

CITY OF JEFFERSONTOWN, KENTUCKY  
 JEFFERSON COUNTY, KENTUCKY

ORDINANCE NO. 1409, SERIES 2020

AN ORDINANCE RELATING TO THE AMENDMENT OF ORDINANCE NO. 1387, SERIES 2018 AS AMENDED BY ORDINANCE NO. 1339, SERIES 2016 M ORDINANCE NO. 1277, SERIES 2012, ORDINACE 1283, SERIES 2012, ORDINANCE 1310, SERIES 2014, AND ORDINANCE 1336, SERIES 2016, RELATING TO COMPENSATION AND CLASSIFICATION OF CITY EMPLOYEES IN THE CITY OF JEFFERSONTOWN, KENTUCKY.

WHEREAS, the City Council has adopted a compensation and classification Ordinance pursuant to KRS 83A.070 (3); and,

WHEREAS, the City Council has reviewed said Ordinance and Amendments and recommended amendments thereto.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JEFFERSONTOWN, KENTUCKY AS FOLLOWS:

SECTION I. Ordinance No. 1387, series 2018 as amended by Ordinance No. 1339, Series 2016, Ordinance No. 1277, Series 2012, Ordinance 1283, Series 2012, Ordinance 1310, Series 2014, and Ordinance 1336, Series 2016, is hereby amended as follows:

SECTION I. The following pay grade classification shall be in full force in effect as follows:

<b>PAY GRADE CLASSIFICATION SYSTEM</b>		
<b>PAY GRADE</b>	<b>SALARY/HOURLY</b>	
	<b>Minimum</b>	<b>Maximum</b>
G11	Current Federal, State or Local Minimum Rate/hr.	\$41,250/year (21.15/hr.)
G12	\$20,100/year (\$10.31/hr.)	\$69,960/year (\$35.87/hr.)
G13	\$30,100/year (\$15.44/hr.)	\$84,150/year (\$43.14/hr.)
G14	\$45,000/year (\$23.08/hr.)	\$127,270/year (\$65.26/hr.)
G15	\$65,000/year (\$33.33/hr.)	\$150,975/year (\$77.43/hr.)

SECTION II. There are hereby created the following job classifications and pay grades for all employees within the City of Jeffersontown, Kentucky, to wit:

<b>Staff Position</b>				<b>Status</b>
<b>Job Classification/Title</b>	<b>Job Description</b>	<b>Pay Grade</b>	<b>E/N</b>	<b>Current Staffing</b>
	<b>Office of Mayor</b>			
City Clerk/Treasurer	Directs operations of City Clerk's office; Clerk of governing body & custodian of records. Responsible for the financial accounts of the City. Management of budget. Cash Flow Management issues. Performs other duties as assigned by the Mayor.	<b>G14</b>	E	1 Full-time
City Attorney	Chief Legal Counsel of the City.	<b>G14</b>	E	1 Full-time
Director of Community Development/Assistant to the Mayor	Assists in directing the growth of a broad based Community Development Strategy, including land use planning, grant procurements and economic development when required by special projects to meet the community's current and future needs. Assists in directing urban renewal, model cities and downtown revitalization functions. Involved in the development of various elements of community planning, including town planning, transportation/access management, neighborhood, land use and recreational/open space. Conducts master planning and land use studies as needed and coordinates consultant selections. Liaison to state legislators, metro council and state government when requested by the Mayor. Performs other duties as assigned by the Mayor.	<b>G14</b>	E	1 Full-time
Executive Assistant	Responsible for handling the secretarial and administrative aspects of the Office of the Mayor. Scheduling appointments, processing legal and other documents and taking minutes of council meetings and various department meetings. Facilitates requests for services handled by the Mayor's Office and oversees all requests for services for the City. Performs other duties as assigned by the Mayor.	<b>G13</b>	E	1 Full-time
City Communications Manager	Maintains the City's website and social media outlets, including creating and managing website design and content, organization, quality assurance and usability. Coordinates and oversees implementation of the City's standards for print and electronic communication from creative concept and electronic design production to final print or web-based products. Assists with the preparation, submittal and administration of City awarded grants. Facilitates administrative needs of community program. Performs other duties as assigned by the Mayor.	<b>G13</b>	E	1 Full-time

