



RESOLUTION 2015-940

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
PERTAINING TO JOB DESCRIPTION FOR THE LIBRARY, CAMP VERDE PARKS &
RECREATION AND THE MARSHAL'S OFFICE
IN ARIZONA'S 2015 FISCAL YEAR**

WHEREAS, The Library, Parks & Recreation and the Marshal's Office are requesting creating new job description titles within each organization. Funding for the library position will come from NACOG. CVMO will utilize current deputies to fill the new job description and will use the new job description as a career development path.

WHEREAS, the Town of Camp Verde, through the Library, Parks & Recreation and the Camp Verde Marshal's Office, is interested in creating three new job descriptions within the Town to promote productivity and career enhancement.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the Town of Camp Verde, Arizona as follows:

1. THAT approval of the new job descriptions be approved.
2. THAT the Library Director, Parks & Recreation Coordinator and Marshal Nancy Gardner are appointed agent for the Town of Camp Verde, to create the two new job descriptions.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona on the 15 day of April 2015.

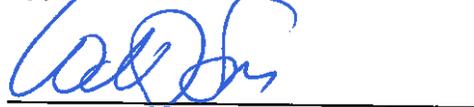

Charles German, Mayor

Date: 4-16-2015

Attest:


Virginia Jones 4-27-2015

Approved as to form:


Town Attorney

Virginia Jones, Town Clerk



Corporal
(Temporary Career Development Position)

Department:	Marshal	Revised Date:	April 2015
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GENERAL PURPOSE: Under general supervision, performs general duty police work and supervises deputies/police officers and other assigned personnel during a shift. This is a lead officer in charge and career development position which involves a temporary assignment to the rank of Corporal. The term of assignment to the position will be a 6-12 month assignment. This position will provide a basic idea of what a supervisor's role is. The duties will include but are not limited to scheduling, providing daily assignments, and directing officers with special details and crime trends, approving reports, evaluating daily work incidents, tactical plans, and training. As compensation, assignment to the position of Corporal will include a 5% pay increase which will only be in effect while working in the career development position.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Temporarily supervises assigned unit staffing to ensure adherence with performance and department standards; personally participates in complex/difficult police and/or investigative problems; instructs subordinate personnel in proper methods/techniques of police work; performs same duties as Deputies/Police Officers, i.e., routine patrol of designated areas of Town and/or areas of high incidence of accident/crimes and school zones.
- Temporarily schedules, assigns, and supervises the work of subordinate personnel; supervises and manages department and division programs including public relations, investigations, training, citizen police academy, patrol, and updating of standard operating procedures; trains new officers in F.T.O. and coaches them on pertinent federal, state, and local laws, regulations, and ordinances.
- Keep subordinate personnel informed of new laws, court decisions, and changes in department policy and procedure; reviews officer reports and confers on problems encountered in investigative work; enforces department regulations and orders; supervises assigned personnel.
- Investigates and supervises personnel and others investigating suspected crimes; participates in periodic/regular training activities; monitors, critiques, and instructs police personnel in the completeness, accuracy and quality of their reports; assists in the preparation of department budget; secures crime scenes, conducts preliminary investigations, gathers evidence, obtain witnesses, issue citations and makes arrests.
- Performs other related, similar or logical duties as assigned or required.

Job Description

MANAGERIAL RESPONSIBILITIES:

On a temporary basis, supervises Deputies/Officers and other assigned police department personnel during a shift.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associates degree in criminal justice, management, or closely related field; AND two years' experience in police work; OR any combination of education, training, and experience that provides the desired knowledge, skills, and other characteristics. Selection to the position will be based upon the successful completion of a written examination, successful completion of an Oral Board or assessment center.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- Must obtain AzPOST certification
- Must obtain AzPOST general instructor certification

Required Knowledge of:

- Town and department procedures, rules, regulations, and general orders.
- Pertinent case law and federal and state laws, statutes, as well as Town ordinances effecting law enforcement.
- Basic leadership and supervisory practices and techniques.
- Crime prevention and criminal investigation theories, techniques, methods and procedures.
- The geography, addresses and building locations within and surrounding Camp Verde.
- Law enforcement liability and loss prevention practices.

Required Skill in:

- Applying and teaching police methods, practices and procedures, with the ability to recall and apply in specific situations.
- Directing, assigning, and supervising the work of police officers.
- Crime scene management, fingerprinting, finding and interviewing witnesses.
- Use of firearms and other police equipment.
- Using good judgment in making effective decisions under pressure.
- Teaching and preparing comprehensive and accurate reports.
- Ability to evaluate work of subordinate staff to ensure achievement of departmental objectives and standards.
- Communicating effectively both orally and in writing.
- Fostering and maintaining a high level of morale and discipline.

