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October 4, 2021

WORK SESSION AGENDA

5:00 PM

PERRY EVENTS CENTER
1121 MACON ROAD, PERRY, GA 31069

To join the meeting by Facebook: Use this URL - facebook.com/cityofperryga
This will allow you to view and hear the meeting.

1. Call to Order: Mayor Randall Walker, Presiding Officer.
2. Roll:
3. Items of Review/Discussion: Mayor Randall Walker
 - 3a. Department of Community Development
 1. Discuss prohibiting Transient Merchants – Mr. B. Wood.
 - 3b. Appearance
 1. Relative to Self-Service Vending Machines in the City of Perry – Mr. J. Dyson.
 - 3c. Employee Hearing:
 1. Input from city employees relative to proposed paid time off policy – Mayor R. Walker.
 - 3d. Office of the City Clerk
 1. Establish Council’s 2022 meeting calendar – Ms. A. Warren.
 - 3e. Office of the City Manager
 1. Proposed job classifications.
 - a. Administrative Adjustments
Secretary I, Secretary II, Senior Secretary, Executive Secretary I, Executive Secretary II, Senior Executive, Administrative Analyst I, Administrative Analyst II, and Senior Administrative Analyst
 - b. City Attorney Office
Legal Assistant I, Legal Assistant II, Senior Legal Assistant

- c. New Positions
Permit Technician I / Special Events Coordinator I

2. Recommended allocation for Façade Grant – Mr. L. Gilmour.

4. Council Member Items.

5. Department Head/Staff Items:

6. Adjourn.

In accordance with the Americans with Disabilities Act, accommodations are available for those who are hearing impaired and/or in need of a wheelchair. The Perry City Council Agenda and supporting material for each item is available on-line through the City's website at www.perry-ga.gov.



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: September 28, 2021
REFERENCE: Paid Time Off adjustments

After hearing input from the employees at your September 20, 2021, work session the Administration recommends council consider the below adjustments to the paid time off proposal:

1. Catastrophic sick leave can be used for the balance between the city's parental leave (120 hours) and the 12 weeks provided by FMLA.
2. Catastrophic sick leave can be used if an employee is injured on the job.
3. The concern of department heads is difficulty scheduling if an employee has no restrictions on how to use PTO and has a balance available to use. It is recommended the seventy (70) hours be adjusted to the normal pay period hours. This would be:

Standard schedule	80 hours
Police	86 hours
Fire	106 hours
4. An employee can decide how much to transfer up to the adjusted limit.
5. Catastrophic sick leave can be used for COVID-19 required leave.
6. Any employees separating from city employment after twenty (20) years of service shall have the remaining catastrophic sick leave balance credited to his/her employer portion of his/her retirement plan. There are currently twenty (20) employees eligible.

7. Questions or discussions relative to PTO and/or CSL be determined by the Personnel Management System Administrator (City Manager).

cc: Mr. R. Smith
Ms. K. Bycenski



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**DRAFT LEAVE POLICY AMENDMENT:
PAID TIME OFF (PTO) PROPOSAL**

ADOPTION SCHEDULE & APPLICATION

If this proposal is adopted by Council, it will go into effect on January 1, 2022, and will apply to all full-time City of Perry employees.

PROPOSED CHANGES

The City's current leave policy will be amended to establish the following:

- The City will convert from the current accrued time off program, which features separate sick leave and vacation leave balances, to a Paid Time Off (PTO) program. PTO is an all-purpose time off policy, meaning PTO hours may be used for any absence for which the employee wishes to be paid, such as vacation, personal business, medical appointments, etc. PTO will provide one flexible bank of hours for an employee to draw from.
- Employees' accrued sick leave and vacation leave will be converted to Paid Time Off (PTO) according to the following formula:
 - 100% of each employee's accrued vacation hours will be converted to Paid Time Off.
 - Each employee's accrued sick leave, up to a maximum of 70 hours, will be converted to Paid Time Off.
 - An employee with accrued sick leave exceeding 70 hours will have all excess hours converted to Catastrophic Sick Leave (CSL), details on which are below.
- Once existing leave balances are converted to PTO, employees will begin to accrue PTO with each pay period. This accrual will be equal to the current vacation leave accrual rate plus the current sick leave accrual rate for which the employee is eligible based on employment category and years of service — i.e.:
 - Employees not separately categorized below with less than 5 years of service will accrue 6 hours and 5 minutes of PTO per pay period.
 - Employees not separately categorized below with 5 years of service or more will accrue 7 hours and 37 minutes of PTO per pay period.
 - 12-hour shift, certified police officers with less than 5 years of service will accrue 6 hours and 24 minutes per pay period.
 - 12-hour shift, certified police officers with 5 years of service or more will accrue 8 hours per pay period.
 - 24-hour shift, certified firefighters with less than 5 years of service will accrue 8 hours and 34 minutes of PTO per pay period.
 - 24-hour shift, certified firefighters with 5 years of service or more will accrue 10 hours and 43 minutes of PTO per pay period.
- Between Council's adoption of this amendment and January 1, 2022, employees will continue to accrue vacation and sick leave hours each pay period. On January 1, 2022, only

PTO time will accrue. The employee's sick leave hours that have been rolled into Catastrophic Sick Leave (CSL) will not accrue any additional hours.

- Upon separation from employment, employees will be entitled to pay-out of any accrued PTO according to the following schedule:

All employees not separately categorized below

Months of Service	Maximum Hours Paid Out
<60 months:	240 hours
<120 months:	280 hours
<180 months:	320 hours
180+ months:	360 hours

12-Hour Shift, Certified Police Officers

Months of Service	Maximum Hours Paid Out
<60 months:	258 hours
<120 months:	301 hours
<180 months:	344 hours
180+ months:	387 hours

24-Hour Shift, Certified Firefighters

Months of Service	Maximum Hours Paid Out
<60 months:	366 hours
<120 months:	424 hours
<180 months:	482 hours
180+ months:	540 hours

- This schedule marks a significant shift from the current leave policy, which caps the maximum payout for regular employees at 240 hours and 366 hours for 24-hour shift, certified firefighters, regardless of tenure, and which lacks a separate category for 12-hour shift, certified Police Officers. A long-serving employee with sufficient accrued PTO would net a 50% increase in pay-out upon separation as a result of this change. After conducting a study to assess the financial liability of this recommendation, we can report that the increase to compensated absences (whether taken as leave or paid out) resulting from this change is nominal.
- In the event of an employee's death, a payment of accrued PTO hours up to the applicable limit may be paid to the employee's estate or next of kin.
- No employee will be entitled to pay-out of any accrued Catastrophic Sick Leave (CSL).
- Accrual of PTO hours will not be capped.
- Employees are expected to submit PTO requests as early in advance as possible. When advance notice is not possible — such as if an employee wakes up before their shift with a surprise illness — normal notification procedures apply. At a minimum, and absent a policy by the employee's assigned department, the employee is expected to notify their supervisor at least 60 minutes in advance of their scheduled start time. Failure to do so may result in denial of PTO and disciplinary action.
- PTO will be used and charged in quarter-hour units, except for exempt employees, for whom it will be charged in 8-hour increments.