Information Technology/GIS Manager	Responsible for computer systems administration duties, and serves as the liaison to the various departments for computer support and implements policies and procedures for computer system usage and maintenance. Maintains City network of computers and manages software uses and manages the GIS services of the City. Provides mapping and data usage of various GIS collection data for use by City departments. Provides basic training to employees regarding City computer systems and software where applicable. Performs other tasks under the Mayor's supervision.	<b>G13</b>	E	1 Full-time
<del>Parks &amp; Event</del> <del>Coordinator/Front Desk</del> <del>Receptionist</del>	<u>Duties include coordination of the city facilities and/or city events. Provides routine clerical and general office support to various departments but is assigned to the Parks and Recreation Department Office of the Mayor. for supervision. Additional duties include answering the phones, greeting visitors, data entry, processing mail and general office tasks as assigned. May assist with electrical, building, signage and heating permits. As well as, tax data entry and retrieval of information. Able to work proficiently with various computer software. Performs other duties as assigned by Supervisor.</u>	<b>G12</b>	N	<u>1 Full-Time</u>
<b>Jeffersontown Economic Development</b>				
Director, Jeffersontown Economic Development	Directs economic/business development initiatives for the City. Responsible for the maintenance and growth of business activity in the City. Provides professional guidance and technical assistance to the Jeffersontown Chamber. Executive Director of JEDA Board. Performs other duties as assigned by the Mayor.	<b>G14</b>	E	1 Full-time

	<b>Department of Permitting, Planning &amp; Enforcement</b>			
Director, Permitting Planning & Enforcement	Supervises and manages all building services, functions and activities including building permits, electrical, HVAC, housing, and building inspections, provides oversight and utilization of G.I.S. program, interprets and enforces adopted building codes, property maintenance codes, other City ordinances and plan review and code enforcement. Directs the development and enforcement of land use plans, zoning and subdivisions and manages the development review process of development activities with the City. Performs other duties as assigned by the Mayor.	<b>G14</b>	E	1 Full-time
Permitting, Planning & Enforcement Inspector I	Interprets and enforces compliance with local, state and federal codes and ordinances. Obtains compliance with building maintenance and zoning codes. This position is under the direct supervision of Permitting, Planning & Enforcement Inspector II or the Director. This position serves as an entry-level position. Performs other duties as assigned by Supervisor.	<b>G12</b>	N	1 Full-time Or 2 Part-time
Permitting, Planning &, Enforcement, & Electrical Inspector II	Interprets and enforces compliance with local, state and federal codes and ordinances. Obtains compliance with electrical, building, electrical, HVAC, and zoning codes. Processes various developments' permitting processes. Responsible for a broad range of technical, highly complex inspections directly related to enforcement of protective codes, developmental regulations, and/or contract requirements. Requires knowledge of various building codes, including Uniform building, mechanical, electrical, ventilation, indoor air quality codes and various City ordinances. Performs other duties as assigned by Supervisor.	G13	N	1 Full-time
<u>Permitting, Enforcement &amp; Planning Inspector II</u>	<u>Interprets and enforces compliance with local state, and federal codes and ordinances. Obtains compliance with Building, Development and Zoning codes. Processes various developments' permitting processes. Responsible for a broad range of technical highly complex inspections directed related to enforcement of protective codes, development regulations and/or contract requirements. Work assignments require a thorough knowledge of various building codes, including Kentucky Building, Mechanical, and various city ordinances. Performs work under direct supervision.</u>	<b><u>G13</u></b>	<b><u>N</u></b>	<b><u>1 Full-time</u></b>

