

ORDINANCE NO. _2011-O-122

AN ORDINANCE OF THE VILLAGE OF VOLENTE, TEXAS ADOPTING THE PERSONNEL POLICY MANUAL FOR THE VILLAGE; PROVIDING FOR FINDINGS OF FACT, AN EFFECTIVE DATE, SAVINGS, SEVERABILITY, AND OPEN MEETINGS COMPLIANCE CLAUSES.

WHEREAS, the Council finds that the Village needs a Personnel Policy Manual which sets forth the rules and regulations governing employment by the Village and the benefits to which employees of the Village are entitled; and

WHEREAS, the Village Council has reviewed the Personnel Policy Manual attached as Exhibit "A" and finds that it should be adopted as the official Personnel Policy Manual for the Village;

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE COUNCIL OF THE VILLAGE OF VOLENTE, TEXAS, THAT:

Section 1. Adoption of Findings of Fact.

The foregoing recitals are hereby found to be true and correct and are hereby adopted by the Village Council and made a part hereof for all purposes as findings of fact.

Section 2. Adoption of the Village of Volente Personnel Policy Manual.

The Village of Volente Personnel Policy Manual, attached hereto as Exhibit "A", is adopted as the Personnel Policy Manual for the Village of Volente.

Section 3. Savings Clause.

All rights and remedies of the Village of Village are expressly saved as to any and all violations of the provisions of any ordinances of the Village governing employment by the Village of Volente which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

Section 4. Effective Date.

This ordinance shall be in full force and effect from and after its publication as provided in the Local Government Code.

Section 5. Severability.

That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Village Council hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases may be declared unlawful or unconstitutional.

Section 6. Open Meetings.

It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't. Code.*

PASSED AND APPROVED this the 8th day of April, 2011.

ATTEST:

VILLAGE OF VILLAGE, TEXAS



Jenifer Zufelt, Village Secretary



Justine Blackmore-Hlista, Mayor

Village of Volente Personnel Policy Manual

Purpose

The purpose of the personnel manual is to establish consistent, basic policies, practices and standards for Village of Volente employees. In addition, this manual is designed to inform employees of the benefits and obligations of employment with the village. These guidelines shall apply to all village employees. All employees must sign an acknowledgment that the manual has been read and understood. Individuals who contract independently with the village are not employees of Volente and are not subject to the provisions of this manual.

The policies set forth in this manual supersede all written and verbal statements, rules and regulations by previous and present mayors on the date these policies are adopted by the village council. The village council of the Village of Volente reserves the right to modify the provisions of this manual at any time. This manual in no way constitutes an employment contract between the village and any village employee. The provisions of this manual take precedence over any contradictory statements made by any person.

Definite rules and regulations cannot be readily formulated for every possible problem and situation. This manual serves as general basis and guide for the proper, efficient and effective administration of personnel matters of the employees of Volente.

Effective Date

Equal Opportunity Employment Statement

The Village of Volente is committed to providing equal employment opportunity to all employees and applicants for employment. No person in the service of the village or persons seeking employment with the village shall be employed, retained, promoted, removed or in any way favored or discriminated against on the basis of race, religion, age, color, creed, ancestry, national origin, political affiliation, sex or any other unlawful basis.

At Will Employment Status

All employment with the Village of Volente shall be considered "at will" employment. Each employee can terminate employment with the village, or be terminated by the village, at any time and for any or no reason. The village shall also have the right to change any condition, benefit, or policy of employment at any time, with or without notice. No contract of employment shall exist between any individual and the Village of Volente for any duration, either specified or unspecified.

Americans with Disabilities Act

It is the policy of the Village of Volente to comply with the employment provisions of the Americans with Disabilities Act.

Drug-free Workplace

The village has adopted an alcohol, drug and controlled substance policy to ensure the safety and well being of all employees. The village forbids the possession or consumption of alcoholic beverages and the possession or use of controlled substances on village property. In addition, off-duty conduct which adversely affects the reputation or interests of the village is prohibited.

