

ORDINANCE NO. 2018- 16

**AN ORDINANCE ADOPTING A POSITION SUMMARY FOR THE POSITION OF SEWER IMPROVEMENT DISTRICT 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 Sewer Improvement District Clerk for the City of Diamond City, Arkansas. The Position Summary shall include the job description and job requirements for position of the Sewer Improvement District Clerk for the City of Diamond City, Arkansas, as well as the salary or wage that shall be paid to the Sewer Improvement District Clerk for the City of Diamond City, Arkansas and the benefits that shall be offered or provided to the Sewer Improvement District 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 Sewer Improvement District Clerk for the City of Diamond City, Arkansas, which hereby establishes the job description and job requirements for position of the Sewer Improvement District Clerk for the City of Diamond City, Arkansas, as well as the salary or wage that shall be paid to the Sewer Improvement District Clerk for the City of Diamond City, Arkansas and the benefits

that shall be offered or provided to the Sewer Improvement District 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**Section 3.** Any ordinance or part of any ordinance in conflict with this ordinance shall hereby be repealed and replaced or shall be held null and void.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 Burlison, acting Mayor

## **SEWER IMPROVEMENT DISTRICT CLERK**

**Reports To: Mayor**

### **Position Summary**

The Sewer Improvement District Clerk position performs tasks assigned by the Mayor, including but not limited to the preparation of Sewer Improvement District liens and letters requesting payment for Sewer Improvement District assessments and taking the receipt of payments for Sewer Improvement District assessments. The Sewer Improvement District Clerk also performs general assistant work for the Mayor, as directed by the Mayor.

### **Duties and Responsibilities**

- Prepares the Sewer Improvement District liens in conjunction with the Mayor and City Attorney.
- Receives payments and posts payments for Sewer Improvement District assessments and liens.
- Prepares daily receipts register and deposits all receipts for Sewer Improvement District assessments and liens.
- Answers telephone to receive information, answers complaints, and directs calls to the proper person.
- Greets customers, accepts citizen complaints concerning Sewer Improvement District assessments or liens and works with the Mayor and City Attorney to develop solutions to any problems concerning the Sewer Improvement District assessments or liens.
- Performs clerical duties to ensure the Sewer Improvement District accounting 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 Sewer Improvement District Clerk's duties, and a Sewer Improvement District 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: \$11.50 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.