



WHITEHALL CITY COUNCIL
SPECIAL MEETING NOTICE & AGENDA
WEDNESDAY, SEPTEMBER 24, 2025

CALL TO ORDER:

5:30 p.m., Council Chambers at City Hall, by President Potter

ROLL CALL:

Gerald Dixon
Larry Morrison
Amy Smith
Jo Anna Heck
Lori Elmore
Devin Brown
Amy Harcar

VERIFICATION OF COPIES:

Roll call on whether each member of the Council was given a copy of each item of legislation listed on the agenda prior to the meeting and including any add-on legislation.

FIRST READING:

ORDINANCE NO. 102-2025

AUTHORIZING AND APPROVING AN AMENDMENT TO THE CODIFIED ORDINANCES OF THE CITY OF WHITEHALL 161 TABLE OF AUTHORIZED PERSONNEL FOR THE FISCAL YEAR 2025 AND DECLARING AN EMERGENCY.

ADJOURN

ORDINANCE NO. 102-2025

AUTHORIZING AND APPROVING AN AMENDMENT TO THE CODIFIED ORDINANCES OF THE CITY OF WHITEHALL 161 TABLE OF AUTHORIZED PERSONNEL FOR THE FISCAL YEAR 2025 AND DECLARING AN EMERGENCY.

WHEREAS, the budget presented by various departments includes updated titles that best represent what employees do in their daily work and also includes new positions for the City of Whitehall. Whereas the CWA contract has been updated and now reflects updated pay grades and police has updated the quantity of Communications Operators; NOW, THEREFORE,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WHITEHALL, OHIO:

SECTION 1: The Council of the City of Whitehall, Ohio approves the following changes to the Table of Authorized Personnel for the fiscal year 2025.

161.37 TABLE OF AUTHORIZED PERSONNEL.

The following legends shall apply to all tables delineating authorized strength:

Column	Name	Code
1	Position title	
2	Pay grade or salary pay range	SPR
3	Classified civil service	CCS
	Unclassified civil service	UCS
4	Number authorized	
5	Union bargaining unit	UBU
	Exempt from union	EFU

(a) Office of the Mayor.

1	2	3	4	5
Executive Assistant to the Mayor	SPR	UCS	1	EFU
Clerk of Court	SPR	CCS	1	EFU
Deputy Clerk of Courts	C-20 C-21	CCS	1	UBU
Community Affairs Specialist Communication & Marketing Specialist	SPR	UCS	1	EFU
Director of Information Technology	SPR	UCS	1	EFU
System Administrator	SPR	UCS	1	EFU
IT Network Security Administrator	SPR	UCS	1	EFU
Full-Time Information Technology Technician	SPR	UCS	4 <u>2</u>	EFU
Seasonal Intern	SPR	UCS	1	EFU
Assistant Clerk of Courts	SPR	UCS	1	EFU

(b) Development Department.

ORDINANCE NO. 102-2025

1	2	3	4	5
Director of Development	SPR	UCS	1	EFU
Economic Development Specialist	SPR	UCS	1	EFU
Chief Building Official	SPR	CCS	1	EFU
Assistant Building Inspector (part-time)	SPR	UCS	1	EFU
Administrative Assistant for Building Department	C-20 C-21	CCS	1	UBU

(c) Department of Neighborhoods.

1	2	3	4	5
<u>Director of Neighborhoods</u>	<u>SPR</u>	<u>UCS</u>	<u>1</u>	<u>EFU</u>
<u>Events and Advancement Coordinator</u>	<u>SPR</u>	<u>UCS</u>	<u>1</u>	<u>EFU</u>

(d) Office of the City Attorney.

1	2	3	4	5
Legal Secretary	SPR	UCS	1	EFU
Legal Assistant	SPR	UCS	1	EFU
Coordinator of Victim Services	SPR	UCS	1	EFU
Assistant City Attorney (part-time)	SPR	UCS	1	EFU
and either				
Assistant City Attorney/Prosecutor	SPR	USC	1	EFU
or				
Prosecutor (part-time)	SPR	UCS	2	EFU
Paralegal (full-time)	SPR	UCS	1	EFU

(e) Office of the City Auditor and Tax Commissioner.