The definition of a controlled substance is any drug, narcotic, hallucinogen, barbiturate, amphetamine mixture or compound not prescribed by a licensed physician for the legitimate treatment of a specific

employee's medical condition. Users of illegal drugs, mixtures, compounds or alcohol present a serious danger not only to themselves but to all employees with whom they work or come into contact. Lack of mental alertness, slow reactions and other effects of alcohol and drugs lead to poor judgment and errors that place the safety of workers and others in danger.

If an employee is required by a physician to take legitimate prescription drugs for a specific illness or other legitimate medical need that could have adverse side-effects occurring from the use of the drug, the employee must discuss their situation with their supervisor upon reporting for work.

Immigration Reform and Control Act of 1986

The Immigration Reform and Control Act of 1986 makes it unlawful for an employer to knowingly hire, recruit or refer for a fee for employment in the United States, an individual (citizen or alien) not supplying proper documentation to verify his eligibility to work in the United States. Additionally, the law makes it unlawful for an employer not to maintain documents establishing the individual's entitlement to employment on file. The law applies to all employees hired by an employer after November 6, 1986.

The village is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States which may include a completed I-9 Form and the required support documentation. As an ongoing condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States.

Firearms

Carrying firearms on grounds or within facilities owned by or leased by the Village of Volente is prohibited.

Authority

Pursuant to its statutory power, the Village of Volente shall administer all aspects of the Personnel Policy in accordance with state and federal laws. The mayor is the Chief Administrator of the village. The Chief Administrator shall interpret and enforce these rules and shall from time to time recommend to the governing body such revisions as he deems necessary.

In order to retain necessary flexibility in the administration of policies and procedures, the village council reserves the right to add, revise or eliminate any part of the policies or benefits described in this manual. There shall not be any oral modifications of the written personnel policy. All modifications or exceptions to this policy shall be in writing.

Types of positions

Employment shall be designated as full time regular, part time regular, part time non-regular, or temporary. Full-time positions generally require performance of thirty five or more hours of work per week, whereas part-time positions generally require less than 20 hours per week. Part-time non-regular employees may occasionally work more than 20 hours per week, but shall not work more than 1000 hours in any fiscal year. Temporary positions are those positions which are established for a stated period of time generally not to exceed 6 months to fill a temporary need.

A regular full-time employee is entitled to benefits as provided in these policies after satisfactory completion of the required probationary period. Temporary employees and non-regular part-time employees are not eligible for benefits other than worker's compensation coverage as may be arranged

by the village and any other benefits that are required by applicable law.

No vested rights

Acceptance of a regular, non-regular, or temporary position does not give the employee any vested right to continue employment.

Probationary period

Employees that are hired into a regular position must successfully complete a probationary period of six consecutive months. Benefits are withheld until the probationary period is successfully completed. The probationary period shall be used to closely observe and evaluate the work and fitness of new employees. Only employees who meet acceptable standards during their probationary periods shall be deemed to have successfully completed the probationary period. During the probationary period, the employee may be discharged from employment at any time and for any or no reason.

Application process

Whenever a position becomes vacant, or a new position is created, the mayor shall cause such vacancy to be announced by posting of appropriate notice on the village website and may advertise the vacancy in the village designated newspaper or other public venues. The notice shall state the title and minimum qualifications for employment and may specify a date beyond which applications will not be accepted. The full job description may be made available on the village website and may be requested by interested applicants.

All applicants for positions shall obtain an application form available from the village office or website. Before the posted closing date, applicants shall return the completed application along with any other helpful information such as a resume to the village office, addressed to the mayor. Incomplete applications will not be considered.

No person shall willfully or knowingly make any false statement in the application or supporting materials. Any violation of this rule, whenever discovered, shall be considered cause for disciplinary action, up to and including termination.

