

RESOLUTION NO. 2013-59

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOUNTAIN HILLS, ARIZONA, APPROVING THE REVISED TOWN ORGANIZATIONAL CHART FOR THE ADMINISTRATION DEPARTMENT, 2013-14 PAY PLAN, SCHEDULE OF AUTHORIZED POSITIONS AND EMPLOYEE JOB DESCRIPTIONS TO ADD A PART-TIME ECONOMIC DEVELOPMENT SPECIALIST.

WHEREAS, the Mayor and Council of the Town of Fountain Hills (the "Town Council") approved Resolution No. 2013-38 on June 20, 2013, approving the Town of Fountain Hills Organizational Charts, the 2013-14 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 the change of the Economic Development contract position to a part-time Town employee with the title of Economic Development Specialist.

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 position of Economic Development Specialist and directs that the necessary related changes be made to (i) the Town of Fountain Hills Organizational Chart for the Administration Department by changing the contracted position of Economic Development to a part-time Town employee with a title of Economic Development Specialist, (ii) the 2013-14 Play 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 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 5, 2013.

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

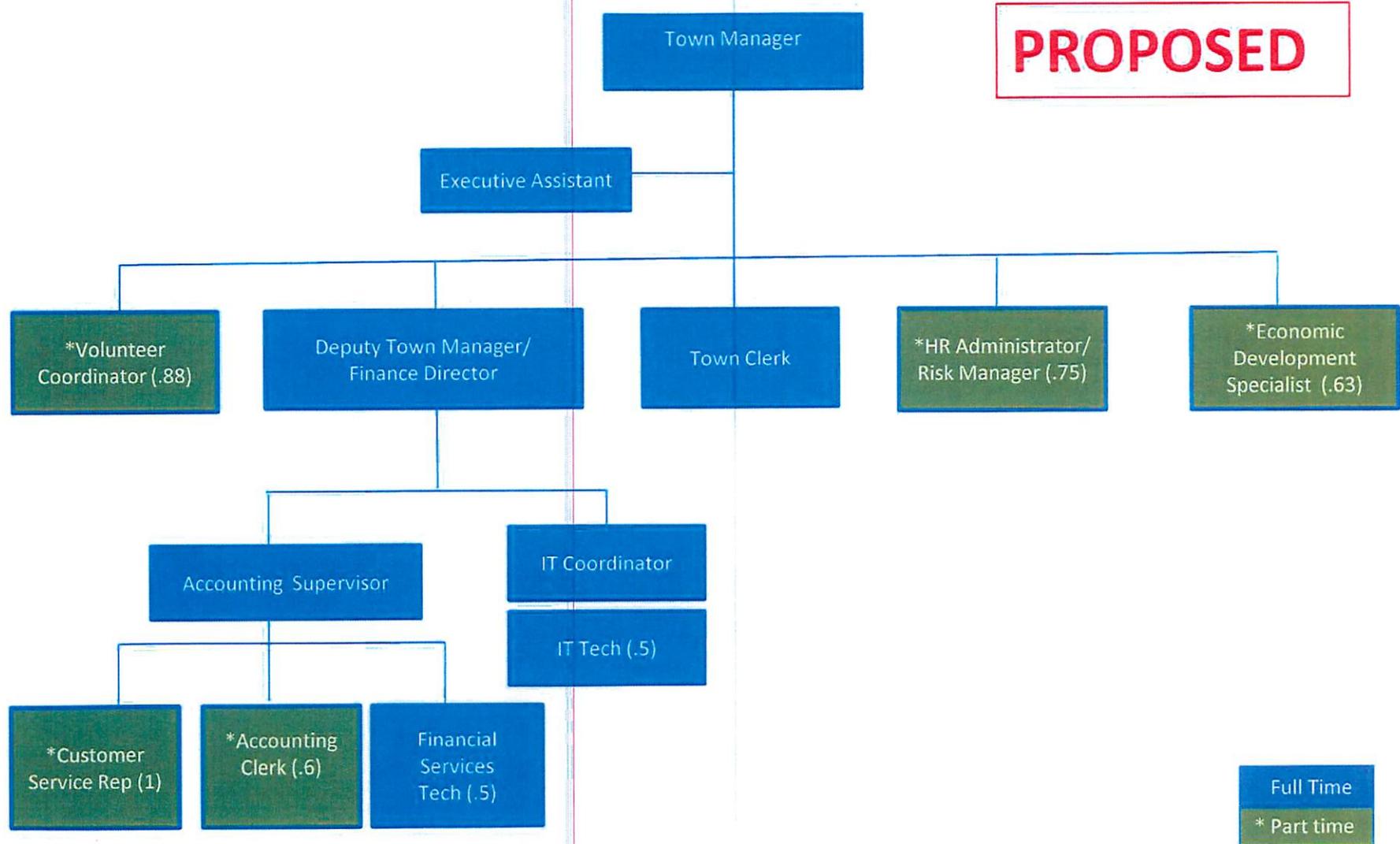

Andrew J. McGuire, Town Attorney

EXHIBIT A
TO
RESOLUTION NO. 2013-59

[Revised Organizational Chart, 2013-14 Play Plan, Schedule of Authorized Positions
and Employee Job Descriptions]

See following pages.