Permitting, Planning & Enforcement/Administrative Assistant	Primarily assists with electrical, building, signage and heating permits, tax data entry, code enforcement, various Boards and retrieval of information. Assists with development plan intake of applications for review. Cross-trained on Administrative Assistant duties. Able to work proficiently with various computer software. Performs other duties as assigned by Supervisor.	G12	N	1 Full-time
Planning/Zoning Coordinator/Inspector	<del>Reviews plans concerning land use and zoning issues as governed by city zoning and development codes and ordinances. Generates maps and staff reports to Director, Mayor and Council and presents to various Boards &amp; Commissions. Enforces L.D.C. and other City ordinances for compliance. Performs other duties as assigned by Supervisor.</del>	G13	N	1 Full-time
<b>Department of Public Works</b>				
Director, Public Works	Plans and directs the City Public Works department, including street maintenance, ground maintenance and various other duties associated with Public Works. Plans, administers and coordinates design and construction of public facilities, streets, sidewalks and drainage improvements. Fleet Manager for all City vehicles. Performs other duties as assigned by Mayor.	G14	E	1 Full-time
Assistant Director, Public Works	Work as Crew Leader II in construction field. Assist in developing and implementing plans and goals for the department. Work with the Director to coordinate and supervise daily operations to maintain scheduling of jobs and employees to attain Public Works objectives. Ensure compliance with regulations and internal policies. Assist in budgeting and monitoring expenses. Represent Jeffersontown Public Works when needed. Create reports and submit them to Director or Mayor or other executives. Fulfills the duties of Acting Director in their absence as assigned. Performs other duties as assigned by the Director or Mayor.	G13	N	1 Full-time
Public Works Coordinator/Administrator	Supervisory responsibilities for field street maintenance and other operation. Responsible for taking phone calls, complaints, request for service and general coordination of public work tasks. Provides data entry of information such as time sheets, complaints, scheduling as directed. Maintains public work record of street maintenance, sidewalk construction, and other various elements of public works and transportation. Provides GIS support to Public Works and proficient in computer software applications for various tasks. OSHA Certified	G13	N	1 Full-time

	- responsible for Public Works adhering to OSHA Regulations. Performs other tasks and duties as assigned by Supervisor.			
Safety Coordinator	Responsible for all aspects of safety and risk management throughout the City. Serves as an advocate of the employees and the City while performing functions and plays a critical role in ensuring safety throughout the City. The Safety Coordinator assures the highest level of confidentiality and accuracy while performing job duties. OSHA Certified - responsible for Public Works adhering to OSHA Regulations. Performs other tasks and duties as assigned by Supervisor.	<b>G13</b>	N	1 Full-time
Crew Leader I	Provides oversight of a small unit of workers on an assigned basis. Crew Leader I oversees, as directed, Laborer I and Laborer II positions within unit. Performs other tasks and duties as assigned by Supervisor.	<b>G12</b>	N	3 Full-time
Crew Leader II	Provides oversight of a small unit of workers on an assigned basis. Crew Leader II oversees, as directed, Skilled Laborer I, Skilled Laborer II, Labor I and Labor II positions within unit. Performs other tasks and duties as assigned by Supervisor.	<b>G13</b>	N	2 Full-time
Laborer I	Under close supervision, performs unskilled labor work. Cuts grass and cleans streets and ditches, and participates in City-sponsored cleanup programs. Performs manual landscape duties and general janitorial duties. Provides litter control throughout the City as needed. Digs and braces ditches, performs rough masonry work. Performs other tasks and duties as assigned by Supervisor.	<b>G11</b>	N	5 Full-time & 2 Part-time
Labor II	Under close supervision, performs unskilled labor work. Cuts grass and cleans streets and ditches, and participates in City-sponsored cleanup programs. Performs manual landscape duties and general janitorial duties. Provides litter control throughout the City as needed. Digs and braces ditches, performs rough masonry work. License for herbicide and pesticide required. Performs other tasks and duties as assigned by Supervisor.	<b>G12</b>	N	2 Full-time
Laborer III	Under close supervision, performs unskilled and semi-skilled maintenance and labor work. Responsible for assisting laborers and tradesmen in a variety of work activities. Paints, erects and maintains street and traffic control devices and assists in all drainage and road repair work. Cleans streets. Performs other tasks and duties as assigned by Supervisor.	<b>G12</b>	N	1 Full-time

