

RESOLUTION 2016-33

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOUNTAIN HILLS, ARIZONA, APPROVING THE REVISED TOWN ORGANIZATIONAL CHARTS FOR THE ADMINISTRATION DEPARTMENT AND THE COMMUNITY SERVICES DEPARTMENT, REVISED 2016-17 PAY PLAN, REVISED SCHEDULE OF AUTHORIZED POSITIONS AND REVISED JOB DESCRIPTION TO RECLASSIFY THE TOURISM COORDINATOR POSITION TO COMMUNICATION AND MARKETING COORDINATOR.

WHEREAS, the Mayor and Council of the Town of Fountain Hills (the "Town Council") approved Resolution No. 2016-10 on June 2, 2016, approving the Town of Fountain Hills Organizational Chart, the 2016-17 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 Tourism Coordinator position to the Communication and Marketing Coordinator (the "Reclassification").

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 and directs that the necessary related changes be made to (i) the Town of Fountain Hills Organizational Charts for the Administration Department and the Community Services Department, (ii) the 2016-17 Pay Plan, (iii) the Schedule of Authorized Positions and (iv) the employee job description for Communication & Marketing Coordinator, all in substantially the form attached hereto as Exhibit A and incorporated herein by reference.

SECTION 3. The Reclassification shall become effective January 1, 2017.

SECTION 4. 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, Arizona, December 15, 2016.

FOR THE TOWN OF FOUNTAIN HILLS:


Linda M. Kavanagh, Mayor

REVIEWED BY:


Grady E. Miller, Town Manager

ATTESTED TO:


Bevelyn J. Bender, Town Clerk

APPROVED AS TO FORM:

