

THE FOLLOWING ORDINANCE WAS MOVED FOR INTRODUCTION BY COUNCIL MEMBER KELLER; SECONDED FOR INTRODUCTION BY COUNCIL MEMBER ELLIS

ORDINANCE NO. 16-12

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE CREATING THE POSITION OF PERMIT COORDINATOR TO REPLACE THE POSITION OF PERMIT CLERK WITHIN PLANNING DEPARTMENT AND ADOPTING AND AMENDING THE CLASSIFICATION, JOB DESCRIPTION AND PAY SCALE AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, Section 4-04 of the Mandeville City Charter mandates that the City Council introduce an ordinance upon receipt of the Mayor's proposed plan to create, change, alter, consolidate or abolish City departments, offices and agencies and/or the reallocation of the functions, powers, duties and responsibilities of such departments, offices or agencies.

WHEREAS, the Administration recommends to the City Council that it reallocate the duties and responsibilities of the Permit Clerk to reflect a change in the department that has had a permanent and substantial effect on the assignment and scope of duties and responsibilities therein; and,

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Mandeville hereby changes the job description of Permit Clerk to Permit Coordinator and adopts the position description, and classification and pay scale as set forth in Exhibit "A" and "B" respectively and made a part of this ordinance; and,

NOW THEREFORE, BE IT FURTHER ORDAINED that this ordinance shall be effective at the start of the next payroll, November 9, 2016, following the Mayor's signature; and,

NOW THEREFORE, BE IT FURTHER ORDAINED that the Clerk of this Council be and she is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this ordinance.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES: 5 (Ellis, Keller, Madden, Sica, Pulaski)

NAY:

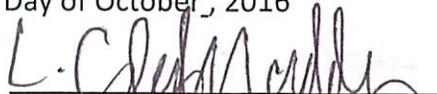
ABSTENTIONS:

ABSENT:

and the ordinance was declared adopted this 27th Day of October, 2016



Kristine Scherer
Clerk of Council



L. Clay Madden
Council Chairman

SUBMITTAL TO MAYOR

The foregoing Ordinance was **SUBMITTED** by me to the Mayor of the City of Mandeville this 1st day of November, 2016 at 11:30 o'clock a.m.



CLERK OF COUNCIL

APPROVAL OF ORDINANCE

The foregoing Ordinance is by me hereby **APPROVED**, this 13th day of November, 2016 at 10 o'clock P.m.



DONALD J. VILLERE, MAYOR

VETO OF ORDINANCE

The foregoing Ordinance is by me hereby **VETOED**, this _____ day of _____, 2016, at _____ o'clock _____.m.

DONALD J. VILLERE, MAYOR

RECEIPT FROM MAYOR

The foregoing Ordinance was **RECEIVED** by me from the Mayor of the City of Mandeville this 13th day of November, 2016 at 20 o'clock P.m.



CLERK OF COUNCIL

CERTIFICATE

I, **THE UNDERSIGNED** Clerk of the City Council of the City of Mandeville do hereby certify that the foregoing is a true and correct copy of an ordinance adopted by the City Council of the City of Mandeville at a duly noticed, called and convened meeting of said City Council held on the 27th day of November, 2016 at which a quorum was present and voting. I do further certify that said Ordinance has not thereafter been altered, amended, rescinded, or repealed.

WITNESS MY HAND and the seal of the City of Mandeville this 27th day of November 2016.



Clerk of Council

POSITION DESCRIPTION

Class Title: Permit Coordinator

Date Completed: 9/15/2016

Functional

Title: Permit Coordinator

Class: 5

Department: *Planning & Zoning*

Job Code: 0121

FLSA Status: NE

Job Title of Immediate Supervisor: *Director of Planning & Zoning*

The Permit Coordinator performs increasingly responsible technical, administrative and office support duties related to the processing and issuance of building permits; performs a variety of routine and complex administrative tasks, including typing, transcription, data input, answering the telephone, processing permit applications, scheduling inspections and filing. This position requires application of judgment and knowledge gained through experience. These tasks are performed under general supervision. Unusual situation or assignments require detailed instruction and supervisor follow-up.

