



**RESOLUTION 2018-06 TO REPEAL RESOLUTION 2018-03 AND CONFIRM THE
APPOINTMENT OF TOWN CLERK/TREASURER FOR THE 2016-2020
ADMINISTRATION.**

WHEREAS, the Town Council of the Town of Perdido Beach, Alabama, desires to make appointment of the Town Clerk/Treasurer to serve the Town for the 2016-2020 administration.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Perdido Beach, Alabama, that:

Section 1. Lynn Thompson shall be appointed to the position of Town Clerk/Treasurer effective upon adoption of this resolution.

Section 2. Compensation:

A. Cash Compensation:

- a. Wage: \$16.00 per hour paid weekly – 52 pay periods per year
- b. Travel Allowance: **per mile allowance** (per current federal guidelines) when traveling on official business. Reasonable room and meals are also reimbursable.
- c. Retirement Funding: Not applicable at this time.
- d. Vacation Pay: **Ten (10) days** paid vacation per year subject to work restraints, and to be taken in no less than 1 day increments. Maximum of 5 days may be carried over until the next year, with maximum of 15 days accrued untaken at any one time. In case of termination in good standing Clerk/Treasurer will be monetarily compensated for time accrued and unused at time of termination.
- e. Time worked *over* forty (40) hours will be compensated by time and a half. One hour worked = one and one half hour pay.

B. Other Benefits:

- a. Personal Time Off: Twelve (12) days per year for personal leave such as funerals, family emergencies, sickness, etc. Must be approved by the Mayor and taken in no less than 1 hour increments. Personal time not used at the end of the year will be carried over and added to the upcoming year's allotted personal time.
- b. Medical Insurance: Not applicable at this time.

- c. Holiday Schedule: Holiday schedule will coincide with the Town Holiday Schedule.
- d. Professional Job Training: Available per Town Operating Budget approved by Mayor. Fiscal year runs from October 1 – September 30.
- e. Office/Working Hours: 8:30AM – 4:30PM

RESOLUTION 2013-18 is hereby repealed, such repeal to become effective on the effective date of the adoption of this Resolution.

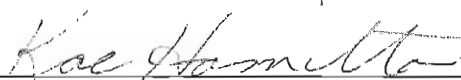
ATTACHED EXHIBIT "A"

Town Clerk/ Treasurer Job Description

Town Clerk/Treasurer Compensation Package

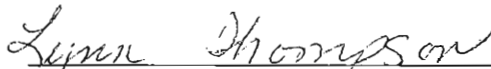
Employee Performance Evaluation

ADOPTED this 13th day of September 2018 by the Town Council of the Town of Perdido Beach, Alabama, in regular session assembled.



Kae Hamilton Mayor

ATTEST:



Lynn Thompson, Town Clerk



Town Clerk/Treasurer

DESCRIPTION:

Performs administrative duties; manages files, records, and other correspondence; drafts contracts, legal notices correspondence, job descriptions; prepares ordinances and resolutions, serves as election manager; prepares and maintains files. Prepares and maintains city equipment lists; generates bids for purchases; and communicates with insurance company regarding claims and adjustments. Promotes positive relations between the Town and its constituents, officials, and employees; oversees duties related to planning and zoning, responds to requests for information from the public; collects budget and audit information. Prepares weekly payroll, quarterly and year end tax reports and other duties as assigned.

EXAMPLES OF DUTIES:

Records Management-

- Attends all regular and special meetings of the Town Council, and Planning Commission.
- Records and transcribes minutes, ordinances, resolutions, agendas, and correspondence.
- Composes letters from general instructions.
- Prepares documents needed at council work sessions.
- Researches prior ordinances and resolutions.
- Maintains permanent files for contracts, easements, deeds, ordinances, resolutions, minutes, official budgets, audits for Town.
- Gathers information and maintains census data.
- Prepares and maintains lists of all boards, committees, authorities, and monitors time for appointments or adjustments to be made.
- Maintains list of town employees, appointees, and elected officials subject to the state Ethics Law and submits list to the Ethics Commission.
- Work with auditors to help complete the annual audit.
- Work with Budget and Finance Committee to help prepare the annual budget.

Clerical-

- Publishes legal notices regarding all public hearings.
- Prepares all memoranda, letters, and any other correspondence.
- Types departmental correspondence and reports as required under the direction of the Mayor.
- Seeks bids for purchases.
- Operates office equipment including, but not restricted to computer, fax, typewriter, adding machine and copier.
- Prepares and maintains equipment lists for departments; includes additions, adjustments, and deletions.

Communication and Public Relations-

- Answers phone in a courteous manner; transfers calls and takes messages.
- Works to promote positive relations with staff, consultants, Mayor, Council members and the Public.
- Responds to the public regarding city business (zoning, general information).
- Notifies the Webmaster of new appointments or re-appointments to be added to the Town's website.
- Provides companies with essential information regarding city offices and officials.

- Responds to various governmental surveys
- Responsible for surveys regarding council members, department heads, and Town departments and services.
- Responds to requests for census information.
- Contracts with vendors for necessary building repairs.

Budgets and Insurance-

- Generates budget status reports for the Mayor and Budget and Finance Committee.
- Maintains departmental files including bank statements, budgets, accident information, insurance claims, and warranties
- Prepares all insurance adjustments for new, replacement, and deleted city property.
- Maintains complaints from citizens against the Town
- Contacts insurance company regarding add-ons when new vehicles or other properties are acquired.

Elections and Related Duties-

- Serves as election manager (appointed).
- Assists Board of Registrars with election-related activities.
- Oversees the testing of voting machines.
- Assists in identifying poll workers.
- Orders all ballots for voting purposes.
- Responsible for overseeing absentee ballots.
- Maintains essential level of knowledge of city, county, and state election laws.
- Prepares, updates and maintains town voting lists.