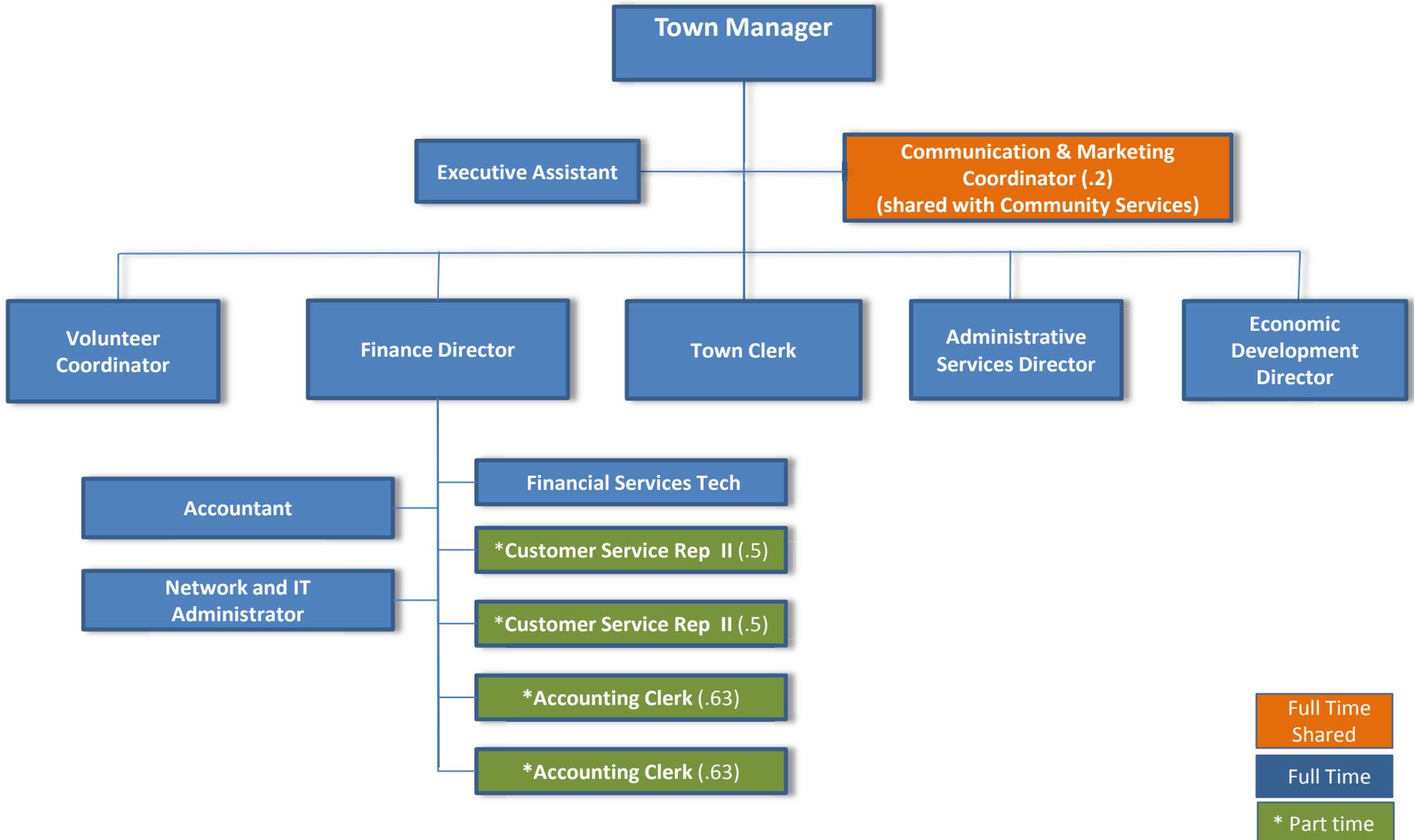

Andrew J. McGuire, Town Attorney

EXHIBIT A
TO
RESOLUTION 2016-33

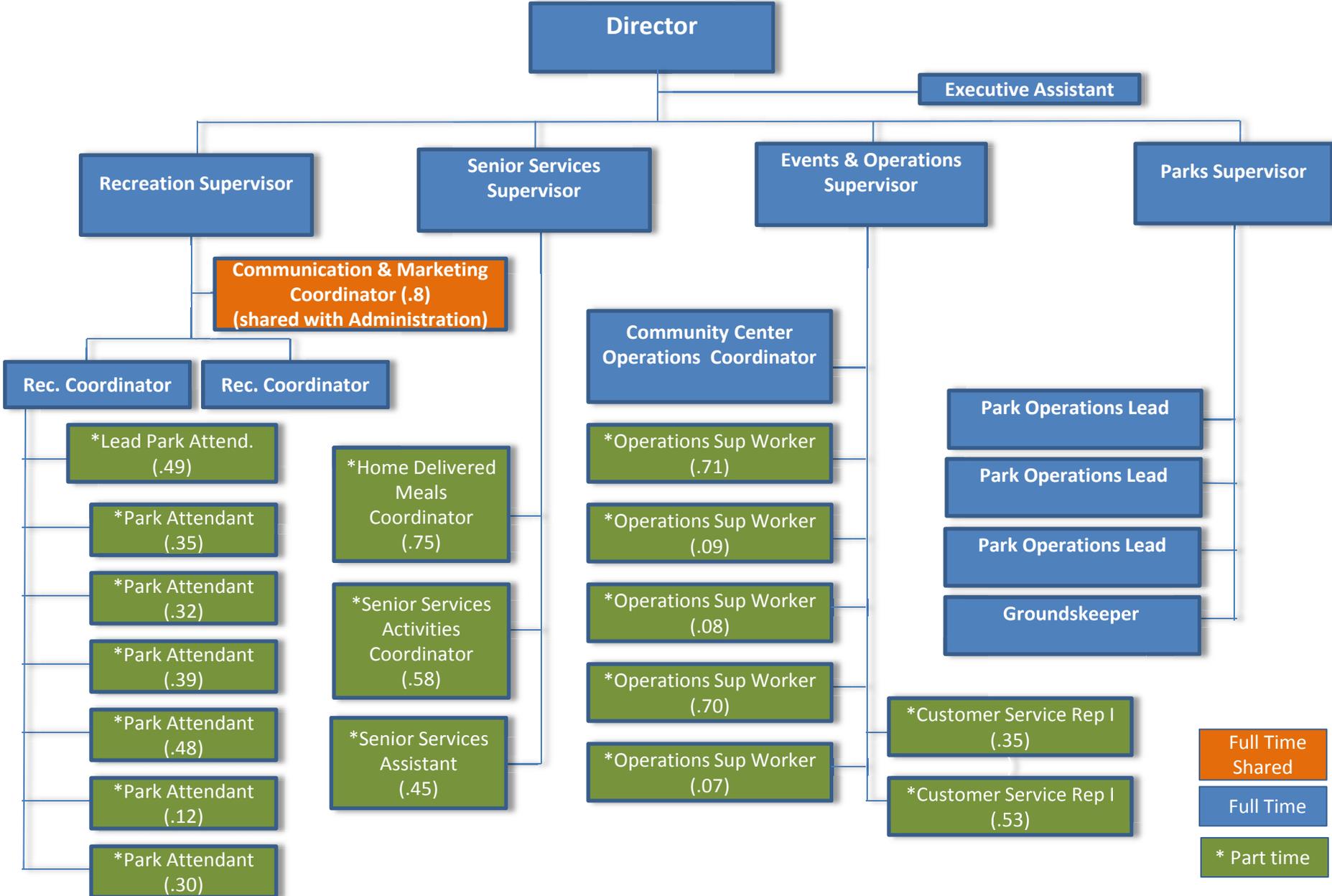
[Revised Staffing Authorization]