ESSENTIAL JOB FUNCTIONS:

1. Greets the public and appropriately handles inquiries; answers telephone promptly and courteously; responds to inquiries regarding permits, building codes, floodplain issues and other related ordinances and local laws.
2. Provides information to citizens regarding the permit process; obtains technical and code information from customers regarding permitting needs; assists them in completing building permit applications.
3. Provides general information to the public in response to inquiries about corporate limits, zoning, property ownership using City's GIS and information provided by other agencies.
4. Interviews and obtains information from customers in order to determine their planning and zoning needs; informs customers of special requirements and special problem areas, such as flood zones, in order to expedite the permit process.
5. Reviews plans, permit documents and other pertinent information in order to verify accuracy and completeness of information; reviews building plans and permit applications and informs applicant for completeness with established codes, ordinances, policies, and procedures.
6. Processes permit applications and plan intake.
7. Coordinates processing of applications. Inputs data on permit applications and status of permitting process; conducts follow-up on completed permits; maintains log and tracks progress of plans submitted for review; monitors approval of plans by other regulatory agencies pertinent to City permit applications; prepares monthly permit report and maintains plans in an orderly fashion. Informs permit applicants of status, departmental specifications requirements, and results of review (compliance/non-compliance).
8. Transmits permit applications to designated personnel for review, comment, and clarification. Issues permits after approval, including building, electrical, plumbing, mechanical, grading, and other related permits; coordinates all associated inspections.

MINIMUM REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

1. Working knowledge of computers and electronic data processing.
2. Working knowledge of modern office practices and procedures.
3. Skill in effective telephone communication.
4. Skill in the operation of standard office machines, including typewriter, adding machine, copier, etc.
5. Ability to effectively meet and deal with the public.
6. Ability to communicate effectively verbally and in writing.
7. Ability to handle stressful situations.

ESSENTIAL MENTAL & PHYSICAL REQUIREMENTS:

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Ability to operate a keyboard if required to perform the essential job functions.
2. Ability to read and interpret a document if required to perform the essential job functions.
3. Ability to sit and talk and hear.
4. Ability to use hands to finger, handle or operate objects, tools, or controls.
5. Ability to reach with hands and arms.
6. Ability to view objects at close vision and to adjust focus.
7. Ability to lift/move/carry approximately 20 pounds if required to perform the essential job functions. If the employee is unable to lift/move/carry this weight and can be accommodated without causing the department/division an undue hardship then the employee must be accommodated; hence omitting lifting/moving/carrying as a physical requirement.

WORK ENVIRONMENT:

1. The work environment is in an indoor, climate controlled office. The noise level in the work environment is light to moderate.
2. While the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Knoxville
Pay Matrix - Employees

