



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, September 27, 2011

4:00 PM

Huntington Building

1. Call To Order

2. Approval of minutes

[MIN-11:074](#) Minutes for the Finance Committee meeting on August 23, 2011.

Attachments: [Minutes](#)

[MIN-11:078](#) Minutes for the special called Finance Committee meeting on September 6, 2011.

Attachments: [Minutes](#)

3. New Business

Ordinances To Be Introduced

[ORD-11:068](#) AN ORDINANCE TO AMEND THE 2011 ANNUAL BUDGET FOR THE CITY OF JONESBORO TO ADD AN ADDITIONAL GRANTS PROJECT COORDINATOR TO THE GRANTS DEPARTMENT

Sponsors: Grants and Human Resources

Attachments: [Grants Project Coor](#)

[ORD-11:072](#) AN ORDINANCE TO AMEND THE 2011 ANNUAL BUDGET AND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A TRANSPORTATION OPTIONS COORDINATOR TO THE JETS DEPARTMENT

Sponsors: JETS and Human Resources

Attachments: [Transportation Options Coordinator](#)

[ORD-11:073](#) AN ORDINANCE TO AMEND THE 2011 ANNUAL BUDGET TO ADD A PARATRANSIT COORDINATOR TO THE JETS DEPARTMENT

Sponsors: JETS and Human Resources

Attachments: [Paratransit Coordinator](#)

Resolutions To Be Introduced

[RES-11:167](#) RESOLUTION APPROVING AN AMENDMENT TO THE PRINCIPAL GROUP

ANNUITY CONTRACT

Sponsors: Finance

Attachments: [Principal Amendment](#)

4. Pending Items

5. Other Business

6. Public Comments

7. Adjournment



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: MIN-11:074 **Version:** 1 **Name:**
Type: Minutes **Status:** To Be Introduced
File created: 8/29/2011 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Minutes for the Finance Committee meeting on August 23, 2011.
Sponsors:
Indexes:
Code sections:
Attachments: [Minutes](#)

Date	Ver.	Action By	Action	Result
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title
Minutes for the Finance Committee meeting on August 23, 2011.



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, August 23, 2011

3:00 PM

Huntington Building

1. Call To Order

Mayor Perrin was also in attendance.

Present 3 - Ann Williams; John Street and Darrel Dover

Absent 2 - Mikel Fears and Charles Coleman

2. Approval of minutes

MIN-11:071 Minutes for the Finance Committee meeting on August 9, 2011

Attachments: [Minutes](#)

A motion was made by Councilman John Street, seconded by Councilman Darrel Dover, that this matter be Passed . The motion PASSED by a unanimous vote

Aye: 2 - John Street and Darrel Dover

Absent: 2 - Mikel Fears and Charles Coleman

3. New Business

Resolutions To Be Introduced

RES-11:139 A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AN ENGAGEMENT LETTER FOR AUDIT SERVICES OF FEDERAL AWARDS WITH FREEMAN & COMPANY, CPA

Sponsors: Finance

Attachments: [Freeman & Co](#)

Mayor Perrin explained this is the company that does the federal audit for the federal funds. He noted the resolution is routine and the City has been using Freeman for a while.

A motion was made by Councilman Darrel Dover, seconded by Councilman John Street, that this matter be Recommended to Council . The motion PASSED by a unanimous vote

Aye: 2 - John Street and Darrel Dover

Absent: 2 - Mikel Fears and Charles Coleman

4. Pending Items

5. Other Business

COM-11:063 Non Uniform Pension Discussion with Stephens and The Hartford from 3:00-5:00

Sponsors: Finance

Attachments: [Stephens Information](#)
[Hartford information](#)

Mr. Matt Clafin, a representative from The Hartford, asked the committee if there were any specific questions they would like to be answered during their presentation. Councilman Dover stated their main concerns are regarding how the employees will be affected by the proposed plan and to make sure the employees will be assisted in managing their money.