See following pages.

ADMINISTRATION DEPARTMENT



COMMUNITY SERVICES DEPARTMENT



2016-17 Exempt Positions

<u>Position Title</u>	<u>Minimum</u>	<u>Maximum</u>
Finance Director	\$ 89,676	\$ 127,529
Public Works Director	88,300	125,571
Development Services Director	88,300	125,571
Town Engineer	84,884	120,713
Administrative Services Director	79,437	112,968
Community Services Director	79,129	112,529
Court Administrator	70,886	100,807
Town Clerk	65,165	92,671
Economic Development Director	63,352	90,094
Chief Building Official/Plans Examiner	62,706	89,174
Street Superintendent	61,391	87,304
Senior Planner	61,139	86,945
Network and Information Technology Administrator	57,532	85,697
Recreation Supervisor	56,940	80,975
Parks Supervisor	55,003	78,220
Facilities/Environmental Supervisor	53,483	76,059
Events and Operations Supervisor - Comm. Ctr.	51,799	73,663
Executive Assistant to Town Manager/Council	51,434	73,144
Senior Services Supervisor	49,332	70,156
Accountant	47,476	67,516
Recreation Program Coordinator	47,476	67,516
Communications and Marketing Coordinator**	47,476	67,516
Volunteer Coordinator	47,476	67,516
Community Center Operations Coordinator	47,476	67,516

** Communications and Marketing Coordinator was formerly Tourism Coordinator

2016-17 Non-Exempt Positions

<u>Position Title</u>	<u>Minimum</u>	<u>Maximum</u>
GIS Technician/CAD Operator	\$ 24.22	\$ 34.44
Traffic Signal Technician II	23.62	33.60
Civil Engineer Inspector	21.03	29.91
Code Enforcement Officer	19.74	28.07
Executive Assistant	19.74	28.07
Fleet Mechanic/Open Space-Landscape Specialist	19.25	27.38
Park Operations Lead	19.25	27.38
Facilities Maintenance Technician	17.82	25.35
Building Permit Technician	17.36	24.69
Senior Court Clerk	16.89	24.01
Street Maintenance Technician	16.89	24.01
Court Clerk	16.14	22.96
Financial Services Technician	16.14	22.96
Accounting Clerk	15.62	22.21
Customer Service Representative II	15.62	22.21
Senior Services Activities Coordinator	15.28	21.73
Lead Park Attendant	15.28	21.73
Customer Service Representative I	13.92	19.79
Home Delivered Meals Coordinator	13.61	19.36
Groundskeeper	13.61	19.36
Operations Support Worker	13.61	19.36
Custodian	12.58	17.89
Park Attendant	12.58	17.89
Senior Services Assistant	12.58	17.89