Selection process

Applications and supporting materials shall be reviewed by the mayor and the administration committee. The mayor and administration committee shall select the most qualified candidates for interview. After interviewing the most qualified candidates, the mayor and administration committee shall choose the best applicant(s) and prepare a recommendation for the village council to consider.

Temporary positions may be filled at the discretion of the mayor subject to available funds and short term needs.

Dismissal policy

Any employee may be dismissed by the village council at will.

Voluntary resignation

An employee who voluntarily resigns his/her position is expected to provide appropriate notice, complete an exit interview, and assist management in the transition of work. Employees are required to provide their immediate supervisor with written notice of resignation at least two (2) weeks or ten (10) workdays prior to the last intended workday. The last day the employee reports to work is the separation date.

Nepotism policy

It is the village's policy to avoid conflicts of interest and appearances of favoritism that result from the employment, appointment or supervision of close relatives of village officials or of village employees. A close relative is a spouse, son and daughter (including stepchild), son-in-law and daughter-in-law, parents (including stepparents), father-in-law and mother-in-law, brother and sister (include stepbrother and stepsister), brother-in-law and sister-in-law, aunt, uncle, niece, nephew, grandparent, grandchildren, great grandparent and great grandchildren. Supervision means the exercise of authority or responsibility with regard to employment, appointment, promotion, management, oversight, termination, salary or other terms and conditions of employment.

No village employee or official may approve, recommend or otherwise take action with regard to the employment, appointment, reappointment, promotion, salary or supervision of a close relative as defined by this policy unless the village council finds there is no other suitably qualified candidate. If the village council finds that there is no other suitably qualified candidate, it may issue a written exception to this policy.

Background checks

The village reserves the right to conduct post employment background checks, annually or as deemed necessary, as a condition of employment.

Fair Labor Standards Act

The village is subject to the wage and overtime provision of the Fair Labor Standards Act. Under the Act, all village employees fall into two categories: exempt and non-exempt. Entitlement to overtime compensation or compensatory time off in lieu thereof depends on whether an employee is exempt or non-exempt.

Exempt employees are typically those in executive, professional or administrative positions. Exempt employees are not entitled to overtime compensation. The employee is expected to render necessary and reasonable overtime services with no additional compensation. Records of time worked in excess of the regular work week may be reported by exempt employees. An exempt employee with regular work hours may be given discretion to determine flexible work schedules to accommodate excessive work demands. Planned absence during regular hours of work must be requested in advance from the mayor. The mayor must approve such absences to ensure adequate staff support.

Non-exempt employees are subject to the overtime provision of the FLSA and are entitled to overtime at a rate of 1.5 hours for each hour physically worked over 40 hours in one week. All overtime worked must be pre-approved by the mayor. An employee may be subject to disciplinary action for working overtime without authorization or failing to report overtime. All overtime must be accurately reported. Overtime hours may be paid at the applicable overtime rate or may be accrued as compensatory time. The overtime rate shall be the rate of the employees regular base pay times 1.5. In calculating regular base pay, time such as annual and medical leave shall not be included. An employee may accumulate no more than 240 hours of compensatory time. An employee who has accrued 240 compensatory hours will receive overtime pay for any additional overtime worked. The village may require employees to use earned compensatory time as paid leave prior to using accrued vacation or other accrued leave.

Payroll deductions

Deductions from each employee's pay shall be made for:

Federal income taxes, required employee Social Security and Medicare taxes, employee portion of any

medical care premiums, employee portion of any retirement plan contributions..

Benefits

Health Insurance

Regular full-time employees will be offered health insurance benefits not subject to any probationary period. This health insurance may require some employee contribution to premiums

Workers compensation

All regular full-time employees are eligible for workers compensation benefits if injured as a result of duties performed in the course of his or her job. An employee suffering a work related illness or injury shall submit a written report of such incident as soon as possible and no later than 30 days after the accident or learning of the condition. No employee shall be discriminated or retaliated against in connection with a worker's compensation claim.