Class	Class Title	Functional Title	Class ID	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25
1	Student Worker	Student Worker, Clerk	0009	9.44	9.68	9.92	10.17	10.42	10.68	10.95	11.22	11.50	11.79	12.08	12.38	12.69	13.01	13.34	13.67	14.01	14.36	14.72	15.09	15.47	15.86	16.26	16.67	17.09
	Student Worker	Clerk, Community Center	0010																									
2	Maintenance Worker I	Maintenance Worker I Streets	0021	10.60	10.87	11.14	11.42	11.71	12.00	12.30	12.61	12.93	13.25	13.58	13.92	14.27	14.63	15.00	15.38	15.76	16.15	16.55	16.96	17.38	17.81	18.26	18.72	19.19
	Maintenance Worker I	Maintenance Worker I Water/Sewer	0022																									
	Clerk I	Data Entry Clerk	0119																									
	Clerk I	Mailroom Clerk	0120																									
	Clerk I	Receptionist	0123																									
3	Maintenance Worker II	Maintenance Worker II Building & Grounds	0040	11.93	12.23	12.54	12.85	13.17	13.50	13.84	14.19	14.54	14.90	15.27	15.65	16.04	16.44	16.85	17.27	17.70	18.14	18.59	19.05	19.53	20.02	20.52	21.03	21.56
	Maintenance Worker II	Maintenance Worker II Streets & Drainage	0041																									
	Maintenance Worker II	Maintenance Worker II Water/Sewer	0042																									
	Field Inspector	Field Inspector	0135																									
5	Sales Tax Administrator	Sales Tax Administrator	0167																									
	Clerk II	Clerk, City Court	0131	13.12	13.45	13.79	14.13	14.48	14.84	15.21	15.59	15.98	16.38	16.79	17.21	17.64	18.08	18.53	18.99	19.46	19.95	20.45	20.96	21.48	22.02	22.57	23.13	23.71
	Clerk II	Clerk, City Clerk	0132																									
	Clerk II	Clerk, Utility Billing	0133																									
	Clerk II	Clerk, Accounts Payable/Purchasing	0134																									
	Clerk II	Clerk, Cultural Development	0136																									
	Clerk II	Clerk, Administrative Coordinator	0137																									
	Permit Coordinator	Permit Coordinator	0121																									
	Secretary	Secretary, Planning & Zoning	0141																									
	Secretary	Secretary, Public Works	0142																									
	Secretary	Secretary, Finance	0171																									
6	Equipment Operator	Equipment Operator	0031	14.59	14.95	15.32	15.70	16.09	16.49	16.90	17.32	17.75	18.19	18.64	19.11	19.59	20.08	20.58	21.09	21.62	22.16	22.71	23.28	23.86	24.46	25.07	25.70	26.34
	Crew Chief	Crew Chief - Streets	0061																									
	Crew Chief	Crew Chief - Water/Sewer	0062																									
	Crew Chief	Crew Chief - Buildings & Grounds	0063																									
7	TV Tech/Crew Chief	TV Technician	0065	15.41	15.80	16.20	16.61	17.03	17.46	17.90	18.35	18.81	19.28	19.76	20.25	20.76	21.28	21.81	22.36	22.92	23.49	24.08	24.68	25.30	25.93	26.58	27.24	27.92
	Plant Operator	Plant Operator	0068																									
8	Assistant Superintendent	Assistant Superintendent- Operations/Maintenance	0071	15.88	16.28	16.69	17.11	17.54	17.98	18.43	18.89	19.36	19.84	20.34	20.85	21.37	21.90	22.45	23.01	23.59	24.18	24.78	25.40	26.04	26.69	27.36	28.04	28.74
	Assistant Superintendent	Assistant Superintendent- Water/Sewer	0072																									
	Assistant Superintendent	Assistant Superintendent- Buildings/Grounds	0073																									
	Field Representative	Field Representative	0091																									
	Inspector	Landscape/Urban Forestry Inspector	0166																									
	Inspector	Community Center Coordinator	0135																									
9	Planner I	Planner I/GIS Administrator	0193	18.19	18.64	19.11	19.59	20.08	20.58	21.09	21.62	22.16	22.71	23.28	23.86	24.46	25.07	25.70	26.34	27.00	27.68	28.37	29.08	29.81	30.56	31.32	32.10	32.90
	Planner I	Planner I/Special Projects, Plans/Code Review	0194																									
10	Technician	Electrical Technician	0051	18.87	19.34	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.15	24.75	25.37	26.00	26.65	27.32	28.00	28.70	29.42	30.16	30.91	31.68	32.47	33.28	34.11
	Accountant	Accountant, Finance	0191	19.56	20.05	20.55	21.06	21.59	22.13	22.68	23.25	23.83	24.43	25.04	25.67	26.31	26.97	27.64	28.33	29.04	29.77	30.51	31.27	32.05	32.85	33.67	34.51	35.37
	Building Inspector	Building Inspector	0181																									
	Engineering Assistant	Engineering Assistant	0092																									
	Purchasing Agent	Purchasing Agent	0151																									
	Superintendent	Superintendent - Buildings/Grounds	0080																									
	Superintendent	Superintendent - Operations/Maintenance	0081																									
	Superintendent	Superintendent - Utilities	0082																									
12	Sr. Accountant	Sr. Accountant	0195	22.07	22.62	23.19	23.77	24.36	24.97	25.59	26.23	26.89	27.56	28.25	28.96	29.68	30.42	31.18	31.96	32.76	33.58	34.42	35.28	36.16	37.06	37.99	38.94	39.91