Physical Demands / Work Environment:

- Administrative work is performed predominantly in office setting. Outdoor work is required for field inspections, participating in training exercises, and investigating crimes. The noise level for the office environment is usually quiet to moderate; in the field it is moderate to noisy.



LIBRARY AIDE

Department:	Library	Revised Date:	April 2015
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GENERAL PURPOSE: Under general supervision, assists in the provision of library materials, supports library programs and provides customer services at the Camp Verde Community Library.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists customers in a courteous and respectful manner within scope of training, and responds to requests for information within the scope of authority.
- Assists patrons with computer usage and questions; maintains the condition of the library shelves; shelves all returned materials according to standard procedures; checks the library stacks to make sure they are in proper order; straightens books on the shelves; picks up and re-shelves loose books in the library; picks up and disposes of debris, straightens furniture and furnishings, and maintains the neat and orderly appearance of the Library.
- Checks library materials in and out, and updates library records; performs basic clerical and office duties; assists with opening and closing of the library; cross-trains in other Library duties as needed.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

None.

MINIMUM QUALIFICATIONS:

Education and Experience:

No formal education required.

Required Knowledge of:

- Town policies and procedures.
- Basic computer applications including word processing and data entry.
- Basic record keeping practices.
- Customer service standards and protocols.

Job Description

Required Skill in:

- Filing library materials alphabetically and numerically.
- Dealing tactfully and courteously with the public.
- Closely following verbal and written instructions and procedures.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in a standard library environment, with light physical demands.



RECREATION AIDE

Department:	Public Works – Parks & Recreation	Revised Date:	2015
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GENERAL PURPOSE: Under general supervision of a Parks & Recreation employee as assigned assists with organizing, conducting and supporting recreation programs and activities for the Town of Camp Verde Parks & Recreation Division.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, program-specific duties.

- Assists with the delivery of recreation programs for the Parks & Recreation Division; programs including adult and children’s programs, recreation and skills classes, special events, community activities, the Heritage Pool, sports programs and other activities. Conducts, assists and monitors special events, community activities, and special programs suited to the needs of the community. Answers questions from and provides information to the public concerning Parks & Recreation programs and activities. Monitors participation in Town’s recreation programs and events, makes corrections as needed under guidance from supervisor and policy, keeps supervisor informed of program specifics and needs.
- Maintains clean and safe recreation venues and events, adheres to policies and procedures for efficient and safe operations. Enforces rules, regulations and safety precautions at recreation facilities and outdoor venues; maintains discipline, monitors behavior, resolves issues, monitors program activities, and assists participants in recreation activities and special programs under guidance from supervisor and policy. Responds appropriately to injuries or other emergencies in the workplace. Reports and resolves complaints, requests, safety conditions, security issues and illegal activities.
- Sets up and takes down equipment and prepares venues for activities and events; supervises and coaches participants; maintains equipment and facilities in clean and safe condition; communicates with general public, community resource agencies, and other organizations in order to conduct program activities; assists with special projects and special events as directed.
- Assists with the use and maintenance of recreation facilities, equipment and materials; inspects facilities and grounds, and reports conditions needing repair or maintenance; produces work orders and coordinates with maintenance staff to assist with requests like setting up gym, turning on electric power, etc., as they relate to facility use.
- Assists with accepting & scheduling reservations for the use and rental of Town facilities; receipts associated revenues; signs out & in keys & other equipment, and completes appropriate paperwork & records.
- Accepts program registration paperwork; receipts funds for registration and appropriately compiles registration and revenue paperwork according to direction and procedures.
- Performs other related duties as assigned or required.

Job Description

MANAGERIAL RESPONSIBILITIES:

This position has no managerial responsibilities.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or GED equivalent, or still in High School

Required Knowledge of:

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Parks & Recreation Division.
- Policies, rules and regulations governing the conduct and safety of persons using municipal recreational facilities, programs and equipment.
- Customer service standards and protocols.
- Occupational hazards and safety precautions.

Required Skill in:

- Assisting in supervising and controlling recreation activities and participants.
- Following safe work & recreation practices.
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Performing necessary manual labor and skilled tasks that may require lifting and moving heavy objects, stooping, bending & twisting and participation in recreation activities.
- Operating a personal computer utilizing standard software and recreation equipment such as scoreboards & PAs.
- Communicating clearly and concisely, both verbally and in writing.

Required Ability to:

- Interact well with a variety of people in public settings.