1	2	3	4	5
Deputy Tax Commissioner and Tax Investigator	SPR	CCS	1	EFU
Deputy Auditor	SPR	UCS	1	EFU
Administrative Assistant	SPR	UCS	1	EFU
Payroll Administrator	SPR	CCS	1	EFU
Income Tax Specialist	C-22 C-23	CCS	1	UBU
Accounting Specialist	SPR	CCS	1	EFU
Tax Clerk (full-time)	C-21	CCS	1	UBU

ORDINANCE NO. 102-2025**(f) Service Department and Street Employees.**

1	2	3	4	5
Administrative Assistant (full-time)	SPR	UCS	1*	EFU
OR				
Administrative Assistant (part-time)	SPR	UCS	1*	EFU
*If the Administrative Assistant is held as a PT position, the FT position is not authorized				
Director of Public Service	SPR	UCS	1	EFU
Facilities Operations Maintenance Chief	S-25	CCS	1	UBU
Part-time Custodian	SPR	UCS	1	EFU
Street Superintendent Public Service	SPR	CCS	1	EFU
Crew Chiefs	S-25	CCS	2	UBU
Chief Automotive Mechanic	S-25	CCS	1	UBU
Mechanic	S-24	CCS	1	UBU
Service Worker	S-22	UCS	13	UBU
Code Enforcement Officer	SPR	UCS	1	EFU
Animal Control and Code Enforcement Officer	SPR	UCS	1	EFU
Part-time casual employees/ seasonal employees (Labor Maintenance Office Employee)	SPR	UCS	15	EFU

(g) Public Safety Department.

1	2	3	4	5
Director of Public Safety (part-time)	SPR	UCS	1	EFU
Senior Administrative Assistant	SPR	UCS	2	EFU
Crime Analyst	SPR	CCS	1	EFU
Analyst Supervisor	SPR	CCS	1	EFU

(h) Fire Division.

1	2	3	4	5
Chief	FF5	CCS	1	EFU
Assistant Fire Chief	FF4	CCS	1	EFU
Battalion Chief	FF3	CCS	3	UBU
EMS Supervisor	FF3	CCS	1	EFU
Lieutenant	FF2	CCS	6	UBU
Firefighters	FF1	CCS	28	UBU
Administrative Assistant	C-20	CCS	1	UBU

ORDINANCE NO. 102-2025**(i) Police Division.**

1	2	3	4	5
Chief	PO5	CCS	1	EFU
Deputy Chiefs	PO4	CCS	3	EFU
Lieutenant	PO3	CCS	3	UBU
Sergeant	PO2	CCS	5	UBU
Patrol	PO1	CCS	48	UBU
Communications Operator (full time)	SPR	CCS	10	UBU
Communications Operator (part time)	SPR	UCS	1	UBU
Records Clerk (full-time)	C-20 <u>C-21</u>	CCS	5	UBU
Records Clerk (part-time)	SPR	CCS	2	EFU
Property Room Clerk	SPR	UCS	1	EFU
Property Room Coordinator	SPR	UCS	1	EFU
Grants Administrator	SPR	UCS	1	EFU
PT Custodian	SPR	UCS	1	EFU
<u>Police Community Coordinator</u>	<u>SPR</u>	<u>UCS</u>	<u>1</u>	<u>EFU</u>

(j) Parks and Recreation.

1	2	3	4	5
Parks and Recreation Director (full time)	SPR	UCS	1	EFU
Crew Chief (full time)	S-25	UCS	1	UBU
<u>Parks Superintendent</u> (full time)	<u>S-27</u>	<u>UCS</u>	<u>1</u>	<u>UBU</u>
Parks Maintenance Worker (full-time)	S-22	UCS	4	UBU
Parks and Recreation Skilled Technician (part-time)	SPR	UCS	2	EFU
Team Member-Parks (part-time)	SPR	UCS	10	EFU
Parks and Recreation Administrative Assistant <u>Administrative & Operations Supervisor</u> (full-time)	C-21	UCS	1	UBU
Parks and Recreation Ranger (part-time)	SPR	UCS	10	EFU
Parks and Recreation (seasonal)	SPR	UCS	20	EFU
Team Member - Recreation (part-time)	SPR	UCS	8	EFU
Recreation Superintendent (full time)	SPR	UCS	1	EFU
Parks and Recreation Program Supervisor (FT)	SPR	UCS	2	EFU
Adult Resource & Engagement Specialist (FT)	SPR	UCS	1	EFU
Recreation Manager (full-time)	SPR	UCS	2	EFU
Program Assistant (part-time)	SPR	UCS	2	EFU