Unemployment insurance

All regular full-time employees are covered under the Texas Unemployment Compensation Insurance program.

Leaves of Absence

Leave of absence is time away from the job, normally with or without pay. The village makes leaves of absence available to employees as follows:

Paid Time Off

Regular full-time and part-time employees (defined as those that are appointed to work more than 20 hours per week) are eligible for paid time off (PTO). Part time employees that are not appointed to more than 20 hours per week and interns are not eligible for PTO, but may take time off as necessary without pay. PTO is annually deposited in an employee's leave bank at the beginning of each calendar year. Earned time off is calculated based on the anniversary date of employment with the village in a regular paid position. When an employee has been working for one full year, he/she will earn 10 days of PTO. For the first calendar year, a new employee's leave will be prorated based on the number of months to be worked in that calendar year. New employees may draw against their PTO after six months of service for the first year of employment only. In other words, in the first year of employment, an employee may take 5 days of PTO after six months – even though he/she has not actually earned it. If for any reason, the employee leaves the village before earning this time, it will be deducted from the final paycheck.

PTO after one year of service is calculated according to the following schedule:

Months Worked (based on employment anniversary date)	Vacation Credit/Paid Hours Earned (Excluding Overtime)	Annual Vacation Leave Equivalent
13 to 36 months (1-3 yrs of service completed)	>35 hr.: 120 hours 30-34hr.: 90 hours 20-29 hr.: 60 hours	10 days
37 to 120 months (4-10 years of service completed)	>35 hr.:144 hours 30-34 hr.: 108 hours 20-29 hr.: 72	15 days
121 months or more	>35 hr.: 160 hours	20 days

(10 or more years of service completed)	30-34 hr.: 120 hours 20-29 hr.: 80 hours	
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It is strongly recommended that employees plan and use earned PTO each year. In order to encourage this philosophy, employees must use time within a one-year period of the time it is granted or permanently forfeit it. Employees may take earned days as needed – either all at once or spread out over the one-year period. It may be used for sick time or planned time off. The Village of Volente reserves the right to require a medical doctor's verification of the cause or extent of absence due to accident or illness. After an employee has used all of his or her available leave, the employee may apply for personal leave without pay.

Terminating employees who have worked for the village in a regular capacity for more than 12 full months will be paid for unused earned paid time for that 12 month period. Again, PTO cannot be carried over from year to year and is not carried on a month to month basis.

All PTO must be requested and recorded in the employee's personnel file.

Official holidays

As time and workloads permit, regular full-time employees are entitled to the following paid holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day + day after

Christmas Day, Day after Christmas

If the holiday falls on a Saturday, the Friday before will be the paid holiday. If the holiday falls on a Sunday, the following Monday will be the paid holiday.

In some circumstances, it may be necessary to direct some employees to report for work on a holiday. In that case, the employee will be granted compensatory time off.

Family Medical Leave (FMLA)/Military leave/Jury Duty

The village complies with all federal regulations regarding Family Medical Leave, Military leave and Jury Duty. To arrange leave under these circumstances, the employee must submit a written request with supporting documentation to their supervisor as soon as possible prior to planned absence.

Conflicts of interest

Outside employment

The village wants employees to have the opportunity to engage in outside employment that pose no conflict as it relates to ethics or scheduling or disposition of job-related requirements. All outside employment, including self employment, must received the prior written approval of the mayor, and shall not be approved where such employment would adversely affect or be incompatible with or conflict with the employee's performance in the village service, or would create an appearance of unfair or improper bias or influence or access to decision makers of the village.

A full-time regular employee must consider his or her job with the village as the primary job.

If the work standards or performance of an employee of the village suffer and it is determined to be

caused by outside employment, approval of outside work may be rescinded or the employee may be subject to discharge. The village will not pay medical benefits for injuries or illnesses suffered as a result of outside employment. Employees may not use village equipment or property in the execution of outside employment.