- Regular full-time employees will continue to accrue PTO while on authorized paid leave, but PTO will not accrue during leaves of absence without pay.
- Each employee's accrued sick leave hours that are converted into CSL will be tracked by Personnel and available for use by the employee should they be unable to report to work for an extended period as a result of a significant illness, injury, or condition occurring either to themselves or to a member of their household for whom they are the primary caretaker.
- CSL will not be granted for common short-term illnesses or injuries, such as seasonal colds or flus, but will be reserved for those who have sustained, or must care for a family member who has sustained, a life-threatening or debilitating injury or illness, or one that prevents the employee from reporting to work for an extended period. For the purposes of CSL, an extended period is generally defined as more than five shifts for regular employees, and more than three shifts for firefighters.
- Because some medical conditions may involve recurring absences over time (such as for treatment purposes), use of CSL may be granted for non-consecutive shifts.
- CSL will be approved on a case-by-case basis by the relevant Department Head or higher authority, who may request medical documentation from the requesting employee.
- Denial of use of CSL may be appealed to the City Manager, whose decision will be considered final. In cases where the City Manager is the initial approval authority, the employee may appeal to the Mayor.
- Once an employee's CSL is exhausted, they may use any accrued PTO. If no PTO is available, the employee will be in an unpaid status. Because there is no option to convert PTO to CSL, an employee who has exhausted their CSL balance will have this account permanently closed.
- This Policy on paid forms of leave is separate from the City's policy on unpaid FMLA leave. Any unpaid FMLA leave must comply with the notice and other expectations in the FMLA Policy and will run concurrently with any available CSL and any available PTO.



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**PAID TIME OFF (PTO) PROPOSAL:
CLARIFICATION ON CATASTROPHIC SICK LEAVE**

The current PTO proposal includes a provision stating that an employee with over 70 hours of accrued sick leave will have this time converted to Catastrophic Sick Leave (CSL). Once converted, CSL will not continue to accrue but will be available for use to an employee who meets the eligibility criteria. This document seeks to clarify these criteria, the application process, and approval and appeal procedures.

Provided the proposed PTO amendment is passed as written, on January 1, 2022, each full-time employee will have any accrued sick leave over 70 hours converted into CSL. These hours will be held in a stand-alone leave bank that will not accrue hours and will not be eligible for pay-out to an employee upon separation from employment.

The intent of CSL is to provide a means for employees to offset the loss of wages that may result from an extended work outage owed to a significant health event occurring either to themselves or to a member of their household for whom they are the primary caretaker. It is, in effect, an insurance policy against significant illness or injury.

CSL will not be granted for an illness or injury that is short in duration but will be reserved for those who have sustained - or else must care for a family member who has sustained - an illness or injury that prevents the employee from returning to work for an extended period. For the purposes of CSL, "extended period" is generally defined as an absence exceeding five consecutive shifts for regular employees, four consecutive shifts for 12-hour shift Police Officers, and three consecutive shifts for 24-hour Firefighters. There is, naturally, the understanding that non-workdays are likely to fall in between shifts that are nonetheless considered to be consecutive.

Recognizing that certain medical conditions may involve short-term but recurring outages over time, such as for treatment of a chronic illness, the use of CSL may also be granted for nonconsecutive shifts. In such an example, the approval authority would grant the employee's request based on a medical provider's attestation of the need for ongoing treatment, such that the employee can reasonably expect to be unable to report to work on a recurring basis as a direct result of this specific treatment. To qualify in such an example, the medical documentation would not need to indicate a specific treatment schedule over time, but merely affirm that the medical provider expects the employee to miss a series of shifts on a recurring but nonconsecutive basis as a result of their treatment.

While medical documentation is necessary for CSL to be approved, a specific medical diagnosis is **not** required in any circumstance. The intent of requiring medical documentation is only to clarify, first, that a significant health event is impacting the employee or a member of their household for whom the employee is the primary caretaker, and secondly, the approximate extent of the outage based on the medical provider's knowledge to ensure the general definition of "extended period" is met. Moreover, the latter criteria is not necessary in such scenarios where the employee has already met this threshold (i.e., the employee has used PTO to cover an absence up to the applicable "extended period" and, realizing that their condition will necessitate missing more shifts, is now requesting CSL to cover successive absences from work).

To be clear, in such a case where an employee knows in advance of a qualifying health event, they may request CSL ahead of time and will not be required to use PTO to meet the “extended period” threshold.

Not every scenario can be clarified in this policy; thus, it is expected that the approval authority will exercise sensible and equitable judgment when considering whether to approve an employee’s CSL request. Employees can expect that reasonable requests in accordance with the conditions outlined herein will be approved. That being said, approval of CSL does not change the nature of an employee’s at-will status, nor does it constitute a contract of employment or legal document. As with PTO, CSL does not constitute job-protected leave.

Provided City leadership elects to amend City policy to include CSL, Personnel will develop an application for employees to use to formally request use of their accrued CSL, which application will include a section for a medical provider to certify the qualifying health event.

CSL will be approved on a case-by-case basis by the relevant Department Head. For those employees at the Department Head-level, the approval authority will be the City Manager. For the City Manager and City Attorney, the Mayor will serve as the approval authority, whose decision is considered final.

Denial of a CSL request may be appealed to the appropriate appeal authority, as follows: For those for whom the Department Head serves as the approval authority, the appeal authority is the City Manager. In cases where the City Manager is the approval authority, the employee may appeal to the Mayor. The decision of the appeal authority is considered final.

While on CSL, PTO will continue to accrue. Group health and dental insurance coverage will continue in accordance with the City of Perry’s Employee Health Benefit Plan.

Once an employee’s CSL is exhausted, they may transition to PTO, provided they have accrued hours to use. If no PTO is available, the employee will be in an unpaid status. Because there is no option to convert PTO to CSL, an employee who has exhausted their CSL balance will have this account permanently closed. Should an employee be eligible for FMLA leave, it will run concurrently with any available CSL. Employees may not use CSL to augment short-term disability.

