



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Monday, October 18, 2010

4:00 PM

Huntington Building

Special Called Meeting

1. Call To Order

2. New Business

Discussion concerning fire, police and library millage resolutions

Ordinances To Be Introduced

ORD-10:080 AN ORDINANCE TO AMEND THE 2010 ANNUAL BUDGET AND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A CHIEF OPERATIONS OFFICER TO THE MAYOR'S ADMINISTRATION DEPARTMENT

Sponsors: Mayor's Office and Human Resources

Attachments: [Chief Operating Officer - 28727](#)
[Chief Operating Officer - 28727 - PDF version](#)

ORD-10:081 AN ORDINANCE TO AMEND THE 2010 ANNUAL BUDGET AND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A CHIEF FINANCIAL OFFICER TO THE FINANCE DEPARTMENT

Sponsors: Mayor's Office and Human Resources

Attachments: [Chief Financial Officer - 28726](#)
[Chief Financial Officer - 28726 - PDF version](#)

3. Adjournment



Legislation Details (With Text)

File #: ORD-10:080 **Version:** 1 **Name:** Addition of the COO position in the salary plan
Type: Ordinance **Status:** Passed
File created: 10/15/2010 **In control:** Finance & Administration Council Committee
On agenda: **Final action:** 10/19/2010
Title: AN ORDINANCE TO AMEND THE 2010 ANNUAL BUDGET AND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A CHIEF OPERATIONS OFFICER TO THE MAYOR'S ADMINISTRATION DEPARTMENT
Sponsors: Mayor's Office, Human Resources
Indexes: Budget amendment, Position - creation/amendment
Code sections:
Attachments: [Chief Operating Officer - 28727](#)
[Chief Operating Officer - 28727 - PDF version](#)

Date	Ver.	Action By	Action	Result
10/19/2010	1	City Council	Passed	Pass
10/18/2010	1	Finance & Administration Council Committee	Recommended to Council	Pass

Title
AN ORDINANCE TO AMEND THE 2010 ANNUAL BUDGET AND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A CHIEF OPERATIONS OFFICER TO THE MAYOR'S ADMINISTRATION DEPARTMENT

Body

WHEREAS, Ordinance Number 09:113 adopted the 2010 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 Mayor's Administration Department, that the position of Chief Operations Officer be added;

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

SECTION 1: The annual 2010 budget of the City of Jonesboro is amended by the addition of a Chief Operations Officer.

SECTION 2: The City Salary & Administration Plan is amended to include the position of Chief Operations Officer, grade 125 in the Mayor's Administration Department.

SECTION 3: For the financial and 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.

PASSED AND ADOPTED this 19th day of October, 2010.

City of Jonesboro

Chief Operating Officer

Job Description

Exempt: Yes
Department: Mayor's Administration
Reports To: Mayor
Location: City Hall
Date Prepared: November 05, 2009
Date Revised: October 14, 2010

GENERAL DESCRIPTION OF POSITION

This position is responsible for assisting the Mayor with the overall management of the city for the areas under their direct supervisor. This position works in conjunction with the other 4 executive members of the Mayor's management team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist the Mayor with managing the overall administration of the City. This duty is performed daily.
2. Meet with department heads supervised to monitor and encourage departmental productivity. This duty is performed irregularly.
3. Responds to inquiries from the general public and resolves citizen complaints within designated areas. This duty is performed irregularly.
4. Researches and prepares reports for presentation to the City Council and the Mayor. This duty is performed weekly.
5. Attends department and City Council meetings to gather information and make recommendations to the Mayor. This duty is performed weekly.
6. Serves as department representative at citizen forums and on special committees and task force. This duty is performed weekly.
7. Assist with the preparation of the city budget by assisting department heads supervised with the preparation of the budget. This duty is performed annually.
8. Monitors expenditure levels and works with all department head's to meet and exceed budget expectations. This duty is performed monthly.
9. May perform duties of the Mayor in his/her absence. 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

Broad knowledge of such fields as advanced accounting, marketing, business administration, finance, etc. Equivalent to four years of college, plus 3 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Annual Budget Authority: \$ 10,000,000
Funds, Property & Equipment Responsibility: \$ 20,000,000

SUPERVISORY RESPONSIBILITIES

Directly supervises 8 subordinate supervisor(s) who supervise(s) a total of 85 employee(s). Departments supervised by this position include MPO, CDBG, JETS, Parks, Sanitation, Planning, Building Maintenance, and Inspections .. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to write speeches and articles for publication that conform to prescribed style and format; Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

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 division of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

Highly intense mental demand. Continual involvement with strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING

General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

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

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Probable errors would normally not be detected in succeeding operations and would definitely have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

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

Continuous contacts frequently involving difficult negotiations which require a well-developed sense of strategy and timing. Involves contacts with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced: Database

Intermediate: Accounting, Presentation/PowerPoint, Spreadsheet

Basic: Alphanumeric Data Entry, Contact Management, 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 regularly required to sit, talk or hear; frequently required to use hands to finger, handle, or feel; and occasionally required to stand, walk, reach with hands and arms. The employee must occasionally 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.

