

ORDINANCE NO. 1930

AN ORDINANCE AMENDING ORDINANCE NO. 1871 BY SETTING THE CITY OF TALLADEGA’S CLASSIFICATION PLAN AND AMENDING ORDINANCES 1614, 1835, AND 1845 TO PROVIDE REVISED JOB /POSITION DESCRIPTIONS FOR EMPLOYEES IN THE FINANCE DEPARTMENT

BE IT ORDAINED by the City Council of the City of Talladega, Alabama as follows:

SECTION 1. The City’s Classification Plan shall be set forth by job title and grade for the Finance Department as:

	Job Title	Department
Grade 1		
	No positions	
Grade 2		
	No positions	
Grade 3		
	No positions	
Grade 4		
	No positions	
Grade 5		
	Administrative Assistant / Clerk	Finance
	Accounts Payable Clerk	Finance
Grade 6		
	Accounts Payable / Payroll Clerk	Finance
Grade 7		
	Revenue Officer	Finance
Grade 8		
	No positions	
Grade 9		
	No positions	
Grade 10		
	No positions	
Grade 11		
	Director	Finance
Grade 12		
	No positions	

SECTION 2. The revised Job/Position Descriptions shall be set forth for the Finance Department as follows:

**JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT/CLERK**

Job Title:

Administrative Assistant / Clerk

Department:

Finance Department

FLSA:

Non – Exempt

Grade: 5

Safety Sensitive Job: No

Security Sensitive Job: Yes

Job Description Prepared:

March 2023, April 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to:	Finance Director
Subordinate Staff:	None
Other Internal Contacts:	All City Departments
External Contacts:	General Public; Vendors; Local Businesses; Banks and Financial Institutions; Alabama League of Municipalities (ALM)

Job Summary

Under the supervision of the Finance Director, the employee performs clerical, administrative, operational, and personnel duties for the Finance Department. The employee orders departmental materials, maintains department calendar, and handles financial duties. The employee performs personnel administrative duties and ensures confidential records are effectively maintained. This is a job with a high degree of responsibility and judgement in working with the public. The employee refers unusual situations and problems to the Finance Director. This job classification is identified as security-sensitive and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Financial Management. Performs general financial management and basic accounting duties to assist the Finance Director in managing the Departmental budget and accounts.

1. Prepares, submits, and maintains files on all purchase orders for the Department.
2. Compiles, prepares and submits departmental travel reimbursement requests.
3. Calculates training reimbursements.
4. Completes travel expense reports for the Finance Director.
5. Assists in tracking Department budget.
6. Maintains petty cash.
7. Reconcile bank statements.
8. Prepares, submits, and maintains departmental requisitions.
9. Manages fuel and hanger accounts for the Airport.

ESSENTIAL FUNCTION: Customer Services. Assists the general public in utilizing services provided through the Finance Department.

1. Represents the City and Department in a positive and professional manner.
2. Welcomes visitors to City Hall.
3. Serves as a centralized cashier and receptionist.
4. Answers phones and questions; routes calls, and takes messages.
5. Responds to inquiries and assists the public with information and needs.
6. Makes copies of resolutions and ordinances as requested.
7. Sells and issues business licenses.
8. Collects sales taxes from businesses owed to the City.
9. Writes receipts and secures monies received.

ESSENTIAL FUNCTION: Money and Payments Received. Receives and processes payments.

1. Serves as the accounts receivable clerk.
2. Sells and issues business and other licenses.
3. Receives payments from individuals as ordered through the courts, such as payments made by sex offenders.

4. Receives and documents monies received through other City departments. Ensures accurate amounts. Prepares received monies for deposit.
5. Sells and issues permits such as for yard sales.
6. Sells plots in the City's cemeteries; accepts payments; issues required documentation.
7. Communicates with, explains processes, and assists the public in accomplishing needs and tasks.
8. Verifies document accuracy. Checks tax IDs and social security numbers as required.

ESSENTIAL FUNCTION: Monetary Accuracy and Balance. Performs required functions in an organized, orderly, secure, and accurate manner.