Mr. Charles Long, a representative from Stephens, discussed their role with the proposed plan. He noted they will be taking care of employee education and the committee will be able to decide how that will be administered. He added Stephens is local and while they selected Hartford to work with them on this plan, Hartford will be held responsible for their role. Mr. Long explained they will make sure the employee's goals and objectives are matched with the correct investments. He discussed how they will help to meet those objectives and explained they will be available to meet with employees at any time since they are local. He further explained they chose Hartford due to their performance with governmental agencies, but they can be replaced if Stephens thinks Hartford is not doing enough for the plan. Discussion was held concerning options within the plan concerning investments.

Employee Representative Larry Jackson noted the plan is different than what the employees have now because the employees will no longer be guaranteed a certain amount in benefits every month. Mr. Clafin explained the proposed plan is a combination of a 457, which is where the employee contributes, and a 401a in which the City contributes. If an employee takes part in both plans, they will get statements for each plan. Mr. Jackson stated if the investments aren't good, then that will affect the size of the employee's retirement. Mr. Clafin agreed, but they have an option for a fixed account with a guaranteed minimum rate of return with a minimum current rate of 3%. That will guarantee the account makes at least 3% and reduces the risk of the stock market variances. He noted they, along with Stephens, will help the City and the employees choose wise investments, but the ultimate choice will be with the City and employees.

Councilman Street questioned how often the reports are sent out. Mr. Clafin answered the reports are sent out quarterly and the online information is updated daily. Councilman Street then questioned whether the employees can borrow against their plan. Mr. Clafin stated that option is up to the committee and will be written into the plan depending on what the committee wants. Councilman Street expressed concern about people borrowing against their retirement due to future effects. Mr. Long stated borrowing is normally a bad idea and they do not generally recommend it, but if it's offered then there will be people who decide to do it. Mr. Clafin added the City also has an option to allow employees to borrow off the contribution portion of

the plan, but not borrow off what the City has put into their retirement plan.

Mr. Long questioned whether the City has decided as to whether the City's portion of payments into the plan will be pooled together. Mayor Perrin stated they have discussed it with Attorney Wyck Nisbett from Friday Eldredge and Clark and Mr. Nisbett recommended keeping the City's portion of the contributions separate from the employee's contributions. He also explained there are some factors that have not been determined, such as how much the City will be contributing.

Discussion was held concerning costs to the City and the employees. Mr. Clafin explained there will be an annual maintenance cost for the employees for the 401a, which will be determined by an annual balance. He added there will be internal expenses as well. There are no sales charges or surrender charges. He noted the charge will be listed on the summaries sent out quarterly so the employees know how much in charges they are paying. Mr. Clafin noted there are no transaction fees and changes can be made once per day. He added the number of transactions that can be made online is 20 per year because they like to be able to speak with the employees and discuss changes in the investments. Further discussion was held concerning employees borrowing against their retirement funds.

Discussion was then held regarding the rest of the information that was passed out to the committee members. Councilman Dover questioned the options for the employees once they retire. Mr. Clafin explained the employees will have several options concerning rolling over into an IRA, survivor benefits, as well as other options.

This item was Read.

6. Public Comments

7. Adjournment

A motion was made by Councilman John Street, seconded by Councilman Darrel Dover, that this meeting be Adjourned. The motion CARRIED by a Voice Vote.

Aye: 2 - John Street and Darrel Dover

Absent: 2 - Mikel Fears and Charles Coleman



Legislation Details (With Text)

File #: MIN-11:078 **Version:** 1 **Name:**
Type: Minutes **Status:** To Be Introduced
File created: 9/8/2011 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Minutes for the special called Finance Committee meeting on September 6, 2011.
Sponsors:
Indexes:
Code sections:
Attachments: [Minutes](#)

Date	Ver.	Action By	Action	Result
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title
Minutes for the special called Finance Committee meeting on September 6, 2011.



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, September 6, 2011

3:00 PM

Huntington Building

Special Called Meeting

1. Call To Order

Mayor Perrin was also in attendance.