ADMINISTRATION DEPARTMENT



2013-14 PAY PLAN

EXEMPT POSITIONS

POSITION TITLE	MINIMUM	MAXIMUM
Development Services Director	82,044	116,675
Deputy Town Manager/Finance Director	77,542	110,273
Town Engineer	75,283	107,060
Community Services Director	72,277	102,785
Human Resources Administrator/Risk Mgr.	68,082	96,819
Court Administrator	65,864	93,665
Town Clerk	58,419	83,078
Senior Planner	56,193	79,912
Chief Building Official/Plans Examiner	54,891	78,061
Recreation Supervisor	52,056	74,029
Street Superintendent	52,056	74,029
Accounting Supervisor	51,906	73,816
Parks Supervisor	51,106	72,678
Information Technology Coordinator	48,610	69,128
Executive Assistant to Town Manager/Council	46,000	65,417
Facilities/Environmental Supervisor	46,000	65,417
Senior Services Supervisor	43,642	62,063
Event Coordinator -Community Center	39,253	55,822
Recreation Program Coordinator	39,253	55,822
Operations Coordinator - Community Center	35,676	50,735

2013-14 PAY PLAN

NON-EXEMPT POSITIONS

POSITION TITLE	MINIMUM	MAXIMUM
Economic Development Specialist	27.56	39.19
GIS Technician/CAD Operator	20.39	29.00
Traffic Signal Technician II	20.39	29.00
Civil Engineer Inspector	19.54	27.79
Code Enforcement Officer	18.16	25.83
Information Technology Technician	17.89	25.44
Park Operations Lead	17.89	25.44
Fleet Mechanic/Open Space-Landscape Specialist	17.89	25.44
Executive Assistant	17.17	24.42
Facilities Maintenance Technician	16.56	23.55
Building Permit Technician	16.13	22.94
Senior Court Clerk	15.47	22.00
Financial Services Technician	15.00	21.33
Street Maintenance Technician	15.00	21.33
Customer Service Representative	14.20	20.19
Senior Services Activities Coordinator	14.20	20.19
Volunteer Coordinator	14.20	20.19
Accounting Clerk	13.75	19.55
Court Clerk	13.75	19.55
Groundskeeper	12.36	17.60
Operations Support Worker	12.36	17.60
Home Delivered Meals Coordinator	11.57	16.47
Receptionist	11.57	16.47
Custodian	11.16	15.87
Recreation Assistant	9.92	14.11
Senior Services Assistant	9.92	14.11

Schedule of Authorized Positions

Position – Title	2007-2008 Authorized FTE	2008-2009 Authorized FTE	2009-2010 Authorized FTE	2010-2011 Authorized FTE	2011-2012 Authorized FTE	2012-2013 Authorized FTE	2013-2014 Proposed FTE
Municipal Court							
Presiding Judge	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Court Administrator	1.00	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	1.00
Court Clerk	2.00	2.00	2.00	2.00	2.00	2.00	1.00
Authorized FTE	5.00	5.00	5.00	5.00	5.00	5.00	4.00
Administration							
Town Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant to the Town Manager	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Deputy Town Manager/Finance Director	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Executive Asst to Town Mgr/Council	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Town Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Administrator/Risk Mgr.	1.00	1.00	1.00	1.00	1.00	1.00	0.75
Volunteer Coordinator	0.50	0.50	0.75	0.75	0.88	0.88	0.88
Economic Development Administrator	0.00	0.00	1.00	1.00	1.00	1.00	0.00
Economic Development Specialist	0.00	0.00	0.00	0.00	0.00	0.00	0.63
Public Information Officer	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Community Affairs/Media Relations	0.00	0.00	1.00	0.00	0.00	0.00	0.00
Information Technology Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Information Technology Technician	0.00	0.50	0.50	0.50	0.75	0.75	0.50
Information Technology Intern	0.50	0.00	0.00	0.00	0.00	0.00	0.00
Finance Director	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Financial Services Technician	0.00	0.00	1.00	1.00	0.75	0.75	0.50
Accounting Clerk	1.50	1.50	0.50	0.50	0.50	0.50	0.50
Customer Service Representative	1.00	1.00	0.50	0.50	0.70	0.80	0.80
Receptionist	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Authorized FTE	13.50	13.50	13.25	11.25	11.58	11.68	10.56