1. Follows established processes.
2. Ensures that all calculations and financial processes are performed and recorded accurately.
3. Secures the funds received.
4. Maintains and supports the system of checks and balances.
5. Refers over-payments to the director to handle.
6. Counts money.
7. Balances funds received against receipts; reconciles daily receipts.
8. Enters information into the computer.
9. Logs in all transactions on an ongoing and daily basis.
10. Ensures that entries of payments are made to the correct account.
11. Prepares deposit slips; double checks deposits in conjunction with another departmental employee.
12. Closes out and balances receivable accounts at the end of each day.

ESSENTIAL FUNCTION: Department Operations. Performs tasks to support department functions and operations.

1. Answers phone, screens calls for the Finance Director, gives appropriate information and / or directors questions to the appropriate individual.
2. Generates memos, letters, and other correspondence; faxes, makes copies, and files documents.
3. Schedules appointments and maintains the calendar for the Finance Director.
4. Assists the director with performance of department administrative functions.
5. Drives a City vehicle to the post office to deliver and pick up mail.
6. Sorts the mail and places it in the correct departmental mail box.
7. Assists in solving problems.
8. Writes letters and other communications for the department.
9. Cross trains to assist other employees in the department as needed.
10. Attends meetings and training programs.
11. Performs other related duties as assigned.

Knowledge, Skills and Abilities
(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies and procedures.
2. *Knowledge of the locations of City properties and other important locations.
3. *Knowledge of governmental financial, accounting and budgetary processes.
4. General knowledge of the functions of municipal finance.
5. Reading skills to comprehend documents, manuals, reports, ordinances, directives, procedures and instructions.
6. Verbal skills to communicate clearly and effectively with broad and diverse individuals including the general public and city employees.
7. Writing skills to compose letters and documents, and clearly and neatly complete reports, forms and records using correct English, grammar and punctuation.
8. Math skills to include addition, subtraction, multiplication, and division needed to count money and accurately perform calculations.
9. Skills to solve general accounts problems and correct invoices.
10. Skills to reconcile accounts, purchase orders, invoices and receipts.
11. Skills to appropriately use office electronic equipment such as multi-line phones, fax machines and copiers.
12. Skills to use computers and office productivity software, including word processing and spreadsheets.

13. Ability to use City-specific financial software.
14. Ability to focus and concentrate in an environment with on-going interruptions and distractions, to perform work.
15. Ability to consistently represent the City in a positive, professional manner.
16. Ability to maintain data, records, and reports in a secure manner, according to established practices.
17. Ability to establish and work according to priorities; ability to perform work accurately, with attention to detail, and within time constraints.
18. Ability to plan, organize, coordinate and carry out work.
19. Ability to solve general, conventional problems.
20. Ability to remain adaptable.
21. Ability to work effectively with others to accomplish established goals and projects.
22. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED with completion of college-level courses in business, accounting, and finance.
2. An associate's degree in business, accounting or finance from an accredited college, is preferred.
3. Three (3) years of professional experience working in accounts payable or receivable, or work in finance; professional work with the general public or within a governmental entity is preferred.
4. Possess a current and valid driver's license; and be insurable.
5. Possess certification as a Governmental Accounting Technician, or the equivalent through ALM, or the ability to earn certification within three (3) years, following employment.
6. Ability to travel out of town.
7. Ability to work non-standard hours.
8. Ability to pass a pre-employment background check.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

SECTION 3. All sections of this ordinance are hereby declared to be severable, and if any word, phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional or invalid by the judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining words, phrases, clauses, sentences, paragraphs, and sections of this ordinance.

SECTION 4. This ordinance shall take effect from and after the date of its adoption and publication, as provided by law. Upon this ordinance taking effect, Ordinances Numbered 1614, 1835, 1845, and 1871 are amended to conform to the provisions of this ordinance.

ADOPTED and APPROVED this the 12th day of June, 2023.

Council President Pro-Tem Betty Spratlin
Council Member Vickey Hall
Councilman Joe Power
Councilman Trae Williams
City Manager Seddrick Hill

Attested to: Joanna Medlen, City Clerk