Skilled Laborer I	Under general supervision, performs skilled work in a safe and efficient manner using automotive and construction equipment. Ability to perform general concrete construction. Performs general drainage and road repairs. Performs other tasks and duties as assigned by Supervisor.	<b>G12</b>	N	5 Full-time
Skilled Laborer II	Under general supervision, performs skilled work in a safe and efficient manner using automotive and construction equipment Ability to perform general concrete construction. Performs advanced leveling techniques for laying grade, establishing elevations and trained in the proper equipment associated with such activities. Performs other tasks and duties as assigned by Supervisor.	<b>G13</b>	N	3 Full-time
City Mechanic	Principal person responsible for maintenance of City vehicles & mechanized equipment. Performs other tasks and duties as assigned by Supervisor.	<b>G13</b>	N	1 Full-time
Lead Building Maintenance II	Maintains City-owned buildings/facilities and mechanical systems. Provides general maintenance of buildings including electrical, HVAC, plumbing, painting and various other elements of building maintenance. Maintains City street banners, decorations and other various elements of building and facility maintenance as directed. Performs other tasks and duties as assigned by Supervisor.	<b>G13</b>	N	1 Full-time
Associate Building Maintenance	Maintains City-owned buildings/facilities and mechanical systems. Provides general maintenance of buildings, painting, maintaining City street banners, decorations and other various elements of building and facility maintenance as directed. Performs other tasks and duties as assigned by Supervisor.	<b>G12</b>	N	1 Full-time
Landscape Technician	Maintains parks and recreational facilities. Provides general maintenance of open spaces and landscaping of all City owned properties. Performs such technical duties as landscape design and plantings and coordination of proper landscape techniques and turf management. Licensed to apply herbicide and pesticide control. Performs other tasks and duties as assigned by Supervisor.	<b>G12</b>	N	1 Full-time

	<b>Department of Parks, Recreation &amp; Events</b>			
Director, Parks, Recreation & Events	Plans and directs the programs provided by the Parks and Recreation department. Provides guidance in park master planning, landscape design and various components of City park systems. Manages the various recreational programs and services offered the general public. Grounds maintenance & facility management. Coordinates all phases of various City-sponsored Programs and Events. Performs other duties as assigned by the Mayor.	<b>G14</b>	E	1 Full-time
Arts, Recreation & Cultural Event Programs Coordinator	Plans and directs the various recreational and cultural programs of the parks and facilities of the City parks system. Develops and implements programs for the adults, families and youth of the community. Assists in the coordination of all City-sponsored Programs and Events. Provides routine clerical and general office support to various departments but is assigned to the Parks and Recreation Department for supervision. Additional duties include answering the phones, greeting visitors, data entry, processing mail and general office tasks as assigned. May assist with electrical, building, signage and heating permits. As well as, tax data entry and retrieval of information. Able to work proficiently with various computer software. Performs other duties as assigned by Supervisor.	<b>G12</b>	N	1 Full-time
<del>Parks &amp; Event Coordinator/Front Desk Receptionist</del>	<del>Duties include coordination of the city facilities and/or city events. Provides routine clerical and general office support to various departments but is assigned to the Parks and Recreation Department for supervision. Additional duties include answering the phones, greeting visitors, data entry, processing mail and general office tasks as assigned. May assist with electrical, building, signage and heating permits. As well as, tax data entry and retrieval of information. Able to work proficiently with various computer software. Performs other duties as assigned by Supervisor.</del>	<del><b>G12</b></del>	<del>N</del>	<del>1 Full-time</del>
Events/Parks Custodian	Performs general cleaning, custodial, and minor maintenance work for city sponsored events and private events held at city-owned facilities. Duties are performed under direct supervision. Also performs other duties as assigned by the Director to assist other departments.	<b>G11</b>	N	1 Full-time & 4 Part-time