2022 COUNCIL MEETINGS DATES
(Subject to Change at Council's discretion)

Work Session

January 3
January 17 (Holiday)
January 31
February 14
February 28
March 14
April 4
April 18
May 2
May 16
June 6
June 20
July 4 (Holiday)
July 18
August 1
August 15
September 5 (Holiday)
September 19
October 3
October 17
October 31
November 14
December 5
December 19

Pre Council

January 4
January 18
February 1
February 15
March 1
March 15
April 5
April 19
May 3
May 17
June 7
June 21
July 5
July 19
August 2
August 16
September 6
September 20
October 4
October 18
November 1
November 15
December 6
December 20

Council

January 4
January 18
February 1
February 15
March 1
March 15
April 5
April 19
May 3
May 17
June 7
June 21
July 5
July 19
August 2
August 16
September 6
September 20
October 4
October 18
November 1
November 15
December 6
December 20



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor / Council
FROM: Lee Gilmour, City Manager
DATE: September 20, 2021
REFERENCE: Proposed job classification

Personnel conducted an assessment of the city's administrative support job classifications. Additionally, each department head was interviewed to determine each organization's needs and skill sets. From this process Personnel and the Administration recommend council approve the proposed realignment of skill sets.

<u>CURRENT</u>	<u>PROPOSED</u>
Secretary \$ 32,900 - \$ 49,300	Secretary I \$ 32,900 - \$ 49,300
Administrative Secretary \$ 34,900 - \$ 52,300	Secretary II \$ 34,900 - \$ 52,300
	Senior Secretary \$ 37,800 - \$ 55,500
Executive Secretary \$ 37,200 - \$ 55,700	Executive Secretary I \$ 37,200 - \$ 55,700
	Executive Secretary II \$ 40,200 - \$ 59,800
	Senior Executive Secretary \$ 43,500 - \$ 65,700
Administrative Assistant \$ 43,300 - \$ 67,600	Administrative Analyst I \$ 45,100 - \$ 69,900
	Administrative Analyst II \$ 48,200 - \$ 72,800
	Senior Administrative Analyst \$ 54,700 - \$ 78,300

Proposed job classification descriptions are enclosed.

cc: Mr. R. Smith
Ms. K. Bycenski



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Secretary I

Department: Varies

Position Status: Full Time

FLSA Status: Non-Exempt

Date Job Description Approved:

Job Summary

This position is an entry-level role in the job classification series, responsible for routine clerical, administrative, and receptionist-type tasks. As such, the position requires proficiency with a variety of office equipment and computer programs, attention to detail, and a strong work ethic.

Essential Tasks

- Prepares general correspondence, memorandums, and other materials as required.
- Processes incoming and outgoing mail and departmental invoices.
- Responds promptly to phone calls, emails, and other departmental inquiries, obtaining information from department staff as needed to answer questions and fulfill requests; relays complaints and other pertinent feedback to appropriate department staff.
- Files and maintains assigned department's documents, records, and reports in accordance with established procedures.
- Schedules meetings upon request, to include reserving and setting up rooms, sending out electronic notifications, and preparing meeting materials.
- Processes employee timekeeping and payroll data as assigned.

Knowledge, Skills, & Abilities Required for Position

- Basic proficiency in Microsoft Office suite of applications, as well as the ability to learn new software programs.
- Proficiency in professional communication, including writing and speaking in business English.
- Ability to perform basic mathematical calculations, maintain accurate records, and operate data processing and general office equipment, including telecommunications equipment.
- Basic knowledge of city structure, governance, policies, and operating procedures, as well as assigned department's function and practices.
- Ability to effectively communicate with a diverse population.
- Ability to schedule meetings/appointments, reserve rooms, and manage a calendar.
- Detail-oriented, adaptable professional with a positive and patient temperament.

Supervision Received and/or Exercised

Position reports to and is evaluated by department head.

Physical Demands

Class E criteria job demand.

Work Environment

Work is generally performed in an indoor office environment during standard business hours, though attendance at early morning/evening meetings may be required. Additional off-hour assignments are possible and may be required.

Minimum Qualifications

- Ability to read, speak, and write English language in business protocol.
- Graduation from high school or possession of GED from a certified/accredited institution.
- At least six months of professional experience in a related role successfully engaging with the public, customers, staff, and management.
- Basic mathematical ability.



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Secretary II

Department: Varies

Position Status: Full Time

FLSA Status: Non-Exempt

Date Job Description Approved:

Job Summary

This is the journeyman-level tier in the job classification series. The incumbent is responsible for accomplishing a range of clerical, administrative, and receptionist-type tasks with less direction and instruction necessary to achieve the finished product. The position requires proficiency with a variety of office equipment and computer programs, attention to detail, and a strong work ethic.

Essential Tasks

- All essential tasks contained in the Secretary I job description.
- Prepares correspondence, completes forms, drafts emails and other communications from dictation or other source of instruction, requiring only minor correction to achieve the desired product.
- Demonstrates moderate understanding of both the assigned department's function, roles, and responsibilities, as well as that of other departments, sufficient to appropriately complete or direct workflow and respond to a majority of requests effectively.
- Processes requisitions, invoices, expense reports, public vouchers, supply orders, budget data, and other departmental products as assigned.
- Assists with sourcing and compiling records to fulfill open records requests.

Knowledge, Skills, & Abilities Required for Position

- Basic proficiency in Microsoft Office suite of applications, as well as the ability to learn new software programs.
- Proficiency in professional communication, including writing and speaking in business English.
- Ability to perform basic mathematical calculations, maintain accurate records, and operate data processing and general office equipment, including telecommunications equipment.
- Basic knowledge of city structure, governance, policies, and operating procedures, as well as assigned department's function and practices.
- Ability to effectively communicate with a diverse population.
- Ability to schedule meetings/appointments, reserve rooms, and manage a calendar.
- Detail-oriented, adaptable professional with a positive and patient temperament.

Supervision Received and/or Exercised

Position reports to and is evaluated by department head.

Physical Demands

Class E criteria job demand.

Work Environment

Work is generally performed in an indoor office environment during standard business hours, though attendance at early morning/evening meetings may be required. Additional off-hour assignments are possible and may be required.

Minimum Qualifications

- All minimum qualifications contained in the Secretary I job description.
- At least 18 months of professional experience in an office administration, customer service, or similar role, with a successful record of engaging with the public, staff, and management.



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Senior Secretary

Department: Varies

Position Status: Full Time

FLSA Status: Non-Exempt

Date Job Description Approved:

Job Summary

At the Senior tier within the job classification, the incumbent will be responsible for accomplishing a range of clerical, administrative, and receptionist-type tasks at a high level, for aiding in the workflow and fulfillment of the day-to-day mission of the department, and for demonstrating a detailed understanding of the function, roles, and responsibilities of the department. The position requires proficiency with a variety of office equipment and computer programs, attention to detail, and a strong work ethic.