Employees shall not accept any employment or compensation that could influence their judgment or hinder their independence of judgment in the performance of their official duties. Employees shall not accept other employment that could require or cause them to reveal confidential information acquired through their employment with the village.

Ethics/general conduct

Employees shall always treat members of the public and government with dignity and respect
Employees shall avoid any action that may result in or give the appearance of using their positions for private gain

Employees shall avoid any action that may adversely affect the public's confidence in government
Employees shall not provide false statements or false information in any area of official duty

Employees shall submit truthful and complete reports

Employees shall not publicly use his or her position with the village to interfere with or affect the result of an election or nomination for municipal office

Employee shall not use working hours or village property to participate in the political campaign of any person or for any other political purpose.

Employees shall not engage in rumors, gossip or false accusations.

Violation of any of the foregoing may subject an employee to disciplinary action, up to and including termination. The foregoing is not an exhaustive list of proscribed or required activities.

Resignation upon election to office

Any employee who is elected to a village office will resign from village employment upon his or her election. Failure to resign will result in the immediate dismissal of the employee.

Electronic mail policy

The village respects the individual privacy of its employees. However, employee privacy does not extend to the employee's work related conduct or use of village provided equipment or supplies.

Stored email messages belong to the village and the contents of email communications are accessible at all times by village management for any business purpose. The secretary, mayor and communications chairperson shall have the current system passwords for all accounts on the village email and computer systems and all encryption keys. Employees may not use passwords that are unknown or install encryption programs without turning over encryption keys to the mayor or his designee. All email messages are the village's records. The mail and computer system may be subject to periodic unannounced inspections and should be treated like other shared filing systems. The village reserves the right to access and disclose as necessary all messages sent over its email system without regard to content.

All employees are required to consent to disclosure to village agents of all communications generated, sent or received on equipment owned by the village. In addition, all employees are required to consent to disclosure to and review by agents of the village the use of any other electronic communications effected through equipment owned by the village, including but not limited to the history of websites accessed. By your signature acknowledging receipt of this manual, you consent to the disclosure and review of all communications effected, generated, sent, or received by or to you and stored on

equipment belonging to the city. Stored information may include information that has been deleted from active electronic files.

Performance evaluations

All employment positions shall be subject to performance evaluations on a regular basis by the mayor or his designee. Such performance evaluations shall be completed at least annually, but may be done more frequently. The employee and the mayor shall both sign the evaluation and it shall be placed in the employee's personnel record.

Personnel records

Personnel records include employee documentation and may include medical records and personal information such as I-9s, benefits enrollment forms and medical leave requests. All files related to personnel records are maintained by the mayor or his designee. Medical records and personal information will be maintained in a separate file and all employee records will be maintained in a secure location with controlled access. The personnel records may include the application for employment, the employee's acknowledgment of receipt of this manual, performance evaluations, written record of any disciplinary action, written record of any commendations, copies of any certifications necessary or helpful, time records, status reports, and any other information relevant to the employee's status. Except as required by law, no information placed in an employee's file will be communicated to any person or organization. In cases where disclosure is required by law, only the mayor or the village's Public Information Officer are authorized to release the information.

Disciplinary actions

The village council has the authority to discipline employees. Some causes for discipline include but are not limited to:

Attitude – employees must meet and treat the public and village officials courteously and pleasantly

Misconduct on the job – disrespect for anyone

Negligence in performance of duty or operation of village equipment

Incompetence, inefficiency or neglect in work performance

Failure to meet prescribed standards of work

Insubordination – failure to follow the lawful order of a recognized superior

Unauthorized absence from work

Unauthorized use of official information or unauthorized disclosure of confidential information

Physical or mental unfitness for duty due to intoxication from alcohol or drugs

Acceptance of money, gifts, privileges, or other valuable consideration which was given with the expectation of influencing the employee in the performance of his duties

Use of official position for personal advantage

Misuse, theft or destruction of village property

Conviction of a criminal offense or other conduct punishable as a crime

Falsification of records

Conduct which would be the equivalent of violation of any Federal or State law, Village ordinance or any section of this manual

Abuse of leave, habitual tardiness, or excessive absenteeism

Personal use of village equipment

Violation of any rule of this written policy

Disciplinary actions may include oral reprimands, written reprimands, suspension, demotion, counseling, training and dismissal. A written record of all disciplinary action shall be kept in the employee's personnel file.