	<b>Department of Administration</b>			
Director of Finance and Human Resources	Develops and administers personnel policies and programs. Maintains personnel files. Processes payroll and accounts payable, and performs routine bookkeeping accounting and related work. Performs other duties as assigned by the Mayor.	<b>G14</b>	E	1 Full-time
	<b>Department of Revenue</b>			
Director, Revenue	Directs the operations of the Department of Revenue. Responsible for ensuring businesses are compliant with the provisions of Jeffersontown Ordinances. Oversees the processing of tax returns, tax payments and license fees, conducts audits and pursues the collection of delinquent fees and taxes. Maintains account receivable records, including tax documents, correspondence and payment history. <u>Responsible for the preparation and mailing of real estate tax bills, tax returns.</u> <u>Responsible for maintaining real estate property assessments, exemptions and tax lien record.</u> Supervises, manages and trains all Revenue Department personnel. Performs other duties as assigned by the Mayor.	<b>G14</b>	E	1 Full-time
Revenue Specialist I	Responsible for providing courteous customer service, processing of tax returns, tax payments and performing other collection and audit activities as may be required; additionally responsible for assisting in the preparation of real estate tax bills, tax returns and business license renewals for mail. Performs other tasks and duties as assigned by Supervisor.	<b>G12</b>	N	2 Full-time or 1 Full-time & 2 Part-time
License & Compliance Inspector	Responsible that persons and businesses engaged in trade or business within the City are registered, and compliant with the provisions of Jeffersontown Ordinances. Responsible for the preparation <u>and distribution of mailing of real estate tax bills, tax returns</u> and business license renewals; Responsible for maintaining real estate property assessments, exemptions and tax lien records. <u>Responsible for maintaining real estate property assessments, exemptions and tax lien records.</u> Responsible for managing the City's Alcoholic Beverage Control licensing, enforcement and coordination with state and local ABC departments. Performs other tasks and duties as assigned by Supervisor.	<b>G13</b>	E	1 Full-time

<p><u>Tax Compliance Auditor</u></p>	<p>Responsible for ensuring businesses are compliant with provisions of Jeffersonstown Ordinances. Maintains account receivable records, including tax documents, correspondence and payment history. Plans and develops systems that fulfill the mission and goals of the department efficiently and effectively. Audits collections and refunds of taxpayer filings under tax ordinance. Performs audits as appropriate. Performs other tasks and duties as assigned by Supervisor.</p>	<p><b>G13</b></p>	<p><u>E</u></p>	<p><u>1 Full-time</u></p>
	<p><b>Jeffersonstown Historical Museum</b></p>			
<p>Director, Jeffersonstown Historical Museum</p>	<p>Develops a strong museum that builds on the community and promotes the history of the City through research, acquisition and creation of articles and documents. Manages the staff and volunteers and creates marketing campaigns to promote the historical museum. Creates guidelines and standards for museum through state and federal assistance. Manages the display and presentation of exhibits. Responsible for the cataloging of artifacts, and documents, keeping in good order for presentation to the public. Conducts research and documents elements of exhibits in order to educate the public on various City history efforts or other exhibits as displayed. Sets up displays and presentation pieces and coordinates public viewing. Performs other duties as assigned by the Mayor.</p>	<p><b>G13</b></p>	<p>E</p>	<p>1 Full-time</p>
<p>Museum Programming Coordinator</p>	<p>Creates programs/presentations for various groups, as well as programming for events to be held at the museum itself, for all ages. Assists with patrons visiting the Museum and assists with general office work. Performs other tasks and duties as assigned by Supervisor.</p>	<p><b>G12</b></p>	<p>N</p>	<p>1 Part-time</p>