The noise level in the work environment is usually moderate.



Legislation Details (With Text)

File #: ORD-10:081 **Version:** 1 **Name:** Addition of the CFO position in the salary plan
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Title

AN ORDINANCE TO AMEND THE 2010 ANNUAL BUDGET AND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A CHIEF FINANCIAL OFFICER TO THE FINANCE DEPARTMENT

Body

WHEREAS, Ordinance Number 09:113 adopted the 2010 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 Finance Department, that the position of Chief Financial Officer be added;

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

SECTION 1: The annual 2010 budget of the City of Jonesboro is amended by the addition of a Chief Financial Officer; and

SECTION 2: The City Salary & Administration Plan is amended to include the position of Chief Financial Officer, grade 131 in the Finance Department.

SECTION 3: For the financial and 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.

PASSED AND ADOPTED this 19th day of October, 2010.

City of Jonesboro

Chief Financial Officer

Job Description

Exempt: Yes
Department: Finance
Reports To: Mayor
Location: City Hall, 515 W Washington
Date Prepared: November 05, 2009
Date Revised: October 14, 2010

GENERAL DESCRIPTION OF POSITION

Responsible for company finance and accounting as well as other Administrative functions to include Information Systems, Human Resources, Grants Administration and Springbrook. Ensures compliance with all local, state and federal laws regarding financial reporting, payment of various taxes and other Administrative areas. An integral member of the senior executive leadership team for the company. Oversight for treasury, accounting, budget, tax and audit, other other Administrative functions of the city.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as Treasurer and CFO for the City, advises department heads, elected officials and the mayor regarding financial matters. This duty is performed daily.
2. Manage Accounting, Accounts Payable, Accounts Receivable, Inventory Control, Human Resources, Grants Admin, Springbrook and Information Technology. This duty is performed daily.
3. Develops the annual city budget and the capital improvements program, conducts budget hearings, presents proposed budget to the City Council. This duty is performed annually.
4. Analyze all financial statements and prepares revenue forecasts for budget and management decisions. This duty is performed daily.
5. Monitors expenditure levels of all city departments for compliance with budgetary and management objectives. This duty is performed weekly.
6. Oversee operating budgets, financial reporting systems and controls and internal accounting practices. This duty is performed daily.
7. Represent the company with outside financial audits and tax work. This duty is performed irregularly.
8. Monitors debt service schedules and bond ratings, analyzes debt capacity and determines debt levels; prepares and approves det service payments. This duty is performed monthly.
9. Serces as member of the depository board as City Treaturer. This duty is performed irregularly.
10. Design financial statements. This duty is performed irregularly.
11. Review various government reporting. This duty is performed weekly.
12. Assist in providing strategic direction of company. This duty is performed irregularly.
13. Perform any other related duties as required or assigned.

QUALIFICATIONS

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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 7 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Annual Budget Authority:	\$ 23,000,000
Funds, Property & Equipment Responsibility:	\$ 30,000,000

SUPERVISORY RESPONSIBILITIES

Directly supervises 4 subordinate supervisor(s) who supervise(s) a total of 15 employee(s). Supervises 1 non-supervisory employee(s). Departments supervised by this position include Finance, Human Resources, Information Systems, Grants Administrator, and Springbrook Specialists.. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to read, analyze, and understand the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using original or innovative techniques or style; Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal, logical or scientific symbolism such as formulas, scientific equations, and graphs. Ability to deal with a variety of abstract and concrete variables.

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

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 division of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

MENTAL DEMAND

Comprehensive and very intense mental demand. Comprehensive and continual involvement with multiple divisions, departments and/or organizations. Strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING

General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

ACCURACY

Probable errors would normally not be detected in succeeding operations and would definitely have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

PUBLIC CONTACT

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

EMPLOYEE CONTACT

Establishes company culture by setting tone of interactions and communication with senior level internal officials and employees throughout the organization.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

CPA license

SOFTWARE SKILLS REQUIRED

Advanced: Accounting, Database, Spreadsheet

Intermediate: Alphanumeric Data Entry, Contact Management, Payroll Systems

Basic: Presentation/PowerPoint, Word Processing/Typing

ADDITIONAL INFORMATION

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

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 regularly required to sit, use hands to finger, handle, or feel, talk or hear; occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

ENVIRONMENTAL CONDITIONS

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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.

The noise level in the work environment is usually moderate.

*CITY OF JONESBORO
Job Description for Chief Financial Officer*

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