Essential Tasks

- All essential tasks contained in the Secretary II job description.
- Gathers data and generates basic reports and presentations upon request.
- Manages the department's filing system for both digital and paper records and demonstrates understanding of records management practices.
- Demonstrates ability to provide a timely response to a majority of citizen and intradepartmental requests accurately and without assistance.
- Authors departmental letters, forms, emails, and other correspondence as directed, demonstrating a high degree of accuracy and precision in meeting the expectations of the department head.
- Provides recommendations to improve operational efficiency of position and of departmental procedures and workflow.

Knowledge, Skills, & Abilities Required for Position

- Basic proficiency in Microsoft Office suite of applications, as well as the ability to learn new software programs.
- Proficiency in professional communication, including writing and speaking in business English.
- Ability to perform basic mathematical calculations, maintain accurate records, and operate data processing and general office equipment, including telecommunications equipment.
- Basic knowledge of city structure, governance, policies, and operating procedures, as well as assigned department's function and practices.
- Ability to effectively communicate with a diverse population.
- Ability to schedule meetings/appointments, reserve rooms, and manage a calendar.
- Detail-oriented, adaptable professional with a positive and patient temperament.

Supervision Received and/or Exercised

Position reports to and is evaluated by department head.

Physical Demands

Class E criteria job demand.

Work Environment

Work is generally performed in an indoor office environment during standard business hours, though attendance at early morning/evening meetings may be required. Additional off-hour assignments are possible and may be required.

Minimum Qualifications

- All minimum qualifications contained in the Secretary II job description.
- At least two years of professional experience in an office administration, customer service, or similar role, with a successful record of engaging with the public, staff, and management.



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Executive Secretary I

Department: Varies

Position Status: Full Time

FLSA Status: Non-Exempt

Date Job Description Approved:

Job Summary

The Executive Secretary job classification fills an essential role within the assigned department, serving not only as the first point of contact for the department but also as a liaison between the public and department head. As such, the incumbent is expected to possess a detailed understanding of the department head's role and responsibilities, as well as the greater department's day-to-day operations and long-term mission, with the ability to fulfill a wide range of citizen and intradepartmental requests and provide outstanding customer service while managing expectations. Given that the incumbent must maintain detailed awareness of the department head's daily workflow and schedule, the ability to maintain discretion and confidentiality is required.

Essential Tasks

- Performs all essential tasks contained in the Senior Secretary job description.
- Maintains calendar for department head and any assigned divisions as required; schedules meetings, events, and other functions; keeps department head apprised of day-to-day schedule, upcoming appointments, and any deliverables required in advance.
- Serves as first contact for all visitors to and contact with the department, demonstrating a nuanced understanding of the roles, responsibilities, and functions of the department, its divisions, and individual employees sufficient to answer questions and direct workflow.
- Coordinates department activities, prepares and routes documents, internal and external requests, and other deliverables to ensure timely completion by department staff.
- Screens requests of the department director, re-routing any that should be addressed at a lower level or by a different authority; ensures requests that require a response by the department head are elevated for timely reply.
- Coordinates travel and training, submits reimbursement requests, processes invoices, purchase orders, and other deliverables for department head and any assigned division managers as required.
- Maintains and updates department web page as needed.

Knowledge, Skills, & Abilities Required for Position

- Possess basic proficiency in Microsoft Office suite of applications, with the ability to advance proficiency over time to meet increasing demands or needs of the department.

- Comprehensive knowledge of department and its divisions, workflow, and individual responsibilities and assignments.
- Understanding of and ability to aid the department head's processes, goals, and expectations for the department.
- Basic knowledge of web hosting applications sufficient to add or remove content.
- Awareness of City leadership's expectations for the department and the goals of the department related to the City's strategic plan.

Supervision Received and/or Exercised

Position reports to and is evaluated by department head; is expected to perform nearly all tasks independently, with minimal supervision and assistance. Incumbent may be assigned to participate in task forces, group/special projects, and other assignments.

Physical Demands

Class E criteria job demand.

Work Environment

Work is generally performed in an indoor office environment during standard business hours, though attendance at early morning/evening meetings may be required. Additional off-hour assignments are possible and may be required.

Minimum Qualifications

- All qualifications presented in Senior Secretary job description.
- One year of experience managing an organizational calendar or one year of experience managing a C-suite level executive's/department head's calendar.
- Demonstrated experience managing a division or larger organization's workflow, screening and routing requests to appropriate individuals and managing customer's/citizen's expectations.



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Executive Secretary II

Department: Varies

Position Status: Full Time

FLSA Status: Non-Exempt

Date Job Description Approved:

Job Summary

The Executive Secretary job classification fills an essential role within the assigned department, serving not only as the first point of contact for the department but also as a liaison between the public and department head. As such, the incumbent is expected to possess a detailed understanding of the department head's role and responsibilities, as well as the greater department's day-to-day operations and long-term mission, with the ability to fulfill a wide range of citizen and intradepartmental requests and provide outstanding customer service while managing expectations. Given that the incumbent must maintain detailed awareness of the department head's daily workflow and schedule, the ability to maintain discretion and confidentiality is required.

Essential Tasks

- Performs all essential tasks contained in the Executive Secretary I job description.
- Provides comprehensive support to department head and managers, including drafting departmental documents, forms, and correspondence, forecasting department head's and managers' needs and responding in turn, and contributing meaningfully to short and long-term projects.
- Provides input on and helps to prepare department's annual operating budget.
- Coordinates department programs, projects, and submissions, advising contributors as needed to ensure completion.

Knowledge, Skills, & Abilities Required for Position

- All knowledge, skills, and abilities contained in the Executive Secretary I job description.
- Ability to create and edit templates and forms.
- Basic knowledge of project management.
- Advanced organizational and time management skills.
- Advanced communication and interpersonal/social skills.

Supervision Received and/or Exercised

Position reports to and is evaluated by department head; is expected to perform nearly all tasks independently, with minimal supervision and assistance. Incumbent may be assigned to participate in task forces, group/special projects, and other assignments.

Physical Demands

Class E criteria job demand.

Work Environment

Work is generally performed in an indoor office environment during standard business hours, though attendance at early morning/evening meetings may be required. Additional off-hour assignments are possible and may be required.

Minimum Qualifications

- All qualifications presented in the Executive Secretary I job description.
- Possess an associate degree in a relevant field, or at least four years of experience in a secretarial, office support, customer service, or analogous role.