Schedule of Authorized Positions

<u>Position Title</u>	<u>FY 16-17 Current FTE</u>	<u>FY 16-17 Proposed FTE change</u>	<u>FY 16-17 Proposed FTE</u>
<u>Municipal Court</u>			
Presiding Judge	0.63	no change	0.63
Court Administrator	1.00	no change	1.00
Senior Court Clerk	1.00	no change	1.00
Court Clerk	<u>1.00</u>	no change	<u>1.00</u>
Authorized FTE	3.63	no change	3.63
<u>Administration</u>			
Town Manager	1.00	no change	1.00
Administrative Services Director	1.00	no change	1.00
Executive Asst to Town Mgr/Council	1.00	no change	1.00
Town Clerk	1.00	no change	1.00
Volunteer Coordinator	1.00	no change	1.00
Economic Development Director	1.00	no change	1.00
Communication and Marketing Coordinator	-	0.20	0.20
Network & Information Technology Administrator	1.00	no change	1.00
Finance Director	1.00	no change	1.00
Accountant	1.00	no change	1.00
Financial Services Technician	1.00	no change	1.00
Accounting Clerk	1.26	no change	1.26
Customer Service Representative II	<u>1.00</u>	no change	<u>1.00</u>
Authorized FTE	12.26		12.46

Schedule of Authorized Positions

<u>Position – Title</u>	<u>FY 16-17 Proposed FTE</u>	<u>FY 16-17 Proposed FTE change</u>	<u>FY 16-17 Proposed FTE</u>
<u>Public Works</u>			
Public Works Director	1.00	no change	1.00
Civil Engineering Inspector	1.00	no change	1.00
Executive Assistant	0.50	no change	0.50
Facilities/Environmental Supervisor	1.00	no change	1.00
Facilities Maintenance Tech	1.00	no change	1.00
Custodian	1.30	no change	1.30
Street Superintendent	1.00	no change	1.00
Fleet Mechanic/Open Space-Landscape Spec	1.00	no change	1.00
Traffic Signal Technician II	1.00	no change	1.00
Street Maintenance Technician	1.00	no change	1.00
Authorized FTE	9.80	no change	9.80

Schedule of Authorized Positions

<u>Position – Title</u>	<u>FY 16-17 Proposed FTE</u>	<u>FY 16-17 Proposed FTE change</u>	<u>FY 16-17 Proposed FTE</u>
<u>Development Services</u>			
Development Services Director	1.00	no change	1.00
Executive Assistant	0.50	no change	0.50
Town Engineer	1.00	no change	1.00
Senior Planner	1.00	no change	1.00
GIS Technician/CAD Operator	1.00	no change	1.00
Code Enforcement Officer	1.00	no change	1.00
Chief Building Official/Plans Examiner	1.00	no change	1.00
Building Permit Technician	1.00	no change	1.00
Authorized FTE	7.50	no change	7.50

Schedule of Authorized Positions

<u>Position – Title</u>	<u>FY 16-17 Proposed FTE</u>	<u>FY 16-17 Proposed FTE change</u>	<u>FY 16-17 Proposed FTE</u>
<u>Community Services</u>			
Community Services Director	1.00	no change	1.00
Recreation Supervisor	1.00	no change	1.00
Recreation Program Coordinator	2.00	no change	2.00
Tourism Coordinator	1.00	-	-
Communication and Marketing Coordinator	-	0.80	0.80
Executive Assistant	1.00	no change	1.00
Parks Supervisor	1.00	no change	1.00
Park Operations Lead	3.00	no change	3.00
Lead Park Attendant	0.49	no change	0.49
Park Attendant	1.96	no change	1.96
Groundskeeper	1.00	no change	1.00
Events & Operations Supervisor - CC	1.00	no change	1.00
Operations Coordinator - Community Center	1.00	no change	1.00
Operations Support Worker	1.65	no change	1.65
Customer Service Representative I	0.88	no change	0.88
Senior Services Supervisor	1.00	no change	1.00
Senior Services Activities Coordinator	0.58	no change	0.58
Home Delivered Meals Coordinator	0.75	no change	0.75
Senior Services Assistant	0.45	no change	0.45
Authorized FTE	20.76		20.56
Total Authorized FTE	<u>53.95</u>		<u>53.95</u>