Present 4 - Ann Williams; John Street; Darrel Dover and Mikel Fears

Absent 1 - Charles Coleman

2. New Business

COM-11:066

Non Uniform Pension Presentation from 1st Security / Intrust from 3:00 - 4:20.

Sponsors: Finance

Attachments: [Presentation](#)

Mr. Frank Faust, from First Security Bank, discussed the proposed new retirement system for the non-uniform employees. He explained First Security would be the discretionary trustee and liability for the plan would rest with them. Councilman Dover questioned what NestEgg's responsibility would be for the plan.

Mr. Bill Bequette, with NestEgg Consulting, explained they would ensure that a prudent process is in place for the plan. He added they do not use proprietary funds, so they will not make any money from the funds the City chooses to invest in; rather, they use institutional class share funds. He also stated they prefer face-to-face service as opposed to phone.

Mr. John Goff, from NestEgg, discussed the specifics of the 457 employee contribution plan and the 401 plan. He noted the 457 plan is pre-tax for the employees and the employee will have choices as to how their plans are developed. Employees can also decide how much to contribute, up to \$16,500. The committee will be able to specify the requirements for employee eligibility in the plan. The goal is for employees to reach better than 10% of pay being contributed to their retirement plan, but the City would have the choice as to what the City contributions will be. They encourage employees to increase their contributions up to a possible target of 6% in order to get more out of their retirement. Employee Representative Chairman Larry Jackson questioned when increases in the plan will take place. Mr. Faust answered they typically like changes to take place at the beginning of a month, but the plan is flexible enough that the employee can control when they want changes to occur. He added this plan will allow employees to make changes throughout the year as opposed to just once per year.

Mr. Jackson then questioned beneficiary benefits. Mr. Goff stated beneficiaries will receive the full amount of what is in the retirement account if an employee passes away. He added employees will have a choice when they retire as to how they want to receive the money, either in monthly payments or the full amount in order to roll the money into another account.

Mr. Goff stressed the importance of meeting with employees to educate them on how to invest the money. He added they will be able to see their balance daily through the website or by phone, whichever way is preferred. He explained employees will also be able to change their investments, daily if wanted. He cautioned they do not recommend changing investments too often because they would like the employees to think about changing their investments before moving forward with the changes. He noted there are no charges for transactions.

Mr. Jackson questioned whether they offer a guaranteed interest bearing account, so employees could opt out of playing the stock market. Mr. Goff answered yes, they also have a fixed stable income account choice. Mr. Jackson then questioned what the current rate is on the account. Mr. Goff stated the stable value fund interest is approximately 2% annually.

Mr. Jeff Mace, from NestEgg, stated they do not receive fees from investment companies, which allows them to have no conflict of interest. He explained they focus on low-cost institutional shares so the employees will get the full value from their investment returns. Councilman Dover questioned how many funds they have per category. Mr. Mace answered one. Councilman Dover then questioned how many different categories of funds they have. Mr. Mace stated 14 to 15.

Councilman Dover asked what their relationship with the committee will be in terms of allocation choices. Mr. Mace stated they will work with the committee to develop an investment policy. He added they encourage the committee to allow them to have an equity range so they don't have to come back every month in order to change investments.

Councilman Dover questioned how the payments to the plan will be handled. Mr. Barylske stated they will write that into the plan to determine whether the City will pay monthly, quarterly or yearly. Mayor Perrin added that the payment frequency can change depending on the economic environment. Mr. Goff stated monthly payments would show consistency to the employees and there would be less risk.

Mr. Scott White, from NestEgg U, discussed the educational portion of the plan. He explained they have an option called "Bump It" in which employees can voluntarily increase their retirement contribution over a period of time in order to maximize the plan. He then noted their call center is located in Wichita, Kansas but employees will also have website access.

Councilman Dover questioned what the timeline would be like to start the new plan. Mr. White answered they would like to have group meetings ahead of January 1 in order to educate the employees and to get the plan started. He noted they will send out an email concerning the new plan to inform the employees of the changes.

Mr. Jackson asked if the money employees have in the current Arkansas Diamond and Nationwide 457 plans could be rolled into the new plan. Mr. Mace answered yes, but they will have to see if there will be a penalty with the companies the plans are currently with.