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Senior Executive Secretary

Department: Varies

Position Status: Full Time

FLSA Status: Non-Exempt

Date Job Description Approved:

Job Summary

The Executive Secretary job classification fills an essential role within the assigned department, serving not only as the first point of contact for the department but also as a liaison between the public and department head. As such, the incumbent is expected to possess a detailed understanding of the department head's role and responsibilities, as well as the greater department's day-to-day operations and long-term mission, with the ability to fulfill a wide range of citizen and intradepartmental requests and provide outstanding customer service while managing expectations. Given that the incumbent must maintain detailed awareness of the department head's daily workflow and schedule, the ability to maintain discretion and confidentiality is required.

Essential Tasks

- Performs all essential tasks contained in the Executive Secretary II job description.
- Recommends improvements to division/department/City policies and procedures, technology, and equipment to advance overall efficiency.
- Maintains understanding of department and division trends, volume and alignment of work responsibilities across department, citizens' feedback, and other relevant operational data sufficient to provide strategic input and suggestions to department head.
- Provides administrative support and takes and prepares minutes for assigned boards, task forces, and other authorities or teams.
- Prepares training and presentation materials as directed.

Knowledge, Skills, & Abilities Required for Position

- All knowledge, skills, and abilities contained in the Executive Secretary II job description.
- Possess moderate proficiency in Microsoft Word and Outlook, and basic proficiency in Microsoft Excel and PowerPoint.
- Possess basic proficiency in Adobe Acrobat.
- Knowledge in annual budgeting procedures.

Supervision Received and/or Exercised

Position reports to and is evaluated by department head; is expected to perform nearly all tasks independently, with minimal supervision and assistance. Incumbent may be assigned to participate in task forces, group/special projects, and other assignments.

Physical Demands

Class E criteria job demand.

Work Environment

Work is generally performed in an indoor office environment during standard business hours, though attendance at early morning/evening meetings may be required. Additional off-hour assignments are possible and may be required.

Minimum Qualifications

- All qualifications presented in the Executive Secretary II job description.
- Possess an associate degree in a relevant field.
- Possess at least three years of experience as an Executive Secretary or equivalent, with the most recent two performance evaluations indicating favorable performance.
- Demonstrated experience contributing to and guiding task forces, group projects, or similar organizational efforts that expanded professional responsibility and which provide evidence of the ability to effective work in a collaborative environment toward a common goal.



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Administrative Analyst I

Department: Varies

Position Status: Full Time

FLSA Status: Non-Exempt

Date Job Description Approved:

Job Summary

The administrative analyst performs a variety of clerical, technical, data research, and information analysis tasks for the assigned department. Daily responsibilities will include advising on complex departmental procedures and long-range plans, providing recommendations with an eye towards continuous process improvement, compiling data and producing reports, updating budgeting and statistical information, answering emails, phone calls, and in-person requests, and drafting various correspondence. As the City's senior classification within the secretarial/administrative job series, the incumbent will be expected to perform secretarial functions in departments that do not have a secretary position assigned, in addition to the more technical work expected of an administrative analyst.

Essential Tasks

- Assist in the administration of departmental programs; recommend objectives and goals.
- Collect data and prepare monthly departmental activity reports for submission to the City Manager, Mayor and Council, or others as assigned; investigate, analyze, develop, and prepare special studies or projects as requested; conduct and provide economic and/or statistical analysis; present oral and written reports.
- Recommend and, if approved, develop divisional/departmental policies and procedures, instructional manuals, forms, and other products to enhance operations and reduce inefficiencies.
- Assist in the preparation and review of divisional/departmental operating budgets.
- Develop a comprehensive understanding of the function of each position within the department and how it contributes to the achieve the goals of the division and the mission of the department.
- Maintain detailed knowledge of City and departmental procedures, workflow, and individual employee assignments and responsibilities in order to correctly direct workflow, respond to requests, and serve as an impactful first point-of-contact for those departments not assigned a secretarial position.
- Perform comprehensive and highly competent administrative functions for the department head to whom assigned, to include drafting letters, emails, and other correspondence, processing City deliverables such as invoices, purchase orders, and expense reports, and maintaining the digital and paper records filing system in the office.
- Leverage existing technology to the maximum extent possible; recommend new software or technology to better meet the specific needs of the department and/or division.

Knowledge, Skills, & Abilities Required for Position

- Possess strong research, math, and computer skills.
- Possess moderate proficiency in Microsoft Office suite of applications.
- Possess basic proficiency in Adobe Acrobat sufficient to create and edit documents and forms.
- Possess advanced problem-solving and critical thinking skills.
- Possess advanced verbal and written communication skills.
- Ability to recognize patterns and trends in data sets and incorporate quantitative data into operational strategies.
- Ability to distill complex data into easily interpretable reports and infographics (charts, tables, graphs, etc.).
- Ability to speak to and tailor written communications to any audience.
- Good understanding of financial principles and budgeting.
- Knowledge of the process and structure of the City and assigned department.
- Knowledge of pertinent federal, state, and local laws, codes, policies, and processes.
- Ability to plan, initiate, and complete work assignments with minimum direction.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships.

Supervision Received and/or Exercised

Position reports to and is evaluated by department head. Incumbent may be assigned to participate in task forces, group/special projects, and other assignments.

Physical Demands

Class E criteria job demand.

Work Environment

Work is generally performed in an indoor office environment during standard business hours, though attendance at early morning/evening meetings may be required. Additional off-hour assignments are possible and may be required.

Minimum Qualifications

- Possess at least three years of professional experience in office administration, executive support, or a similar role.
- Associate degree in finance, business, public administration, or a related field; bachelor's degree preferred.
- Experience developing and/or advising on operating budgets.
- Experience developing and presenting research findings.
- Experience drafting and delivering presentations.
- Experience collecting, interpreting, and understanding the significance of trends within complex datasets; ability to summarize complex information to a disparate audience.



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Administrative Analyst II

Department: Varies

Position Status: Full Time

FLSA Status: Non-Exempt

Date Job Description Approved:

Job Summary

The administrative analyst performs a variety of clerical, technical, data research, and information analysis tasks for the assigned department. Daily responsibilities will include advising on complex departmental procedures and long-range plans, providing recommendations with an eye towards continuous process improvement, compiling data and producing reports, updating budgeting and statistical information, answering emails, phone calls, and in-person requests, and drafting various correspondence. As the City's senior classification within the secretarial/administrative job series, the incumbent will be expected to perform secretarial functions in departments that do not have a secretary position assigned, in addition to the more technical work expected of an administrative analyst.