Job Title: Communication & Marketing Coordinator

Department: Community Services & Administration

Immediate Supervisor: Recreation Supervisor and Town Manager

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Coordinates and assists with the Town’s Communication and Marketing efforts. Promotes and develops various strategies, including special events, marketing, tourism, partnerships, press releases, and other branding efforts. Analyzes the effectiveness of various Tourism, Marketing, and Communication strategies. Exercises a high degree of discretion, independent judgment, and courtesy in all interactions with the public. Under direction from the Town Manager, is responsible for disseminating and communicating information about the Town to residents, businesses, community groups, and the media. Promotes the Town's image and may function as a media liaison, and handles community relations. Coordinates electronic and print media activities, advertising; writing articles for publication; and graphic design.

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 analytically evaluate tourism programs; maintain and regularly update the Town's Tourism website and social media posts; create and regularly update the Town's special event calendar.
2	S	Researches facts, develops concepts, and drafts text for printed materials, including fliers, articles, ads and brochures, coordinates graphic design of materials.
4	L	Under the direction of the Recreation Supervisor, collaborates with organizations such as local businesses, the Chamber of Commerce, Fort McDowell, AZ Office of Tourism, Arizona Tourism Alliance and other regional/state organizations to promote and support the local economy
5	S	Under the direction of the Town Manager, prepares or coordinates the preparation of calendars, social media communications, website information, newsletters, brochures, public service announcements, news releases, and other communication services and informational reports or documents related to Town activities and services. Responsible for correspondence, editorials, and other communications as directed.
6	L	Under the direction of the Town Manager, may handle community relations by answering questions from citizens, organizing and operating Town booths at events, serving as Town liaison/representative at meetings, and performing internal communication tasks.
7	L	Performs other duties as assigned, including assisting with special events, research and written communication on behalf of the Town, conducting survey and focus groups to obtain and/or disseminate information. May also assist in grant writing and budgetary estimates.

* 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, Public Relations, Journalism, Marketing, Public Administration, Tourism or a closely related field. Other knowledge requirements include the general theories, principles, and practices of marketing, public relations, public information, and basic communication techniques. Effective oral presentation skills, and the ability to organize and clearly present information in an interesting manner, both verbally and in writing is essential.
Experience	One to three years experience involving marketing, programming and coordinating tourism, special events, public relations or related field or activities is required.
Certifications and Other Requirements	Valid driver's license with a good driving record. Must have the ability to work a flexible schedule to include occasional evenings, weekends and holidays.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read technical information and data, policies, guidelines, and procedures at a college level. Also requires the ability to interpret and utilize the English language and terminology used by various media.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division and percentages
Writing	Work requires the ability to write reports, policies, goals, and objectives in a manner that is creative to ensure audience interest.
Managerial	Coordinating activities to meet deadlines
Budget Responsibility	May assist with preparation of annual tourism budget
Supervisory / Organizational Control	Coordinates activities in order to ensure consistency to further Town Tourism and Communication efforts
Complexity	Work is governed by broad instructions, objectives and policies. Requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Work requires a high level of interaction with others outside the Town and requires exercising considerable initiative and independent judgment that supports Town efforts. Requires the ability to establish and maintain effective working relationships with coworkers, Town management, business owners, contractors, media personnel, citizens, and the general public.

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	At special events and programs
Sitting	F	Deskwork
Walking	F	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:

Copy machine, fax machine, telephone, calculator, general office supplies, computer and related software, laser or inkjet printer.

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)			

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	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)