Councilman Street asked how often the employees will receive statements. Mr. White

answered monthly.

Mayor Perrin questioned whether employees could take loans out against their retirement accounts. Mr. Goff answered that is an option, but they do not recommend putting it in the plan since it is just starting up. He noted that option can be added later. He explained loans are interest free, but reduce the ultimate retirement goal.

Mr. Jackson then questioned what the fees are for the employees. Mr. Goff stated there is a .75% yearly fee, but they recommend the City paying for that at least initially. He added there is also an annual base fee and participant fee they recommend the City paying initially. He explained it is the committee's choice as to whether the City pays the fee or the employee, or if both pay the fee.

Further discussion was held concerning the proposed plan.

This item was Read.

3. Adjournment

A motion was made by Councilman Darrel Dover, seconded by Councilman John Street, that this meeting be Adjourned . The motion PASSED by a unanimous vote

Aye: 3 - John Street;Darrel Dover and Mikel Fears

Absent: 1 - Charles Coleman



Legislation Details (With Text)

File #:	ORD-11:068	Version:	2	Name:	
Type:	Ordinance	Status:		To Be Introduced	
File created:	9/6/2011	In control:		Finance & Administration Council Committee	
On agenda:		Final action:			
Title:	AN ORDINANCE TO AMEND THE 2011 ANNUAL BUDGET FOR THE CITY OF JONESBORO TO ADD AN ADDITIONAL GRANTS PROJECT COORDINATOR TO THE GRANTS DEPARTMENT				
Sponsors:	Grants, Human Resources				
Indexes:					
Code sections:					
Attachments:	Grants Project Coor				

Date	Ver.	Action By	Action	Result
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title
AN ORDINANCE TO AMEND THE 2011 ANNUAL BUDGET FOR THE CITY OF JONESBORO TO ADD AN ADDITIONAL GRANTS PROJECT COORDINATOR TO THE GRANTS DEPARTMENT

Body

WHEREAS, Ordinance Number 10:090 adopted the 2011 Budget; and

WHEREAS, it is recommended by the Finance Committee, to ensure sufficient staffing in the Grants Department, that an additional position of Grants Project Coordinator be added;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The annual 2011 budget of the City of Jonesboro is amended by the addition of a Grants Project Coordinator, grade 113, salary range \$30,911 to \$46,367; and

SECTION 2: For the operational continuity of the City of Jonesboro it is hereby found and declared that an emergency exists and that this ordinance shall take effect from and after its passage and approval.

March 2011 CDBG Project Coor Job Description

Exempt: No
Department: Grants Department
Reports To: CDBG Grants Coordinator
Location: 519 W. Washington, Jonesboro AR
Date Prepared: June 03, 2011
Date Revised: June 28, 2011

GENERAL DESCRIPTION OF POSITION

This position assist the CDBG Grants Coordinator in the daily implementation of community development projects and assists in the contract coordination.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists the Grants Coordinator in the daily activities. This duty is performed daily.
2. Assists the Grants Coordinator in the research, management, and participation in the development and implementation of goals, objectives, policies, procedures and priorities for the CDBG program operation and projects, and their adherence to HUD policy guidelines; assists in the identification of issues/problems, analysis of alternatives. This duty is performed irregularly.
3. Assists the Grants Coordinator in the management, planning, direction, coordination, and review of work plans for project contractors, and sub-recipients; implements and reviews contracts, reports and other required documentation. This duty is performed irregularly.
4. Assists the Grants Coordinator in the preparation and development of expense reports, the approval of project expense requests, and submission requests for HUD reimbursement of funds. This duty is performed irregularly.
5. Assists the Grants Coordinator in the monitoring of project contractors and sub-recipients to maintain federal regulations. This duty is performed irregularly.
6. Assists the Grants Coordinator in implementation of programs and meetings to assist in the coordination of community groups and organizations to improve services and programs. This duty is performed irregularly.
7. Assists in the preparation of responses to inquiries and requests for information from city residents, businesses, and other outside agencies and groups. This duty is performed irregularly.
8. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as advanced accounting, marketing, business administration, finance, etc. Equivalent to four years of college, plus 19 to 23 months related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit infrequent opportunity for decision-making of minor importance and which would only affect the operating efficiency of the individual involved to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing

and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

None

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Nonw

SOFTWARE SKILLS REQUIRED

Advanced: Spreadsheet, Word Processing/Typing

Intermediate: 10-Key, Accounting, Alphanumeric Data Entry, Presentation/PowerPoint

