------------------------|

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | O | At special events and programs |
| Sitting | C | Deskwork |
| Walking | O | Around offices and during special events |
| Lifting | R | Supplies and equipment |
| Carrying | R | Supplies and equipment |
| Pushing/Pulling | R | Supplies and equipment |
| Reaching | R | For supplies and equipment |
| Handling | O | Supplies and equipment |
| Fine Dexterity | R | Supplies and equipment |
| Kneeling | R | Retrieving items from the ground |
| Crouching | R | Retrieving items from the ground |
| Crawling | R | Retrieving items from the ground |
| Bending | R | Retrieving items from the ground |
| Twisting | R | Retrieving items from the ground or from shelving |
| Climbing | R | Ladder |
| Balancing | R | Ladder |
| Vision | F | Reading, driving, observing work activities |
| Hearing | F | Communicating with personnel and general public on telephone |
| Talking | F | Communicating with personnel and general public on telephone |
| Foot Controls | O | Driving |

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Scoreboards, toolboxes, computer and related software, general office machines such as copier, fax.

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|----------------------------|-----------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|----------------------------|-----------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|-----------------------|---|
| Mechanical Hazards | N | Extreme Temperatures | S |
| Chemical Hazards | N | Noise and Vibration | N |
| Electrical Hazards | N | Wetness/Humidity | S |
| Fire Hazards | N | Respiratory Hazards | N |
| Explosives | N | Physical Hazards | N |
| Communicable Diseases | N | | |
| Physical Danger or Abuse | N | | |
| Other (see 1 Below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|---|
| Office Environment | X |
| Warehouse | |
| Shop | |
| Vehicle | |
| Outdoors | |
| Recreation Center | |
| Other (see 2 Below) | |

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--------------------------------------|------------------------|
| C = Continuously 2/3 or more of the time | F = Frequently From 1/3 to 2/3 of the time | O = Occasionally Up to 1/3 of the time | R = Rarely Less than 1 hour per week | N = Never Never occurs |
|--|--|--|--------------------------------------|------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | O |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | F |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | C |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | F |
| Other (see 3 below) | |

- (3)



Job Title: Lead Park Attendant

Department: Community Services

Supervisor: Recreation Program Coordinator or Recreation Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

In addition to performing simple manual and clerical duties with little or no supervision in park maintenance or recreation, this position functions in a lead capacity to other Park Attendants. The distinguishing characteristic between this position and a Park Attendant is that the Lead Park Attendant is assigned to perform additional duties. The additional duties may involve training, providing functional direction to other Park Attendants, interpreting and communicating policies, and reporting operating issues to the Recreation Program Coordinator or Recreation Supervisor.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|---|---|
| 1 | S | Acts in a lead capacity which involves training employees, providing direction to other employees, interpreting and communicating policies and assignments to employees, and reporting operating issues to the supervisor |
| 2 | M | Participates in delivery of recreation programs; including interaction with participants |
| 3 | M | Polices sites, picking up paper and trash. Provides general cleaning of buildings and restrooms |
| 4 | S | Performs routine clerical functions such as delivering flyers and answering phones or general office work |
| 5 | L | Sets up apparatus and other equipment and issues supplies; lines athletic fields and ball diamonds |
| 6 | S | Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service |

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

| JOB REQUIREMENTS | |
|--|---|
| Formal Education / Knowledge | Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency. |
| Experience | Twelve (12) months experience as a Park Attendant or in related programs areas preferred. |
| Certifications and Other Requirements | Possession of a valid driver's license for a minimum of two years with a good driving record, Basic First Aid and CPR/AED Certification required. |
| ** | Equivalent combinations of experience and training that meet the minimum qualifications may be substituted. |
| Reading | Work requires the ability to read reports. Some Recreation Assistants may interpret manuals, rules, contracts, purchase orders, and professional publications. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. |
| Writing | Work requires the ability to write reports and fill out forms. Some Recreation Assistants must possess the ability to write letters, sponsorship requests, flyers, receipts, and equipment bids. |
| Managerial | None |
| Budget Responsibility | None |
| Supervisory / Organizational Control | While no direct supervision is exercised, work requires training of other employees, providing direction and clarification of job assignments of other employees, interpreting and communicating policies and procedures to other employees, and reporting operating issues to supervisory staff. |
| Complexity | Work is governed by broad instructions, objectives and policies. Work requires the exercise of initiative and independent analytical and evaluative judgement. |
| Interpersonal / Human Relations Skills | Establish and maintain effective working relationships with employees and the public. |

OVERALL PHYSICAL STRENGTH DEMANDS:

| | | | | |
|---|--|--|--|---|
| <input type="checkbox"/> Sedentary | <input type="checkbox"/> Light | <input checked="" type="checkbox"/> Medium | <input type="checkbox"/> Heavy | <input type="checkbox"/> Very Heavy |
| S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|---|---|---|---|---------------------------|
| C = Continuously 2/3 or more of the time | F = Frequently From 1/3 to 2/3 of the time | O = Occasionally Up to 1/3 of the time | R = Rarely Less than 1 hour per week | N = Never Never occurs |
|---|---|---|---|---------------------------|

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|-------------------------|-----------------------|--|
| Standing | O | At park sites, recreation facilities and programs/events |
| Sitting | F | Deskwork, meetings, driving |
| Walking | O | At park sites, recreation facilities and programs/events |
| Lifting | R | Equipment and supplies |
| Carrying | R | Equipment and supplies |
| Pushing/Pulling | R | Equipment and supplies |
| Reaching | O | Equipment and supplies |
| Handling | O | Equipment and supplies |
| Fine Dexterity | F | Computer keyboard, telephone keypad, writing |
| Kneeling | O | At park sites, recreation facilities and programs/events |
| Crouching | O | At park sites, recreation facilities and programs/events |
| Crawling | R | At park sites, recreation facilities and programs/events |
| Bending | O | At park sites, recreation facilities and programs/events |
| Twisting | O | At park sites, recreation facilities and programs/events |
| Climbing | R | At park sites, recreation facilities and programs/events |
| Balancing | R | At park sites, recreation facilities and programs/events |
| Vision | C | Reading, computer work, driving |
| Hearing | C | Communication with staff and customers |
| Talking | C | Communication with staff and customers |
| Foot Controls | R | Operating vehicles |

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|----------------------------|-----------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|----------------------------|-----------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|-----------------------|---|
| Mechanical Hazards | M | Extreme Temperatures | S |
| Chemical Hazards | M | Noise and Vibration | M |
| Electrical Hazards | N | Wetness/Humidity | S |
| Fire Hazards | N | Respiratory Hazards | N |
| Explosives | N | Physical Hazards | N |
| Communicable Diseases | N | | |
| Physical Danger or Abuse | N | | |
| Other (see 1 Below) | | | |

| PRIMARY WORK LOCATION | |
|-----------------------|---|
| Office Environment | |
| Warehouse | |
| Shop | |
| Vehicle | |
| Outdoors | X |
| Recreation Center | |
| Other (see 2 Below) | |

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--------------------------------------|------------------------|
| C = Continuously 2/3 or more of the time | F = Frequently From 1/3 to 2/3 of the time | O = Occasionally Up to 1/3 of the time | R = Rarely Less than 1 hour per week | N = Never Never occurs |
|--|--|--|--------------------------------------|------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | O |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | F |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | F |
| Other (see 3 below) | |

- (3)