Grievance policy

Employees not only have the right but also are encouraged to discuss their problems and grievances with their immediate supervisor. If the employee is not satisfied, they may take their problem to the mayor. All employees are guaranteed thorough consideration with no fear or reprisal on grievances or problems properly communicated.

Harassment policy

The Village of Volente does not tolerate any form of sexual or other unlawful harassment of an employee by any other employee or supervisor. Harassment based on age, race, color, religion, disability or any other unlawful basis will subject the individual harasser to immediate disciplinary action up to and including termination.

Employees are required to report acts of harassment to the mayor. If the mayor were the alleged harasser, it should be reported to the village council in executive session.

The mayor or village council person shall meet with the alleged harasser no more than 3 working days from the filing of the complaint to investigate the matter and take prompt corrective action if necessary. The investigation will be confidential and well documented.

Nothing in these procedures shall prohibit the employee from filing a complaint directly with the Federal Equal Employment Opportunity Office or the Texas Human Rights Division.

Job Descriptions and Performance Evaluations

Descriptions of the positions currently defined for the Village of Volente, along with their associated performance evaluation forms, are included in the appendix of this document.

Village of Volente Job Description

Title: Part time Code Enforcement Official

Reports To: Mayor

FLSA Status: non-exempt

Type: Part time non-regular

General description

This employee is responsible for enforcing the Village of Volente ordinances pertaining to health and safety, construction, land development, noise, signs, and other similar ordinances. In particular, this employee is responsible for ensuring construction sites are maintained properly for health, safety and water quality; enforcing the sign ordinance; investigating complaints of violations; noting and reporting any compliance issues on regular tours of the city. In addition, this employee will note and report potential Village maintenance issues, such as potholes, street repairs, street signs, road/ROW debris and obstructions, and trees or brush trimming needs. This employee reports to the Mayor, and may be required to complete a weekly status report. The position is part-time and the number of hours assigned will vary. The time that work is to be performed will also vary. Employee must have own vehicle, and a vehicle allowance will be paid based on mileage traveled in performance of the job (originating from the city office).

Essential duties and responsibilities:

Enforces Village of Volente Code of Ordinances. Meets with contractors prior to construction to ensure understanding of requirements. Visits active construction sites to ensure compliance including health and safety, drainage and water quality control requirements. During regular tours of the Village, checks for non-compliance and unpermitted activities such as land clearing and land uses inconsistent with zoning and placement of unpermitted signs. Responds to complaints regarding noise or non-compliance. Issues notices of violations, contacts responsible parties and explains steps necessary for compliance. Issues stop work orders as appropriate. Discusses compliance and enforcement procedures with citizens and others. Documents cases of violations and prepares detailed reports on all activities.

Knowledge/skills/abilities:

Knowledge of Volente's Code of Ordinances and applicable municipal and state regulations. Ability to interpret codes and regulations and anticipate problems. Skill in understanding specific permit and application requirements, and recognizing deviations from drawings and specifications. Skill in resolving problems or situations or confrontations requiring the exercise of excellent judgment. Strong oral and written communication skills. Ability to interact positively with public.

Physical requirements:

Employee must be capable of inspecting active construction sites. Some lifting may be required.

Minimum qualifications and experience:

High school diploma or GED; valid Tx driver's license; 3 years experience in municipal code enforcement. Certification as Code Enforcement Officer or completion of certification within 6 months of employment.