	<b>Jeffersontown Senior Citizen Center</b>			
Director, Jeffersontown Senior Citizens Center	Manages and oversees the Senior Citizen Center, including staffing and volunteers. Assigns tasks, responsibilities, manages and implements all activities, programs and services, including all financial aspects. Responsible for social programs, including benefits and family counseling. Provides educational, social and recreational opportunities for senior citizens. Performs other duties as assigned by the Mayor.	<b>G13</b>	E	1 Full-time
Senior Center Operations Manager	Assists-in daily operations of the Senior Citizen Center. Maintains records and correspondence relating to programs, activities and membership. Assists in opening and closing facility. Maintains JSC website. Assumes responsibilities of Director in their absence. Performs other tasks and duties as assigned by Supervisor.	<b>G12</b>	N	1 Full-time
Food Service Coordinator	Coordinates and implements all functions relating to food served at the Senior Citizens Center. Maintains Health Department standards for receipt of food donations, preserving and/or preparation of all food items, and the cleaning and use of all food related equipment. Performs other tasks and duties as assigned by Supervisor.	<b>G11</b>	N	1 Full-time or 2 Part-time
Guest Liaison	Greets members and visitors to the Center, answers phones, and provides tours of the facility and information on daily activities. Performs cashier duties, including the collection and data entry of all monies for programs, activities and membership. Assists in program/travel planning and coordination. Miscellaneous duties as directed by Supervisor.	<b>G11</b>	N	2 Part-time
Building Maintenance/ Facilities Driver	Performs cleaning, custodial, and minor maintenance work as needed for Senior Citizens Center. Prepares rooms for daily activities. Drives City vehicle for various activities, deliveries and pick-up. Miscellaneous duties as directed by Supervisor.	<b>G11</b>	N	1 Part-time

	<b>Jeffersontown Police Department</b> (This does not include Officers covered by Contract)			
Chief of Police	Directs all functions and operations of the Police Department in an efficient and effective manner to ensure its objectives of preservation of the peace and protection of life and property. Performs administrative and managerial police work of considerable difficulty at the upper management level. Promotes the interests of the Department as a liaison to the Mayor and City Council and through contact with community organizations.	<b>G15</b>	E	1 Full-time
Assistant Chief (Lieutenant Colonel)	Acting under administrative direction, performs administrative and managerial police work of considerable difficulty at the upper management level. Responsible for assisting the Chief of Police in all phases of the administrative of the Jeffersontown Police Department and develops policies and procedures affecting personnel and equipment. Assigned to oversee all Units of the police department and may implement methods, systems, and procedures to accomplish goals and objectives. Performs other duties as required.	<b>G14</b>	E	1 Full-time
Major (rank)	Assists the Chief of Police in all phases of the administration of the Police Department by performing administrative and managerial police work of considerable difficulty at the upper management level. Knowledgeable of Department policy, procedures, goals and objectives. Promotes the interests of the Department through contact with community organizations. Develops and implements policies and procedures affecting personnel and operations. Performs other related duties as required.	<b>G14</b>	E	2 Full-time
School Program Officers	Conducts programs in schools within the City of Jeffersontown, Kentucky, at the direction of the Chief of Police, and shall not be included in the classified service. This is a non-exempt position(s) but requires Pops Certification.	<b>G12</b>	N	3 Part-time