Basic: Contact Management, Database, Human Resources Systems, Payroll Systems

ADDITIONAL INFORMATION

Not indicated.

PHYSICAL ACTIVITIES

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

While performing the functions of this job, the employee is continuously required to use hands to finger, handle, or feel, talk or hear; regularly required to stand, walk, sit, reach with hands and arms; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; and color vision.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.



Legislation Details (With Text)

File #: ORD-11:072 **Version:** 1 **Name:** Creation of Transportation Options Coordinator position for JETS
Type: Ordinance **Status:** To Be Introduced
File created: 9/6/2011 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: AN ORDINANCE TO AMEND THE 2011 ANNUAL BUDGET AND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A TRANSPORTATION OPTIONS COORDINATOR TO THE JETS DEPARTMENT
Sponsors: JETS, Human Resources
Indexes: Position - creation/amendment
Code sections:
Attachments: [Transportation Options Coordinator](#)

Date	Ver.	Action By	Action	Result
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title
AN ORDINANCE TO AMEND THE 2011 ANNUAL BUDGET AND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A TRANSPORTATION OPTIONS COORDINATOR TO THE JETS DEPARTMENT

Body
WHEREAS, Ordinance Number 10:090 adopted the 2011 Budget; and

WHEREAS, Resolution Number 09:201 adopted the City Salary & Administration Plan; and

WHEREAS, it is recommended by the Finance Committee, to ensure sufficient staffing in the JETS Department, that the position of Transportation Options Coordinator be added;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The annual 2011 budget of the City of Jonesboro is amended by the addition of a Transportation Options Coordinator to the JETS Department; and

SECTION 2: The City Salary & Administration Plan is amended to include the position of Transportation Options Coordinator, grade 116 in the JETS Department with a salary range of \$34,770 to \$52,156.

SECTION 3: For the operational continuity of the City of Jonesboro it is hereby found and declared that an emergency exists and that this ordinance shall take effect from and after its passage and approval.

March 2011 Transportation Options Coordinator Job Description

Exempt: Yes
Department: Transit Department (JETS)
Reports To: Transit Director
Location: JETS Administrative Offices
Date Prepared: April 30, 2010
Date Revised: September 15, 2011

GENERAL DESCRIPTION OF POSITION

This position is responsible for transportation planning, travel coordination, resource development and travel training within the City of Jonesboro for the elderly, persons with disabilities, and those with significant income limitations who seek health care, independent living, job training and employment opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Providing service to clients under the established coordinated transportation plan. This duty is performed daily.
2. Contacting/meeting with users and providers of public transit and human services transportation. This duty is performed daily.
3. Maintaining records. This duty is performed daily.
4. Submitting reports. This duty is performed daily.
5. Coordinating required training, resource procurement, vehicle maintenance, and other allied functions. This duty is performed weekly.
6. Conducting community outreach. This duty is performed monthly.
7. Developing transportation resource materials. This duty is performed monthly.
8. Adhere to all safety guidelines and report any unsafe condition to my supervisor. This duty is performed irregularly.
9. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as advanced accounting, marketing, business administration, finance, etc. Equivalent to four years of college, plus 19 to 23 months related experience and/or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

None

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

None

SOFTWARE SKILLS REQUIRED

Intermediate: Accounting, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

Basic: Alphanumeric Data Entry, Contact Management, Database

ADDITIONAL INFORMATION

Not indicated.