Essential Tasks

- All essential tasks contained in the Administrative Analyst I job description.
- Assist in the development of the department's strategic plan and related materials, including supporting data and presentation content.
- Develop, in collaboration with department head, short- and long-term priority items for department and divisions; develop actionable timelines for priority items.
- Provide support to department head and to division managers as they implement changes to policies and procedures, providing actionable data and recommendations to accelerate integration of new processes and enhance operational effectiveness.
- Evaluate the operations and activities of each division within the department to identify shortcomings, recommend improvements and modifications; assist in the development of alternative solutions and implementation; prepare various reports on operations and activities.
- Recommend and provide general staff training on new policies, procedures, and technologies to ensure employees understand new expectations and are equipped to implement desired change; work with employees and supervisors to correct deficiencies.

Knowledge, Skills, & Abilities Required for Position

- Possess strong research, math, and computer skills.
- Possess moderate proficiency in Microsoft Office suite of applications.
- Possess basic proficiency in Adobe Acrobat sufficient to create and edit documents and forms.
- Possess advanced problem-solving and critical thinking skills.
- Possess advanced verbal and written communication skills.

- Ability to recognize patterns and trends in data sets and incorporate quantitative data into operational strategies.
- Ability to distill complex data into easily interpretable reports and infographics (charts, tables, graphs, etc.).
- Ability to speak to and tailor written communications to any audience.
- Good understanding of financial principles and budgeting.
- Knowledge of the process and structure of the City and assigned department.
- Knowledge of pertinent federal, state, and local laws, codes, policies, and processes.
- Ability to plan, initiate, and complete work assignments with minimum direction.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships.

Supervision Received and/or Exercised

Position reports to and is evaluated by department head. Incumbent may be assigned to participate in task forces, group/special projects, and other assignments.

Physical Demands

Class E criteria job demand.

Work Environment

Work is generally performed in an indoor office environment during standard business hours, though attendance at early morning/evening meetings may be required. Additional off-hour assignments are possible and may be required.

Minimum Qualifications

- All minimum qualifications contained in the Administrative Analyst I job description.
- Possess at least five years of professional experience in office administration, executive support, or a similar role.
- Experience developing and delivering training to employees.
- Experience developing and/or reviewing strategic or other long-range plans, operational procedures, and policies.
- Experience developing and presenting formal recommendations to departmental or higher leadership.



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Senior Administrative Analyst

Department: Varies

Position Status: Full Time

FLSA Status: Non-Exempt

Date Job Description Approved:

Job Summary

The administrative analyst performs a variety of clerical, technical, data research, and information analysis tasks for the assigned department. Daily responsibilities will include advising on complex departmental procedures and long-range plans, providing recommendations with an eye towards continuous process improvement, compiling data and producing reports, updating budgeting and statistical information, answering emails, phone calls, and in-person requests, and drafting various correspondence. As the City's senior classification within the secretarial/administrative job series, the incumbent will be expected to perform secretarial functions in departments that do not have a secretary position assigned, in addition to the more technical work expected of an administrative analyst.

Essential Tasks

- All essential tasks contained in the Administrative Analyst II job description.
- Advise on division and department operating budgets, providing recommendations to ensure budget serves the mission of the department and aligns with the department's strategic plan and City leadership's expectations.
- Serve as an advisor and contributing member to the department's strategic planning, recommending goals and objectives; provide qualitative and quantitative analysis of strategic plan and recommend improvements where possible to better align with expectations of City leadership.
- Advise on personnel matters, such as the reassignment of employees to enhance operations, evaluating job responsibilities and job description, assisting with interviewing, departmental onboarding and training, and reviewing performance evaluations.
- Participate in the investigation of internal and external complaints; recommend corrective action as necessary to resolve issues moving forward.
- Serve as a liaison to other departments, including conferring with departments on shared programs and projects; coordinate on broader strategic planning objectives and ensure alignment of departmental goals and procedures.

Knowledge, Skills, & Abilities Required for Position

- Possess strong research, math, and computer skills.
- Possess moderate proficiency in Microsoft Office suite of applications.
- Possess basic proficiency in Adobe Acrobat sufficient to create and edit documents and forms.

- Possess advanced problem-solving and critical thinking skills.
- Possess advanced verbal and written communication skills.
- Ability to recognize patterns and trends in data sets and incorporate quantitative data into operational strategies.
- Ability to distill complex data into easily interpretable reports and infographics (charts, tables, graphs, etc.).
- Ability to speak to and tailor written communications to any audience.
- Good understanding of financial principles and budgeting.
- Knowledge of the process and structure of the City and assigned department.
- Knowledge of pertinent federal, state, and local laws, codes, policies, and processes.
- Ability to plan, initiate, and complete work assignments with minimum direction.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships.

Supervision Received and/or Exercised

Position reports to and is evaluated by department head. Incumbent may be assigned to participate in task forces, group/special projects, and other assignments.

Physical Demands

Class E criteria job demand.

Work Environment

Work is generally performed in an indoor office environment during standard business hours, though attendance at early morning/evening meetings may be required. Additional off-hour assignments are possible and may be required.

Minimum Qualifications

- All minimum qualifications contained in the Administrative Analyst II job description.
- Possess a bachelor's degree in accounting, business/public administration, mathematics, statistics, or a similar field.
- Possess at least two years of experience in an analyst position with responsibilities including the development of recommendations to enhance operational efficacy.
- Possess formal training in continuous process improvement principles.



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor / Council
FROM: Lee Gilmour, City Manager
DATE: September 29, 2021
REFERENCE: Proposed job classifications

Based on a review by Personnel the Administration recommends council approved the below job classifications.

Legal Assistant I	\$ 45,100 -\$ 69,900
Legal Assistant II	48,200 – 72,800
Senior Legal Assistant	54,700 – 78,300

The job classification descriptions are attached.

cc: Ms. B. Newby
Mr. R. Smith
Ms. K. Bycenski



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Legal Assistant I

Department: Office of the City Attorney

Position Status: Full Time

FLSA Status: Non-Exempt

Date Job Description Approved:

Job Summary

This position is responsible for providing direct support to the City Attorney. The incumbent will conduct legal research, draft and review documents, prepare forms and other materials, communicate with internal and external customers, organize and maintain files, and perform a variety of administrative tasks as assigned.

Essential Tasks

- Provide the initial draft and proof-read a variety of administrative, legal and technical material.
- Conduct basic research in Westlaw on assigned projects.
- Obtain due diligence materials; organize and maintain records, files, reports, and other documents.
- Coordinate office calendar, assignments, and general workflow to ensure timely processing and proper prioritization; provide timely response to phone calls, emails, and other inquiries as directed.
- Develop an understanding of the City structure, workflow, and functions of City departments; develop effective working relationship with internal and external stakeholders.
- Serve as first contact for visitors to the City Attorney's office, evidencing sufficient knowledge to answer general questions.
- Process invoices, expense reports, supply orders, budget data, and other City deliverables as required.
- Perform preparation and filing of documents in relevant courts.