Development Services

Developmental Services Director	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Public Works Director	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Town Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Civil Engineer	2.00	2.00	2.00	0.00	0.00	0.00	0.00
Senior Civil Engineer Inspector	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Civil Engineer Inspector	1.00	2.00	1.00	1.00	1.00	1.00	1.00
Planner - Environmental (Stormwater)	0.00	1.00	1.00	1.00	1.00	0.00	0.00
Executive Assistant	1.00	2.00	2.00	1.00	1.00	1.00	1.00
Facilities Supervisor	1.00	1.00	1.00	1.00	1.00	0.00	0.00
Facilities/Environmental Supervisor	0.00	0.00	0.00	0.00	0.00	1.00	1.00
Facilities Maintenance Tech	1.00	1.00	1.00	1.00	1.00	1.50	1.00
Maintenance/Custodial Worker	0.50	0.50	0.75	0.00	0.00	0.00	0.00
Custodian	2.00	1.50	1.50	1.25	1.25	1.25	1.25
Street Superintendent	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Open Space & Landscape Specialist	1.00	1.00	1.00	1.00	0.00	0.00	0.00
Fleet Mechanic/Open Space	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Traffic Signal Technician I	0.00	1.00	1.00	0.50	0.00	0.00	0.00
Traffic Signal Technician II	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Street Maintenance Technician	8.00	6.00	6.00	4.00	3.00	3.00	1.00
Planning &Zoning Director	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Senior Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Planner	2.00	1.00	0.50	0.50	0.00	0.00	0.00
GIS Technician/CAD Operator	2.00	2.00	2.00	1.00	1.00	1.00	1.00
Senior Code Enforcement Officer	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Code Enforcement Officer	2.00	2.00	2.00	1.00	1.50	1.00	1.00
Planning Assistant	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Chief Building Official/Plans Examiner	0.00	0.00	0.00	0.00	0.00	1.00	1.00
Chief Building Official	1.00	1.00	1.00	1.00	1.00	0.00	0.00
Plans Examiner	2.00	2.00	1.00	1.00	0.50	0.00	0.00
Building Inspector	3.00	3.00	2.00	0.00	0.00	0.00	0.00
Building Permit Technician	2.00	2.00	2.00	1.00	1.00	1.00	1.00
Authorized FTE	40.50	40.00	35.75	23.25	20.25	18.75	16.25

Community Services

Community Services Director	1.00	1.00	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	1.00	1.00
Recreation Program Coordinator	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Recreation Assistant	4.00	4.00	4.00	2.35	2.45	2.45	2.45	2.45
Recreation Aide	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Recreation Intern	0.50	0.50	0.50	0.00	0.00	0.00	0.00	0.00
Executive Assistant	2.00	2.00	2.00	1.00	1.00	1.00	1.00	1.00
Parks Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Park Operations Lead	3.00	4.00	3.00	3.00	3.00	2.00	2.00	1.00
Park Ranger	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Groundskeeper	2.00	2.00	2.00	2.00	2.00	3.00	3.00	3.00
Customer Service Representative	1.00	1.00	0.50	0.50	0.30	0.30	0.30	0.30
Comm Ctr Director	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Comm Ctr Operations Supervisor	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Events Coordinator - Community Center	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Operations Coordinator - Community Center	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Operations Support Worker	2.00	1.50	1.50	1.50	2.00	1.65	1.65	1.65
Operations Support Assistant	0.50	0.50	0.50	0.50	0.00	0.00	0.00	0.00
Receptionist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Bartender	0.25	0.25	0.00	0.00	0.00	0.00	0.00	0.00
Senior Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Services Activities Coordinator	0.00	0.50	0.50	0.58	0.58	0.58	0.58	0.58
HDM/Special Programs Admin	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Home Delivered Meals Coordinator	0.50	0.50	0.50	0.75	0.75	0.75	0.75	0.75
Senior Services Assistant	0.50	0.50	0.50	0.45	0.45	0.45	0.45	0.45
Senior Aide	0.50	0.50	0.50	0.00	0.00	0.00	0.00	0.00
Driver	0.00	0.00	0.10	0.00	0.00	0.00	0.00	0.00
Authorized FTE	29.25	29.75	27.10	21.63	21.53	21.18	20.18	
Total Authorized FTE	88.25	88.25	81.10	61.13	58.36	56.61	50.99	



Job Title: Economic Development Specialist

Department: Administration

Immediate Supervisor: Town Manager

FLSA Status: Non-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	L	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	L	Directs Town response to requests for information from potential businesses, developers and consultant groups.
3	L	Develops and maintains various project management databases. Generates statistical reports, information and plans in connection with economic development projects.
4		Researches and assists in development of alternative economic development policies, strategies and implementation techniques.
5		Makes verbal and written presentations to the Town Council, boards, commissions and other citizen groups in a professional and effective manner.
6		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
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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
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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
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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)