ORDINANCE NO. 102-2025

(k) Council.

1	2	3	4	5
Clerk of Council (FT)	SPR	UCS	1	EFU
Office Assistant (part-time)	SPR	UCS	2*	EFU
Senior Clerk of Council (PT)	SPR	UCS	1	EFU

* If the Clerk of Council position is held as a full-time position, one Office Assistant is authorized; if the Clerk of Council position is held as a part-time position, two part-time Office Assistant positions are authorized.

(l) Civil Service Commission.

1	2	3	4	5
Civil Service Commission (part-time)	SPR	UCS	3	EFU

(m) Human Resources.

1	2	3	4	5
Human Resources Director	SPR	UCS	1	EFU
Human Resources Generalist	SPR	UCS	1	EFU

SECTION 2: That this Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public health, peace, safety and welfare and for the further reason these title changes reasonably reflect the duties of the position, and additional positions that were budgeted; WHEREFORE, This Ordinance shall go into full force and effect immediately upon its passage and approval by the Mayor.

PASSED this ____ day of _____, 2025.

ATTEST:

Clerk of Council

President of Council

APPROVED this ____ day of _____, 2025.

Mayor

**CITY OF WHITEHALL, OHIO
CLASS SPECIFICATION**

CLASS TITLE: Director of Neighborhoods
DEPARTMENT: Department of Neighborhoods
REPORTS TO: Mayor

UNCLASSIFIED
FLSA STATUS: *Exempt*
DATE: *updated date*

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Under the direction of the Mayor, the Director of Neighborhoods manages and administers neighborhood development programs, policy formation, and service delivery. The position oversees the engagement and outreach to citizens, businesses, non-profit organizations, volunteers, and other city departments to improve and develop new strategies and tools for strengthening Whitehall's neighborhoods. Responsible for developing, implementing, and managing new approaches to simplify, enhances, innovate and facilitate the delivery of the Department's services; advising City Management on the Department's initiatives, results, and strategic planning; and submitting recommendations on a variety of issues.

ESSENTIAL JOB FUNCTIONS:

Importance	Tasks
1	Oversees the overall management and operations of community outreach and engagement.
2	Management of city-wide community-based programs, including maintaining the use of the Mayor's Office on Wheels.
3	Oversees the Mayor's Youth Advisory Council and the New Americans Advisory Council.
4	Acts as a liaison between the City and community organizations.
5	Addresses and resolves citizen complaints and issues. Serves as the face of the City's neighborhood development efforts.
6	Oversees community-centric events and planning, such as block parties.
7	Identify, develop, and advance initiatives, activities, and programs aimed at supporting and uplifting community residents while aligning to City strategic goals.
8	Develops and maintains partnerships and supports the implementation of neighborhood infrastructure needs and the marketing of neighborhoods.
9	Serves as a representative of the department and city by attending meetings, sitting on committees and attending business functions as needed.

Regular, predictable, and punctual attendance is required.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

Preferred Education and/or Experience:

Bachelor's Degree in Community Development, Urban Planning, Public or Business Administration, Sociology or related field.

A minimum of seven years of progressively responsible managerial, supervisory, and administrative experience, or an equivalent combination of education and experience.

Must possess a valid driver's license

Experience working with Affordable Housing, neighborhood revitalization, urban planning, or community development is highly desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Experience in working with diverse populations and cultures, including immigrant and new-American communities.

Experience working with community-based leaders/liaisons, commissions, advocacy groups, and/or non-profits.

Keen understanding of customer-centricity and service excellence.