Preferred qualifications and experience:

Experience in residential and commercial construction and public works

Work environment:

Employee may be exposed to inclement weather or active construction sites that are hazardous. Employee may be required to deal with unhappy or unruly members of the public.

Hours:

10 - 20 hours per week, depending on the needs of the Village.

Village of Volente Job Description

Title: Village Secretary/Assistant to Village Administrator

Reports to: Mayor

FLSA status: exempt

Type: full time regular

General Description

Performs the essential functions of both Village Secretary and Assistant to the Village Administrator. Serves as Village Secretary, providing administrative support for Village officials, managing and maintaining official records of Village (including website), managing Village financial books, processing permit applications, complaints and requests for information, supervising municipal elections, and coordinating and attending public meetings in accordance with Texas Local Govt Code. Serves as Assistant to Village Administrator, providing highly reliable managerial and administrative assistance to Village Administrator to meet the needs of the Village, helping to plan and coordinate policies and procedures to ensure effective and efficient operation of Village government, and ensuring accountability in the implementation of official policies and procedures.

Essential duties and responsibilities

Work with Mayor and Chairs to create and post agendas and notices for meetings in compliance with all applicable laws

Create and deliver packets for each meeting including all available information in a timely manner

Attend, record and keep minutes of Council, Commission and Board meetings

Receive and process planning, building and development applications in accordance with official policies and ordinances, and ensure appropriate coordination of engineering, building inspectors, and Village officials as necessary

Serve as primary point of contact for public, and maintain detailed call and contact log

Act as Village's Public Information Officer maintaining and releasing information in accordance with the Public Information Act

Perform full range of accounting related duties, including maintenance of financial books for accounts payable and receivable, maintaining payroll and assisting with annual audit

Coordinate and conduct municipal elections, including receiving forms and filings, ordering ballots and other supplies, and posting all required election notices

Prepare and maintain codified ordinances, resolutions, and proclamations

Prepare detailed reports regarding office activities, including permits and projects in process, and interactions with consultants and public

Plan and implement effective records management strategy for all media, including paper, electronic and website documents

Plan and implement effective communication strategy for citizen notifications

Plan and implement strategies for effective and efficient Council, Commission and Board activity, such as keeping and communicating schedules of required future actions and those taken, creating checklists and timetables for routine activities, preparing training materials for new staff and Village officials

Help coordinate public works projects, code enforcement and other official activities

Help ensure policies and directives of council are followed and goals are achieved

Provide Village officials with accurate and timely information to support decision making and policy direction

Interpret and communicate Village ordinances and administrative policy to public and officials as necessary

Demonstrate continuous effort to improve operations, decrease turnaround times, and streamline work processes

Exercise considerable judgment in dealings with the public, applicants, consultants and Village officials
Perform wide variety of complex, trustworthy and confidential duties for Village officials requiring knowledge and analysis of local ordinances and municipal code
Perform special projects and other assignments as directed by Village Administrator

Knowledge/skills/abilities

Knowledge of Texas Local Govt Code as it relates to administration of the Village; knowledge of Volente ordinances; knowledge of general accounting and payroll practices and proficiency with QuickBooks; knowledge of Robert's Rules of Order; knowledge of website maintenance; knowledge of public information act and records retention requirements; proficiency with Microsoft Office;

General characteristics

Excellent interpersonal skills; excellent oral and written communication skills; highly organized and detail oriented; excellent judgment and discretion;

Minimum qualifications and experience

High school diploma or GED plus Associate's Degree in Office Administration, Management, Accounting or related field; 3 years experience with responsible administrative functions, preferably in public sector; accounts payable and payroll experience;

Preferred qualifications and experience

Bachelor's Degree; significant experience with municipal government;

Work environment/hours

Work must be performed in the Village office. Public office hours must be maintained. Attendance at all Council, Commission and Board meetings is required. Occasionally must perform code enforcement duties.