TYPICAL QUALIFICATIONS:

- High school diploma or G.E.D. required.
- One year supervisory experience in city government.
- Typing speed of 30 wpm required.
- Willing to work overtime as required.
- Willing to attend necessary training sessions.
- Willing to comply with Town of Perdido Beach rules and regulations.
- Must be bonded.
- Must have a valid Alabama Driver's License.
- Must be a certified Alabama Notary Public

SUPPLEMENTAL INFORMATION:

- Knowledge of Town of Perdido Beach policies and procedures.
 - Knowledge of Alabama State Code as it pertains to municipalities.
 - Knowledge of basic governmental accounting.
 - Knowledge of basic bookkeeping procedures.
 - Skill in operating office machines.
 - Skill in typing at a speed of 30 wpm.
 - Ability to verbally communicate effectively.
 - Skill in developing plans, budgets, and schedules.
 - Ability to establish and maintain an effective working relationship with associates and the public.
 - Ability to make competent and timely decisions.
 - Ability to maintain records efficiently and accurately.
 - Ability to make computations and tabulations rapidly and accurately.
 - Ability to provide janitorial services for the Town Hall and Community Center, ie cleaning, set up meeting room, trash or schedule cleaning service as requested.
- The Town of Perdido Beach is dedicated to providing equal opportunity for employment to all applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other protected status

Town of Perdido Beach

Town Clerk/Treasurer Compensation Package

- Salary Range \$25,000 to \$35,000
- Salary Paid Weekly - 52 pay periods per year 40 hours each
- Travel allowance: per mile allowance (per current federal guidelines)
- Retirement Funding: not applicable at this time.
- Health insurance: not applicable at this time.
- Vacation Pay: Five days after first year and Ten days thereafter per year subject to work restraints, and to be taken in no less than 1 day increments. Maximum of 5 days may be carried over until the next year, with a maximum of 15 days accrued untaken at any 1 time. In case of termination in good standing Clerk/Treasurer will be monetarily compensated for vacation time accrued and unused at time of termination.
- Time worked over 40 hours will be compensated by time and one half. One hour worked = one and one half hour pay.
- Personal Time Off: Up to twelve days per year for paid personal leave such as funerals, family emergencies, sickness, ect. Must be approved by the Mayor in advance and taken in no less than 1 hour increments. No monetary value is provided for this at termination.
- Holiday schedule: Holiday schedule will coincide with the Town Holiday schedule.
- Professional Job Training: Available per Town Operating Budget approved by Mayor. Fiscal year Oct 1- Sept 30.
- Office /Working Hours: 8:30Am-4:30Pm
- Weekly log sheets of hours worked and comp hours taken will be maintained for audit.
- Raises will be based on merit and real economic growth rate for that year approved by Town Council.
- Merit portion 0-5% will be based on interview form completed by Mayor with Town Council input and approval.
- Evaluation will be based on Job description performance with rating scale.



EMPLOYEE PERFORMANCE EVALUATION

Employee's Name _____ Date of Hire _____
Job Title _____ Department _____
Date Employee Began Present Position _____
Period Covered _____ To _____ Date of Evaluation _____
Immediate Supervisor _____ Department Supervisor _____

Evaluation Instructions

This form is designed to allow the supervisor evaluate the employee's performance over the specified period. Each of the areas should be discussed and the employee given suggestions for improving his performance. The following categories are used to rank an employee's performance.

- 5 Excellent Employee's performance consistently exceeds expectations of his/her position
- 4 Very Good Employee's performance meets and occasionally exceeds expectations of his/her position.
- 3 Satisfactory Employee's performance meets expectations of his/her position.
- 2 Satisfactory Employee's performance is below the expectations of his/her position.
- 1 Warning Employee's performance does not meet the minimum acceptable level for his/her position.

Position Knowledge

Degree to which the employee understands essential functions of the position. Also degree to which the employee utilizes other resources effectively to gain knowledge needed for the position.

Ranking 5 4 3 2 1

Comment: _____

2. Work Quality

Accuracy, neatness, effective completion of assignments, and attention to detail.

Ranking 5 4 3 2 1

Comment _____

3. Productivity

Volume of work completed and effective use of resources to make best use of time.

Ranking 5 4 3 2 1

Comment _____

4. Teamwork

Willingness to work with others and considers coworkers ideas. Ability to get along with coworkers and treat them with respect.

Ranking 5 4 3 2 1

Comment _____

5. Dependability

Degree to which the employee can be relied upon to follow instructions, complete assigned tasks, and attend meetings.

Ranking 5 4 3 2 1

Comment _____

6. Judgment

Degree to which the employee uses sound reasoning to make decisions and has necessary information for making the decisions.

Ranking 5 4 3 2 1

Comment _____

7. Initiative

Willingness to accept responsibility independently. Eagerness to learn and use new methods to accomplish tasks.

Ranking 5 4 3 2 1

Comment _____

8. Adaptability

Ability to work under changed or new situations or working conditions.

Ranking 5 4 3 2 1

Comment _____

9. Work Planning

Ability to organize work to accomplish the tasks assigned. Ensures that the plan is consistent with the team goals.

Ranking 5 4 3 2 1

Comment _____

10. Overall Evaluation

Overall ranking for employee considering all factors above and any other relevant information.

Ranking 5 4 3 2 1

Comment _____

Employee's Strengths

- 1. _____
- 2. _____
- 3. _____

Areas for Improvement

- 1. _____
- 2. _____
- 3. _____

Employee's Comments

Signatures

_____ Employee Signature	_____ Date
_____ Immediate Supervisor Signature	_____ Date
_____ Department Supervisor Signature	_____ Date