Demonstrated strategic planning, critical thinking, and analytical skills to propose innovative solutions and implement change with resourcefulness and creativity.

Knowledge of municipal government operations and functions.

Knowledge of principles and techniques of planning and development.

Knowledge of regulatory methods relating to zoning, property maintenance, and environment and health codes

Skill in:

Ability to think innovatively on new initiatives and departmental practices.

Strong leadership skills.

Ability to collaborate with a team of peers on a common goal, while gaining buy-in across departments.

Public speaking skills and superior communication skills, both oral and written, for both internal and external communications.

Ability to encourage collaborative attitudes and address conflict in an open, positive, and impartial manner.

Awareness and understanding of working in a political environment (experience is a plus).

Bilingual or multilingual a plus, though not a requirement.

Skill in managing non-routine circumstances, providing effective supervision, management, and direction to assigned staff.

Mental and Physical Abilities:

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, policies, and agreements

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy

Ability to establish and maintain effective working relationships with those contacted in the course of the work, including officials and managers, representatives of other governmental agencies, community, business and other groups, employees and the public.

Ability to write professionally and proof copy prior to distribution

While performing the essential functions of this job, is regularly required to sit; use hands to grasp, handle, or feel objects; reach with hands and arms; speak and hear; read and write; keyboard; and occasionally lift, carry, push or pull objects weighing up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. May require non-standard hours for project based work.

Prepared by: Human Resources	Date: 7/2025
Approvals: Supervisor/Manager: Michael Bivens, Mayor	Date: 7/2025
Appointing Authority:	Date:
Human Resources: Tracy Wentz, Director of Human Resources	Date:
I understand the above job description details my current job duties: _____ Employee Signature	Date:

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

**CITY OF WHITEHALL, OHIO
CLASS SPECIFICATION**

CLASS TITLE: Events and Advancement Coordinator
DEPARTMENT: Department of Neighborhoods
REPORTS TO: Director of Neighborhoods

UNCLASSIFIED
FLSA STATUS: *Non-exempt*
DATE: 7/2025

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

This position reports to the Director of Neighborhoods and works as a neighborhood liaison team member. The position will work closely with other liaisons and collaborate with Departmental units in various community engagement programs and events that encompass community resources, community education, community outreach and more. They will assist with implementing, coordinating and participating in all other neighborhood programs/events. The position will partner with people from different segments of the community to include African American, Asian, Hispanic, and Immigrant. This position will work with community centers, stakeholders and places of worship. Teamwork is essential in this position. They will need to have the ability to travel to more than one work location and work some weekends & evenings as events are scheduled.

ESSENTIAL JOB FUNCTIONS:

Importance	Tasks
1	Builds and maintains positive relationships with community members
2	Organizes and attends community meetings and events, and forums to promote the City and gather feedback
3	Identifies community issues and concerns that may impact the City and communicates them to the appropriate parties within the City.
4	Helps government officials understand community needs
5	Coordinates community outreach programs to engage residents and identify community needs.
6	Responds to community inquiries and feedback
7	Encourages community involvement in government development of policies and plans that affect the community.
8	Facilitates open communication between the community and government
9	Promotes transparency and accountability in government actions.
10	Acts as a resource for community members, providing information and assistance as needed.

Regular, predictable, and punctual attendance is required.

IMPORTANT JOB FUNCTIONS:

Prepares reports on community feedback, issues, and engagement activities for organizational leaders

Contributes to the development of policies and plans that affect the community

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

Bachelor's degree in social work, communications, public administration, or related field

2+ years of experience in community engagement, outreach, or related field

Must possess a valid driver's license

Experience working with diverse communities

Strong public speaking and presentation skills

Preferred Education and/or Experience:

Familiarity with community resources and services

Bilingual or multilingual a plus, though not a requirement

Previous experience in a similar role

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Experience in working with diverse populations and cultures, including immigrant and new-American communities.

Knowledge of local City, State, Federal, and private service providers and funding sources.

Knowledge of community organizing and neighborhood development techniques.

Ability to work with frequent interruptions and changes in priorities.