Physical Demands / Work Environment:

- Work is performed indoors and outdoors during all weather conditions at Town recreation facilities and venues, off-site locations and includes nights and weekends; required to perform moderate physical work, and lift and carry up to 50 pounds.

Position	Range		Minimum	Midpoint	Maximum
Deputy Town Clerk; Children's Librarian E Recreation Supervisor; Building Inspector	49	Annual	\$35,044.00	\$44,184.00	\$53,324.00
		Bi-weekly	\$1,347.85	\$1,699.38	\$2,050.92
		Hourly	\$16.85	\$21.24	\$25.64
Admin Asst to Town Manager; Dispatch Supervisor; Maintenance Foreman Civilian Investigator; Public Works Analyst; Senior Wastewater Operator	48	Annual	\$34,189.00	\$43,106.00	\$52,023.00
		Bi-weekly	\$1,314.96	\$1,657.92	\$2,000.88
		Hourly	\$16.44	\$20.72	\$25.01
Assistant Planner; Plans Examiner Accountant	46	Annual	\$32,542.00	\$41,029.00	\$49,517.00
		Bi-weekly	\$1,251.62	\$1,578.04	\$1,904.50
		Hourly	\$15.65	\$19.73	\$23.81
HR Specialist; Special Events Coordinator; Code Enforcement Officer	45	Annual	\$31,748.00	\$40,029.00	\$48,309.00
		Bi-weekly	\$1,221.08	\$1,539.58	\$1,858.04
		Hourly	\$15.26	\$19.24	\$23.23
Lead Maintenance Worker WASTEWATER OPERATOR	44	Annual	\$30,974.00	\$39,052.00	\$47,131.00
		Bi-weekly	\$1,191.31	\$1,502.00	\$1,812.73
		Hourly	\$14.89	\$18.78	\$22.66
Dispatcher; Records Specialist; Senior Equipment Operator	43	Annual	\$30,219.00	\$38,100.00	\$45,981.00
		Bi-weekly	\$1,162.27	\$1,465.38	\$1,768.50
		Hourly	\$14.53	\$18.32	\$22.11
Administrative Assistant Permit Technician	42	Annual	\$29,481.00	\$37,170.00	\$44,860.00
		Bi-weekly	\$1,133.88	\$1,429.62	\$1,725.38
		Hourly	\$14.17	\$17.87	\$21.57
Court Clerk Finance Clerk	40	Annual	\$28,061.00	\$35,379.00	\$42,698.00
		Bi-weekly	\$1,079.27	\$1,360.73	\$1,642.23
		Hourly	\$13.49	\$17.01	\$20.53
Library Specialist Equipment Operator Wastewater Operator	39	Annual	\$27,376.00	\$34,517.00	\$41,657.00
		Bi-weekly	\$1,052.92	\$1,327.58	\$1,602.19
		Hourly	\$13.16	\$16.59	\$20.03
Animal Control Officer	38	Annual	\$26,709.00	\$33,675.00	\$40,641.00
		Bi-weekly	\$1,027.27	\$1,295.19	\$1,563.12
		Hourly	\$12.84	\$16.19	\$19.54
Records Clerk	37	Annual	\$26,057.00	\$32,853.00	\$39,649.00
		Bi-weekly	\$1,002.19	\$1,263.58	\$1,524.96
		Hourly	\$12.53	\$15.79	\$19.06
Animal Shelter Operator	36	Annual	\$25,422.00	\$32,052.00	\$38,682.00
		Bi-weekly	\$977.77	\$1,232.77	\$1,487.77
		Hourly	\$12.22	\$15.41	\$18.60
Maintenance Worker	34	Annual	\$24,197.00	\$30,508.00	\$36,818.00
		Bi-weekly	\$930.65	\$1,173.38	\$1,416.08
		Hourly	\$11.63	\$14.67	\$17.70
Senior Library Clerk Laborer	33	Annual	\$23,607.00	\$29,763.00	\$35,920.00
		Bi-weekly	\$907.96	\$1,144.73	\$1,381.54
		Hourly	\$11.35	\$14.31	\$17.27
Receptionist	32	Annual	\$23,031.00	\$29,038.00	\$35,044.00
		Bi-weekly	\$885.81	\$1,116.85	\$1,347.85
		Hourly	\$11.07	\$13.96	\$16.85
Library Clerk	29	Annual	\$21,386.00	\$26,964.00	\$32,542.00
		Bi-weekly	\$822.54	\$1,037.08	\$1,251.62
		Hourly	\$10.28	\$12.96	\$15.65
Janitor	28	Annual	\$20,865.00	\$26,307.00	\$31,748.00
		Bi-weekly	\$802.50	\$1,011.81	\$1,221.08
		Hourly	\$10.03	\$12.65	\$15.26

