

ORDINANCE NO. 2018- 10

AN ORDINANCE ADOPTING A POSITION SUMMARY FOR THE POSITION OF WATER BILLING CLERK OF THE CITY OF DIAMOND CITY, ARKANSAS; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES

WHEREAS, the City Council of the City of Diamond City, Arkansas, has the authority to enact Ordinances relating to the City, and

WHEREAS, the City Council of the City of Diamond City, Arkansas deems it advisable and necessary to adopt an Ordinance setting the Position Summary for the position of the Water Billing Clerk for the City of Diamond City, Arkansas. The Position Summary shall include the job description and job requirements for position of the Water Billing Clerk for the City of Diamond City, Arkansas, as well as the salary or wage that shall be paid to the Water Billing Clerk for the City of Diamond City, Arkansas and the benefits that shall be offered or provided to the Water Billing Clerk for the City of Diamond City, Arkansas, if any.

NOW, THEREFORE, BE IT ORDAINED BY CITY COUNCIL OF THE CITY OF DIAMOND CITY, ARKANSAS THAT:

Section 1. The Position Summary, which is attached hereto and incorporated herein by reference as if stated in full, is hereby adopted as the Position Summary for the position of the Water Billing Clerk for the City of Diamond City, Arkansas, which hereby establishes the job description and job requirements for position of the Water Billing Clerk for the City of Diamond City, Arkansas, as well as the salary or wage that shall be paid to the Water Billing Clerk for the City of Diamond City, Arkansas and the benefits that shall be offered or provided to the Water Billing Clerk for the City of Diamond City, Arkansas, if any.

Section 2. This ordinance shall take effect immediately upon its passage.

Section 3. Any ordinance or part of any ordinance in conflict with this ordinance shall hereby be repealed and replaced or shall be held null and void.


Section 4. The provisions of this Ordinance are hereby declared to be severable and if any provision shall for any reason be held illegal or invalid, such holding shall not affect the validity of the remainder of the Ordinance.

Section 5. EMERGENCY CLAUSE. It is determined by the City Council that the adoption of this Ordinance is immediately necessary to provide clarity to employees of the City of Diamond City, Arkansas, and to protect the interests of the citizens of Diamond City, Arkansas, and an emergency is hereby declared and this ordinance shall be in full force and effect from and after passage and publication.

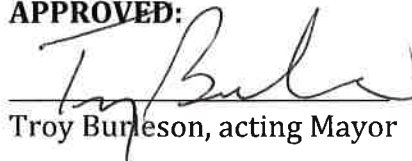
PASSED AND APPROVED this the 23 day of October, 2018, in a regular meeting.

Aye 6 Nay _____ Absent _____ Abstain _____

ATTEST:


Tina Jackson, Recorder

APPROVED:


Troy Burleson, acting Mayor

WATER BILLING CLERK

Reports To: Water Billing Supervisor

Position Summary

The Water Billing Clerk position performs tasks assigned by the Water Billing Supervisor, including but not limited to the preparation of utility billing and the receipt of payments for city services. The Water Billing Clerk prepares work orders for inspections, repairs, and connections of water and sewages services and assists customers with bill payments and service complaints.

Duties and Responsibilities

- Prepares the billing for city services and mails bills in a timely fashion.
- Receives payments and posts payments in the utility billing software.
- Prepares daily receipts register and deposits all receipts for services.
- Receives payments for services other than utility billing and maintains an accounting fund balances.
- Answers telephone to receive information, answers complaints, and directs calls to the proper person.
- Prepares and processes new customer applications.
- Greets customers and provides solutions to problems with the different city services.
- Prepares work orders for utility services and repair of utility services.
- Performs clerical duties to ensure the filing system is maintained properly.
- Prepares and submits purchase orders to the Mayor to ensure adequate office supplies are on hand.
- The above summary is not an exhaustive list of the Water Billing Clerk's duties, and a Water Billing Clerk may be called upon occasionally to perform other duties as the needs dictate.

Minimum Requirements

This position requires a high school diploma or equivalent.

Abilities and Skills

- Should possess basic computer operations skills including keyboarding.
- Should have a basic working knowledge of spreadsheets, word processing, and a 10 key calculator.
- Should have good communications skills and be able to deal directly with the public in adverse situations.
- Should have good problem solving skills.

Physical Abilities

While this position does not require high levels of physical activity periodically there will be a need to lift at least 40 pounds.

Job Hours, Wage and Benefits

Job Type: Full-time

Wage: \$13.00 per hour

This position shall be offered access to an optional City employee group health and dental insurance plan and an optional City employee Roth retirement plan.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.