Ability to work well with individuals from a variety of different backgrounds and experience, including community leaders, residents, service providers, local officials and elected representatives.

Ability to manage multiple projects simultaneously.

Keen understanding of customer-centricity and service excellence.

Skill in:

Skill in planning, coordinating and implementing community programs and activities.

Skill in developing new initiatives and working with service providers to plan and coordinate services.

Skill in establishing and maintaining good working relationships with the public and making effective use of community resources.

Skill in working with community representatives to identify and address local needs.

Skill in public speaking and superior communication skills, both oral and written, for both internal and external communications.

Skill in interpreting, organizing, coordinating and executing assignments, projects and programs.

Skill in handling multiple tasks and prioritizing.

Skill in conflict resolution and negotiation.

Skill in using computers and related software applications.

Skill in data analysis and problem solving.

Mental and Physical Abilities:

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy

Ability to establish and maintain effective working relationships with those contacted in the course of the work, including officials and managers, representatives of other governmental agencies, community, business and other groups, employees and the public.

Ability to write professionally and proof copy prior to distribution

While performing the essential functions of this job, is regularly required to sit; use hands to grasp, handle, or feel objects; reach with hands and arms; speak and hear; read and write; keyboard; and occasionally lift, carry, push or pull objects weighing up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. May require non-standard hours for project based work.

Prepared by: Human Resources	Date: 7/2025
Approvals: Supervisor/Manager: Michael Bivens, Mayor	Date: 7/2025
Appointing Authority:	Date:
Human Resources: Tracy Wentz, Director of Human Resources	Date: 7/2025
I understand the above job description details my current job duties: _____ Employee Signature	Date:

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**CITY OF WHITEHALL, OHIO
CLASS SPECIFICATION**

CLASS TITLE: Part-Time Police Community Coordinator
DEPARTMENT: Division of Police
REPORTS TO: Chief of Police

UNCLASSIFIED: PART-TIME
FLSA STATUS: *E = overtime eligible*
DATE: 11-4-2024

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

The Police Community Coordinator is assigned to the Chief's Office under the direction of a Lieutenant. Work requires the use of initiative and independent judgment. This position may be required to work evenings, weekends, and holidays to accommodate special events or annual project activities. Supervision is received from a Police Lieutenant or Sergeant, who reviews work through reports and overall results achieved. This class is FLSA eligible-administrative.

ESSENTIAL JOB FUNCTIONS:

Importance	Tasks
1	Responsible for planning, developing, coordinating, and implementing a variety of community programs, special events, and annual projects for the Police Department to assist in addressing community-policing issues.
2	Manage more than one community engagement activity or event at a time.
3	Identifying and building relationships with community groups and leaders, advocacy groups, department liaisons, and key stakeholders.
4	Handling overall event logistics such as establishing meeting locations, securing speakers, creating promotional materials, making technical arrangements, and room setup.
5	Collecting and analyzing data of community issues to recommend strategies to enhance the Police Department's engagement with the community.
6	Completing program surveys and recap reports for police events.
7	Educating a diverse public about community issues in a positive manner
8	Developing and maintaining a reporting system of community contacts
9	Organizing program schedules and coordinating presenters
10	Developing digital content for marketing and communications
11	Coordinates volunteers and temporary staff and takes photographs at events
12	
13	

Regular, predictable, and punctual attendance is required. Performs other related duties as assigned.

IMPORTANT JOB FUNCTIONS:

Establishing and maintaining effective working relationships with coworkers, community members, business owners, contractors, media personnel, and the general public; handling sometimes hostile, politically sensitive situations and negotiating solutions despite varying opinions; developing marketing and promotional materials; writing creatively to ensure audience interest; present information clearly and in an interesting manner, both verbally and in writing to various audiences; developing project objectives and goals; working with other Police and City departments as needed to complement community programs; developing educational materials for a variety of audiences; using software and/or databases to track metrics and organizational participation for use in reporting; operating a digital camera; determining themes, activities, and staffing levels for special events and annual projects; ordering supplies and reserve/rent needed equipment; planning and coordinate aspects of special events; serve as a liaison between the Police Department, clients, vendors, and the general public; coordinating with other City departments to implement events and projects; coordinating and training volunteers for events and projects; operate computerized informational databases for tracking programs and related information; keeping accurate records and prepare reports; and attend neighborhood meetings, community events, school groups, church groups, etc., to promote the Whitehall Division of Police.