Knowledge, Skills, & Abilities Required for Position

- Possess advanced communication skills, both written and oral.
- Possess basic proficiency in Microsoft Office suite of applications, as well as basic proficiency in Adobe Acrobat.
- Ability to conduct basic research in a database environment and distill the results of such research into a report, paper, or other product as requested.
- Understanding of the general function and responsibilities of a municipal law office.
- Ability to update templates and forms, as well as author the initial draft of documents, correspondence, and other products in line with the expectations of the City Attorney.
- Skill in multi-tasking, scheduling, and office organization, with the ability to prioritize work assignments.

Supervision Received and/or Exercised

Position reports to and is evaluated by the City Attorney. No supervisory responsibilities.

Physical Demands

Class E criteria job demand.

Work Environment

Work is generally performed in an indoor office environment during standard business hours, though on-call duties may be assigned. Additionally, attendance at off-hours meetings may be required.

Minimum Qualifications

- At least one year of experience performing office administration, secretarial, paralegal, or legal assistant responsibilities.
- At least one year of experience managing an office, division, or department's workflow, calendar, and deliverables.
- Basic understanding of legal procedures and ability to conduct factual research.
- Experience compiling and maintaining complex and extensive records and preparing reports.
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.
- High school diploma or GED required; associate degree preferred.



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Legal Assistant II

Department: Office of the City Attorney

Position Status: Full Time

FLSA Status: Non-Exempt

Date Job Description Approved:

Job Summary

This position is responsible for providing direct support to the City Attorney. The incumbent will conduct legal research, draft and review documents, prepare forms and other materials, communicate with internal and external customers, organize and maintain files, and perform a variety of administrative tasks as assigned.

Essential Tasks

- All essential tasks contained in the Legal Assistant I job description.
- Conduct moderately detailed research on matters brought to the Office of the City Attorney for review and resolution.
- Investigate the factual evidence of assigned transactions or cases and assist in the preparation of summaries, resolutions, and other requested documentation.
- Develop and edit templates and fillable forms as needed to improve office procedures and advance efficiency.
- Develop an understanding of legal citations, filing procedures, and other legal intricacies necessary for the development, drafting, and filing of legal documents with relevant courts and for providing accurate responses to public inquiries.
- Hone knowledge of the types of documents and work encountered in a municipal law office; e.g., land use, real estate, eminent domain, public finance, procurement, capital projects, and contracts and agreements.
- Provide input on office procedures, technology, and equipment to advance overall efficiency.

Knowledge, Skills, & Abilities Required for Position

- All knowledge, skills, and abilities as outlined in the Legal Assistant I job description.
- Moderate proficiency in Adobe Acrobat, sufficient to create and edit PDF form-fillable documents.
- Knowledge of legal terminology, documents, and procedures as they pertain to the Office of the City Attorney.
- Ability to organize and plan day-to-day clerical and administrative activities, maintain personal and office calendars, and keep the City Attorney apprised of deadlines and project timelines.
- Ability to handle complex and multi-faceted projects, following through with limited time constraints.

- Knowledge of the organization and operation of outside agencies sufficient to accomplish assigned responsibilities efficiently.
- Ability to work with advanced formatting features, such as footnote citations and track changes.

Supervision Received and/or Exercised

Position reports to and is evaluated by the City Attorney. No supervisory responsibilities.

Physical Demands

Class E criteria job demand.

Work Environment

Work is generally performed in an indoor office environment during standard business hours, though on-call duties may be assigned. Additionally, attendance at off-hours meetings may be required.

Minimum Qualifications

- All minimum qualifications contained in the Legal Assistant I job description.
- At least two years of experience performing legal assistant or paralegal duties.
- At least one year of experience conducting research in Westlaw or a similar database.



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Senior Legal Assistant

Department: Office of the City Attorney

Position Status: Full Time

FLSA Status: Non-Exempt

Date Job Description Approved:

Job Summary

This position is responsible for providing direct support to the City Attorney. The incumbent will conduct legal research, draft and review documents, prepare forms and other materials, communicate with internal and external customers, organize and maintain files, and perform a variety of administrative tasks as assigned.

Essential Tasks

- All essential tasks contained in the Legal Assistant II job description.
- Conduct advanced and comprehensive research on matters brought to the Office of the City Attorney for review and resolution.
- Author initial drafts of a variety of legal and technical documents with limited input required from the City Attorney and with a high degree of accuracy.
- Demonstrate a nuanced understanding of legal procedures and the types of documents and work encountered within a municipal law office sufficient to initiate a response to a wide range of public requests, inquiries, and projects, as well as to identify which items should be immediately routed for review by the City Attorney.
- Provide input on strategic planning, annual budget review, and other long-range projects.

Knowledge, Skills, & Abilities Required for Position

- All knowledge, skills, and abilities as outlined in the Legal Assistant II job description.
- Detailed knowledge of legal terminology, documents, and procedures as they pertain to the Office of the City Attorney.
- Advanced proficiency in Westlaw or similar research database.
- Ability to monitor and report to multiple staff members and stakeholders on the status of various projects, timelines, and deadlines to help ensure workflow is being appropriately managed.
- Possess expert office organization, time management, and records management skills.

Supervision Received and/or Exercised

Position reports to and is evaluated by the City Attorney. No supervisory responsibilities.

Physical Demands

Class E criteria job demand.

Work Environment

Work is generally performed in an indoor office environment during standard business hours, though on-call duties may be assigned. Additionally, attendance at off-hours meetings may be required.

Minimum Qualifications

- All minimum qualifications contained in the Legal Assistant II job description.
- At least three years of experience performing legal assistant or paralegal duties.
- Ability to understand, summarize, and report on complex and highly technical legal documents.
- Ability to draft administrative and legal materials at a high level, with minimal errors and assists.



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor / Council
FROM: Lee Gilmour, City Manager
DATE: September 28, 2021
REFERENCE: Revised new job classification request

With the adoption of the FY-2022 property tax millage rate one of the items approved was a new administrative support position for permitting in the Department of Community Development. Attached is the proposed job classification description for Permit Technician I from the department.

Also provided is this proposed job classification for Special Events Coordinator I. The position was approved by council.

The Administration concurs with these descriptions and recommends council approve the following job classifications.