PHYSICAL ACTIVITIES

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

While performing the functions of this job, the employee is continuously required to use hands to finger, handle, or feel, talk or hear; regularly required to stand, walk, sit, reach with hands and arms; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.



Legislation Details (With Text)

File #: ORD-11:073 **Version:** 1 **Name:**
Type: Ordinance **Status:** To Be Introduced
File created: 9/7/2011 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: AN ORDINANCE TO AMEND THE 2011 ANNUAL BUDGET TO ADD A PARATRANSIT COORDINATOR TO THE JETS DEPARTMENT
Sponsors: JETS, Human Resources
Indexes:
Code sections:
Attachments: [Paratransit Coordinator](#)

Date	Ver.	Action By	Action	Result
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title

AN ORDINANCE TO AMEND THE 2011 ANNUAL BUDGET TO ADD A PARATRANSIT COORDINATOR TO THE JETS DEPARTMENT

Body

WHEREAS, Ordinance Number 10:090 adopted the 2011 Budget; and

WHEREAS, it is recommended by the Finance Committee, to ensure sufficient staffing in the JETS Department, that the position of Paratransit Coordinator be added;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The annual 2011 budget of the City of Jonesboro is amended by the addition of a Paratransit Coordinator, grade 109 with a salary range of \$25,765 to \$38,648; and

SECTION 2: For the operational continuity of the City of Jonesboro it is hereby found and declared that an emergency exists and that this ordinance shall take effect from and after its passage and approval.

March 2011

Paratransit Coordinator

Job Description

Exempt: No
Department: JETS
Reports To: Transit Supervisor
Location: JETS, 2630 Lacy Drive., Jonesboro, AR 72401
Date Prepared: November 12, 2008
Date Revised: September 07, 2011

GENERAL DESCRIPTION OF POSITION

To coordinate the comprehensive operation of the JETS paratransit service and to serve as the JETS support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Schedules paratransit buses from request from clients for services. This duty is performed daily.
2. Records driver manifest , RiderTRAC tally sheets, daily records of fuel purchases. This duty is performed daily.
3. Answers and assist incoming calls, and provide customer service for people entering facility. This duty is performed daily.
4. Maintains PT client records and office files. This duty is performed weekly.
5. Compiles ridership daily information and prepares weekly and monthly reports. This duty is performed daily.
6. Keeps inventory of uniforms. This duty is performed weekly.
7. Prepares payroll records for the department. This duty is performed weekly.
8. Creates spreadsheets for various report. This duty is performed irregularly.
9. Assist in preparation of annual operational reports as required. This duty is performed irregularly.
10. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 7 to 11 months related experience and/or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Spreadsheet

Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database, Payroll Systems, Word Processing/Typing

ADDITIONAL INFORMATION

Not indicated.

PHYSICAL ACTIVITIES

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

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to sit, use hands to finger, handle, or feel; occasionally required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.



Legislation Details (With Text)

File #:	RES-11:167	Version:	1	Name:	
Type:	Resolution	Status:		To Be Introduced	
File created:	9/16/2011	In control:		Finance & Administration Council Committee	
On agenda:		Final action:			
Title:	RESOLUTION APPROVING AN AMENDMENT TO THE PRINCIPAL GROUP ANNUITY CONTRACT				
Sponsors:	Finance				
Indexes:					
Code sections:					
Attachments:	Principal Amendment				

Date	Ver.	Action By	Action	Result
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Title

RESOLUTION APPROVING AN AMENDMENT TO THE PRINCIPAL GROUP ANNUITY CONTRACT

Body

WHEREAS, the City of Jonesboro currently has a Group Annuity Contract with the Principal for certain non-uniform employees; and

WHEREAS, an amendment is needed to provide expanded investment option for that contract.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Jonesboro, that:

SECTION ONE: That the group annuity contract for non-uniform employees with the Principal should be amended as recommended by the City's Finance Department and outside counsel, Friday Law Firm.

SECTION TWO: That Mayor Harold Perrin and City Clerk, Donna Jackson are authorized to execute such documents as are necessary to effectuate that agreement.