MATERIAL AND EQUIPMENT USED:

Audio/visual technology; copy machines; computer technology; telephone; IT related technology; driving a car; packaging and delivery of supplies; setting up event tables, equipment, etc. Other equipment related to special events coordination.

MINIMUM QUALIFICATIONS REQUIRED:

At least 18 years old. • Valid driver's license. • High school diploma or equivalent. • No felony criminal convictions and no domestic violence convictions. • Excellent written and oral communications skills. • Ability to interact professionally with a wide variety of citizens in varied settings, including stressful and emergency situations. • Proactive work ethic, ability to work effectively with relatively minimal direct supervision. • Ability to understand and follow written policies, procedures, and city ordinances. • United States citizen or person legally authorized to work in the United States. • Ability to pass police dictated background process.

Preferred Education and/or Experience:

Associate degree or higher in business management or marketing, or two years or more experience in a similar position; management experience working and directing special events and/or conferences. Public contact experience in a law enforcement/public safety environment is preferred. Bilingual in Spanish/English is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Special events; food preparation and acquisition; police and community engagement; project management; data collection and report development; computer technology; social media; supervision of volunteers; the philosophy and objectives of the Police Department; methods involved in organizing and coordinating special events and annual community programs; equipment and techniques necessary to successfully conduct an event or project; the general theories and complex principles and practices of

marketing, public relations, public information, and basic communication techniques; advertising and publicity techniques and practices; printing techniques and style guidelines for writing press releases and publications; techniques of publication preparation and design of brochures, displays, and visual aids; English language usage and terminology used by various media; project management and research methods and techniques; photography; and principles and practices of composing and editing informational material.

Skill in:

Interpersonal relations; character development; child development and mentorship; computer technology; financial calculations; computer technology;

Mental and Physical Abilities:

Plans, directs, and evaluates special events and community programs. Prioritizes and assigns work to volunteers and prioritizes own work. Resolves procedural, operational, and other related problems (example: scheduling conflicts, resource acquisitions, and facility conflicts). Evaluates special events or community project participation to ensure compliance with Police Department policies and procedures. Collects and analyses data to make inferences and recommendations. Conducts meetings and conferences with volunteers and staff to coordinate various events and projects. Develops and produces electronic publications and promotions for the general public. Comprehends and makes inferences from reports, internal memos, and statistical and demographic information to analyze performance and follow and interpret trends. Coordinates work activities, program functions, and special events with other City departments, cities, and agencies. Performs mathematical and statistical computations for statistical reports and cost analyses for assigned activities. Develops design layouts for promotion and marketing materials. Learns job-related material regarding computer applications and industry updates related to areas of responsibility. Prioritizes multiple projects, meets required deadlines, and handles more than one project simultaneously. Performs mathematical calculations and cost analysis. Estimates volunteer and temp labor needed for events and creates work schedules accordingly. Learns job-related material through seminars, training courses, policies and conferences.

Working Conditions:

Operates a variety of standard office equipment such as a personal computer (PC), copy machine, telephone, and voice mail. Operates various audio-visual (AV) equipment such as video cameras, audio recorders, projectors, televisions, and screens for presentations. Maintains facilities, equipment, and materials in a safe condition. Operates a motor vehicle requiring a valid Driver's License to travel to various locations and attend forums and meetings. Moves equipment and materials such as boxes of flyers using a handcart/dolly. Sets up and/or removes folding tables and chairs for various events. Stands for extended periods of time during events or to make presentations. Operates a camera to take photographs for event and community project publications and archives. Meets scheduling and attendance requirements.

Prepared by:	Date:
Approvals:	

Supervisor/Manager:	Date:
Appointing Authority:	Date:
Human Resources: Director of Human Resources	Date:
I understand the above job description details my current job duties: Employee Signature	Date:

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.