Town of Camp Verde
Salary Plan

Position	Range		Minimum	Midpoint	Maximum
Town Manager <i>E</i>	93	Annual	\$103,864.00	\$130,953.00	\$158,042.00
		Bi-weekly	\$3,994.77	\$5,036.65	\$6,078.54
		Hourly	\$49.93	\$62.96	\$75.98
Town Marshal/ HR Director <i>E</i>	82	Annual	\$79,160.00	\$99,805.00	\$120,451.00
		Bi-weekly	\$3,044.62	\$3,838.65	\$4,632.73
		Hourly	\$38.06	\$47.98	\$57.91
Public Works Director/Town Engineer <i>E</i>	78	Annual	\$71,715.00	\$90,419.00	\$109,122.00
		Bi-weekly	\$2,758.27	\$3,477.65	\$4,197.00
		Hourly	\$34.48	\$43.47	\$52.46
Community Development Director <i>E</i>	77	Annual	\$69,966.00	\$88,213.00	\$106,461.00
		Bi-weekly	\$2,691.00	\$3,392.81	\$4,094.65
		Hourly	\$33.64	\$42.41	\$51.18
Finance Director <i>E</i> Economic Development Director <i>E</i>	73	Annual	\$63,385.00	\$79,917.00	\$96,448.00
		Bi-weekly	\$2,437.88	\$3,073.73	\$3,709.54
		Hourly	\$30.47	\$38.42	\$46.37
Parks & Recreation Director <i>E</i> Commander;	72	Annual	\$61,839.00	\$77,968.00	\$94,096.00
		Bi-weekly	\$2,378.42	\$2,998.77	\$3,619.08
		Hourly	\$29.73	\$37.48	\$45.24
Library Director <i>E</i>	69	Annual	\$57,424.00	\$72,401.00	\$87,377.00
		Bi-weekly	\$2,208.62	\$2,784.65	\$3,360.65
		Hourly	\$27.61	\$34.81	\$42.01
Special Projects Administrator <i>E</i>	68	Annual	\$56,023.00	\$70,635.00	\$85,246.00
		Bi-weekly	\$2,154.73	\$2,716.73	\$3,278.69
		Hourly	\$26.93	\$33.96	\$40.98
Town Clerk <i>E</i>	67	Annual	\$54,657.00	\$68,912.00	\$83,167.00
		Bi-weekly	\$2,102.19	\$2,650.46	\$3,198.73
		Hourly	\$26.28	\$33.13	\$39.98
Chief Building Official <i>E</i> Wastewater Manager	64	Annual	\$50,754.00	\$63,992.00	\$77,229.00
		Bi-weekly	\$1,952.08	\$2,461.23	\$2,970.35
		Hourly	\$24.40	\$30.77	\$37.13
Sergeant (Police)	62	Annual	\$48,309.00	\$60,908.00	\$73,508.00
		Bi-weekly	\$1,858.04	\$2,342.62	\$2,827.23
		Hourly	\$23.23	\$29.28	\$35.34
Senior Planner <i>E</i>	59	Annual	\$44,860.00	\$56,559.00	\$68,259.00
		Bi-weekly	\$1,725.38	\$2,175.35	\$2,625.35
		Hourly	\$21.57	\$27.19	\$32.82
Streets Supervisor/ Inspector	56	Annual	\$41,657.00	\$52,521.00	\$63,385.00
		Bi-weekly	\$1,602.19	\$2,020.04	\$2,437.88
		Hourly	\$20.03	\$25.25	\$30.47
Senior Accountant	55	Annual	\$40,641.00	\$51,240.00	\$61,839.00
		Bi-weekly	\$1,563.12	\$1,970.77	\$2,378.42
		Hourly	\$19.54	\$24.63	\$29.73
Deputy (police officer)	53	Annual	\$38,682.00	\$48,771.00	\$58,860.00
		Bi-weekly	\$1,487.77	\$1,875.81	\$2,263.85
		Hourly	\$18.60	\$23.45	\$28.30
Streets Maintenance Foreman	52	Annual	\$37,739.00	\$47,581.00	\$57,424.00
		Bi-weekly	\$1,451.50	\$1,830.04	\$2,208.62
		Hourly	\$18.14	\$22.88	\$27.61
Court Supervisor	50	Annual	\$35,920.00	\$45,289.00	\$54,657.00
		Bi-weekly	\$1,381.54	\$1,741.88	\$2,102.19
		Hourly	\$17.27	\$21.77	\$26.28