<u>Executive Assistant to the Chief</u>	Responsible for handling the administrative and executive assistant duties to the Chief of Police and Staff Duty officers. Maintains confidential background, internal affairs and medical personnel files. Assists Staff Duty officers in the hiring and promotion process. Serve as assistant accreditation manager and maintain accreditation files. Manages Criminal Investigations case assignments and prepares and maintains case files for Detectives. Performs other duties as assigned by the Chief of Police.	<b>G13</b>	<u>E</u>	<u>1 Full-time</u>
Information Systems Coordinator (Police)	Performs general computer repair, programming and modifications. Build, maintains and troubleshoots network systems. Retrieves and formats data from databases into reports. Provides GIS related work to assist the efficient operation of the Police Department. Performs other related duties as required.	<b>G13</b>	<u>E</u>	<u>1 Full-time</u>
Police Officer II	Will fill in for full time officers, as needed, to insure the preservation of peace and the protection of life and property. This is a non-exempt position(s) but requires Pops Certification.	<b>G12</b>	N	<u>2 Part-time</u>
<u>Office Manager</u>	Responsible for first line supervision and scheduling of the Civilian Staff. Maintain accurate crime and activity data for Annual Reports. Custodian of records, archives, and historical files. Serve as liaison with outside organizations to ensure proper functioning of dispatch equipment, 911 system, and other technology needs. Perform duties of Telecommunicator as needed. Perform other duties as assigned by the Administrative Commander.	<b>G13</b>	<u>N</u>	<u>1 Full-time</u>
<del>Social Services Coordinator</del> <u>Victim Services Specialist</u>	Provides crime victim advocacy, crisis intervention, short-term counseling, community outreach, education and other social services to crime victims, citizens and employees of the city of Jeffersontown, at the direction of the Chief of Police. Acts as a liaison between the police department, community social service agencies and the criminal justice system.	<b>G12</b>	E	<u>1 Full-time</u>
<u>Community Resource coordinator</u>	Provides social services resource connection to individuals. Coordinates the Jeffersontown Angel Program and overdose outreach. Maintains a database of community resources. Works closely with Patrol and Investigative Divisions to assist in crisis intervention, mental health and addiction resource connection, and any other social service related needs. Performs other duties as assigned by the Chief of Police.	<b>G12</b>	E	<u>1 Full-time</u>

Tele Communicator	Receives, prioritizes, and dispatches multiple incoming calls for service and requests from employees and the public. Operates Department telephone and 911 equipment, CAD system, LINK/NCIC terminal, two-way radio system, and other computer programs. Maintains an awareness of unit activity to ensure officer safety and assists officers with requests for information on individuals, property, and vehicles. Performs other related duties as required.	<b>G12</b>	N	6 Full-time & 5 Part-time
Administrative Clerk	Responsible for daily operations of the Department as assigned, such as: receipt and processing of Open Records requests; maintenance of archives, historical files, employee attendance, payroll, and personnel records; monitor and record budget expenditures and process accounts payable; maintain inventory and database of all department property; record and securely store evidence; maintain confidential background, internal affairs and medical personnel files; create and maintain case files; process citations, collision and offense reports; and date entry. Performs other related duties as required.	<b>G12</b>	N	4 <u>3</u> Full-time & 1 Part-time
Community Liaison/Employee Assistance Program Coordinator	Provides support services for-various counseling needs, coordinates employee assistance programs and manages events and activities of the police department. Performs other related duties as required.	<b>G12</b>	E	1 Full-time
<p>E = Exempt Position (salary)  N = Non-Exempt Position (hourly)</p> <p><u>NOTE: Whether a position is exempt or non-exempt must be finally determined by the actual nature of the work being performed.</u></p>				

SECTION III. That this Ordinance supercedes and repeals all Ordinances in conflict herewith.

SECTION IV. That this Ordinance shall become effective upon passage and publication.


INTRODUCED AND READ AT A MEETING OF THE CITY COUNCIL OF THE CITY OF JEFFERSONTOWN, KENTUCKY AT A MEETING HELD ON THE 17<sup>th</sup> DAY OF November, 2020.

READ, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF JEFFERSONTOWN, KENTUCKY AT A MEETING HELD ON THE 1<sup>st</sup> DAY OF December, 2020.

VETOED:

APPROVED:

\_\_\_\_\_  
BILL DIERUF, MAYOR

  
\_\_\_\_\_  
BILL DIERUF, MAYOR

ATTEST:

Bill Fox  
\_\_\_\_\_  
BILL FOX, CITY CLERK