Permit Technician I	\$ 37,400 - \$ 57,000
Special Events Coordinator I	\$ 37,400 - \$ 57,000

cc: Mr. R. Smith
Mr. B. Wood
Mr. C. Gunn
Ms. K. Bycenski



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Permit Technician I

Department: Community Development

Position Status: Full Time

FLSA Status: Non-Exempt

Date Job Description Approved:

Job Summary

The Permit Technician performs critical tasks as front-line personnel related to customer service and construction development. These tasks include reviewing, accepting, distributing, processing, documenting and maintaining departmental information, reports, plans, specifications, applications, permits and related inspection materials according to established guidelines. The Permit Technician will also provide clerical and administrative support to the organization, including day-to-day correspondence and scheduling, phone calls, e-mails, data input, financial reporting, and other regular clerical functions to ensure timely response and service delivery.

Essential Tasks

- Receives digital plans and other construction documents for review and ensures that applications are complete and ready to process.
- Tracks, monitors, and provides information regarding the status of building permits, plan checks, code enforcement, and related issues to other departments and to the public.
- Calculates fees for the issuance of building, plumbing, electrical and mechanical permits.
- Issues building permits under the direction of the Building Official.
- Develops and provides reports relating to department activities and performs research on issues related to building permits and code enforcement.
- Provides clerical support for both the building department and code enforcement, including but not limited to answering phone calls, emails, scheduling, reporting, data input, and customer service-related functions.

Knowledge, Skills, & Abilities Required for Position

- Knowledge and understanding of Office 365 products, including Outlook, Excel, Word, and PowerPoint.
- Knowledge of basic functions of a building department and the construction process as it relates to permits, inspections, and certificates of occupancy.
- Ability to effectively and professionally provide excellent customer service to members of the public as well as other city departments.
- Ability to learn and use permitting and reviewing software as part of the daily function of the department.

Supervision Received and/or Exercised

Position reports to and is evaluated by the Chief Building Official. No supervisory responsibilities.

Physical Demands

Class E criteria job demand.

Work Environment

Work is generally performed in an indoor office environment during standard business hours, though attendance at early morning/evening meetings may be required. Additional off-hour assignments are possible and may be required.

Minimum Qualifications

- Possess high school diploma or GED equivalent.
- Possess ICC's Permit Technician certification, or ability to acquire within one year of hire.
- Two years of experience in a professional office setting performing clerical-type work.



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Special Events Coordinator I

Department: City Manager

Position Status: Full Time

FLSA Status: Non-Exempt

Date Job Description Approved:

Job Summary

The primary function of the Special Events Coordinator is to provide direct assistance to the Special Events Administrator in the execution of City-sponsored and community events. Under direction of the Administrator, the Coordinator will perform a range of general administrative, communications, marketing, and logistical functions in the support of the City's special events calendar.

Essential Tasks

- Communicate as directed with event stakeholders, sponsors, vendors, and other involved parties in the planning and execution of events.
- Assist as directed in recruiting vendors and sponsors, developing event materials, to include promotional content, and in advertising events to the community via all available channels, including traditional digital and print media and social network platforms.
- Identify, communicate, and assist in correcting shortcomings or problems in real time during events to ensure overall success.
- Assist in training event staff and volunteers ahead of events; provide guidance as needed during events.
- Contribute in the development of the special events calendar; recommend suggestions for new events and improvements to existing events; recommend creative ways to market events and reach all demographics.
- Assist in tracking and maintaining data on event success metrics; participate in post-event meetings and provide suggestions to facilitate event execution and satisfaction.
- Execute the physical set-up and break-down of events as directed.

Knowledge, Skills, & Abilities Required for Position

- Possess advanced communication skills, both written and oral.
- Possess outstanding customer service skills.
- Ability to work collaboratively with all personality types.
- Ability to work under pressure and under strict deadlines or time constraints.
- Possess general knowledge of marketing and communications principles.
- Proficiency in Microsoft Office suite of applications.
- Proficiency in social media platforms.

- Knowledge of event logistics.
- Skill in public speaking and in training disparate groups of people.
- Possess advanced time management and organization skills.
- Possess the ability to multi-task.
- Ability to work varying hours, in large groups of people, and in all weather conditions.

Supervision Received and/or Exercised

- Position reports to and is evaluated by the Special Events Administrator.
- Position may be tasked to provide basic training of and coordination to volunteers, City employees staffing special events, vendors, and other event contributors.

Physical Demands

Class E criteria job demand.

Work Environment

- Work is routinely performed in both indoor and outdoor environments, with potential exposure to adverse weather conditions.
- Occasional weekend and evening obligations related to event coordination and execution will be required.

Minimum Qualifications

- High school diploma or GED equivalent.
- At least one year of professional experience in hospitality, tourism, event logistics/management, marketing, communications, professional sports, or a similar role.
- Previous experience executing large-scale events.
- Ability to work a varied schedule that includes nights and weekends, and ability to work in varied environmental conditions.



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor / Council
FROM: Lee Gilmour, City Manager
DATE: September 28, 2021
REFERENCE: Allocation request

Following up on your September 20, 2021, work session the Administration recommends council allocate an additional \$ 10,000 to the Development Authority of the City of Perry's FY-2022 budget for façade grants.

It is also recommended the current Downtown Development District Façade Grant program's guidelines/eligibility requirements (see attached) exclude landscaping and signage.

cc: Mr. R. Smith



CHOOSE LOCAL

Façade Grant Award Structure

Each project is classified with specific funding limits per category.
However, payments may not exceed **fifty percent (50%)** of the total project cost.

Major Improvement(s):

Restoration/Rehabilitation \$2,500 award
Substantial recapturing of a building's historic appearance

Paint and/or Mural \$1,000 award
*Color must be from the approved Historic Palette or approved by
Community Development. Murals must be approved by Main Street
Advisory Board.*

Minor Improvement (s)*:

Landscaping improvements \$500 award
Perennials must be approved by Main Street Advisory Board.

Signage (Monument, frame, post and arm or other permanent structure for
a sign) \$500 award
*Signage must adhere to the Perry Land Management Ordinance Article 6-9
Signs and must be reviewed by Community Development.*

Awnings \$500 award
Colors and style must be reviewed by Main Street Advisory Board

Other Changes/Improvements \$500 award

Alley enhancements \$750 award

**Multiple projects for Minor Improvements are allowed under the Façade Grant Guidelines, but
applicant may not receive more than **\$1,000** in grant funding for minor improvement projects.*

**Any work performed before Advisory Board review and grant award notification
will be ineligible for grant funding.*

No more than one grant for a major improvement may be approved per property per fiscal year (July 1-
June 30).