

1 Introduced April 9, 2013, by Councilman Hicks,
2 seconded by Councilman Cusimano, (by
3 request of Administration)

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5 **Item No. 13-04-2982**

6 **ORDINANCE NO. 3684**

7
8 An ordinance amending Ordinance No. 2813, the Municipal Police and
9 Municipal Employees Pay Plan for the City of Slidell, adopted May 26, 1998, reclassifying
10 the Administrative Secretary of Planning position to Planning Assistant, from Grade 6 to
11 Grade 7 in the Planning Department.

12 WHEREAS, the City Administration has requested the reclassification of the
13 Administrative Secretary of Planning position to ensure that the pay grade is appropriate
14 with the required duties and responsibilities of the position; and
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16 WHEREAS, the Civil Service Board approved this reclassification at its
17 meeting of August 6, 2008; and
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20 NOW THEREFORE BE IT ORDAINED by the Slidell City Council that it does
21 hereby amend Ordinance No. 2813, the Municipal Police and Municipal Employees Pay
22 Plan for the City of Slidell, adopted May 26, 1998, to reclassify the Administrative
23 Secretary of Planning position to Planning Assistant, Grade 7, and does further approve
24 the attached job description for the said position.
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28 BE IT FURTHER ORDAINED that this reclassification becomes effective July
29 1, 2013.
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1 **ORDINANCE NO. 3684**
2 **ITEM NO. 13-04-2982**
3 **PAGE 2**

4 **ADOPTED** this 14th day of May, 2013.

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7 Lionel Hicks
8 President of the Council
9 Councilman, District A

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12 Freddy Drennan
13 Mayor

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16 Thomas P. Reeves
17 Council Administrator

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DELIVERED	5/17/13
12:00 p.m.	to the Mayor
RECEIVED	5/28/13
1:45 p.m.	from the Mayor

POSITION DESCRIPTION

Class Title: Planning Assistant

Effective Date: August 6, 2008

Department: Planning

Pay Grade: 7

FLSA Status: NE

GENERAL PURPOSE:

Performs a variety of specialized clerical and administrative work in keeping official records, providing administrative support to the head of a department or a higher-level executive, and assisting in the administration of the standard operating policies and procedures of the department.

SUPERVISION RECEIVED:

Position works under the general supervision of the Department Head.

SUPERVISION EXERCISED:

May supervise other non-exempt full time, part time or temporary staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists Planners and the general public with zoning information.
2. Answers in-coming calls and routes callers or provides information as required.
3. Receives the public and answers questions; responds to inquiries from employees, citizens, and others; and refers, when necessary, to appropriate persons.
4. Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness. Assists the department head in researching, writing, and editing data for reports, budgets, etc.
5. Schedules meetings and arranges the physical space for various boards, commissions, or committee meetings and attends meetings as required by department head. Coordinates travel plans for staff.
6. Prepares records such as payroll, notices, minutes, and resolutions.
7. Acts as a custodian of departmental documents and records. Establishes and maintains filing systems, control records, and indexes using moderate independent judgment.
8. Maintains inventories and orders office supplies and materials, maintains records relating to the departmental budget.
9. Schedules appointments and performs other administrative and clerical duties in the maintenance of the department head's calendar. Maintains a suspense file on upcoming department matters to be handled or that requires the attention of the department head.
10. Operates a vehicle to conduct department business as requested by department head.
11. Assists petitioners with processing requests for annexation, zoning, and variances.
12. Prepares Powerpoint presentations and assists in preparing maps, plats, and related charts for monthly Planning and Zoning meetings.
13. Maintains the city property files.
14. Maintains annexation lists.
15. Receives payments and fees.
16. On a monthly basis, hyperlinks planning documents to the GIS base map.
17. May perform other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from a high school or GED.
2. Five years of related administrative support experience with two (2) years of increasingly responsible experience in planning; zoning; or municipal environment preferred or;
3. Any combination of education, training or experience that demonstrates ability to effectively perform the duties of the position.

Necessary Knowledge, Skills and Abilities:

1. Ability to type 65 WPM;
2. Working knowledge of computers and word processing, spreadsheet, graphic and GIS data base software; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
3. Skill in operation of listed tools and equipment;
4. Ability to perform cashier or accounting duties accurately;
5. Ability to effectively meet and deal with the public;
6. Ability to communicate effectively verbally and in writing;
7. Ability to handle stressful situations; and
8. Ability to handle multiple tasks and meet deadlines.

SPECIAL REQUIREMENTS

Must possess a valid Driver's License

TOOLS AND EQUIPMENT USED

Multi-line phone; mainframe computer terminal; personal computer including word processing, spreadsheet and database software; Dictaphone and transcription machine; voice recorder; copy machine; postage machine; fax machine; base radio; and calculator.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the 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 quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.


Approval: _____
Civil Service Personnel Director

Approval: _____
Department Director



CITY OF SLIDELL

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Civil Service Personnel Department
D. René Johnson, SPHR 
Director

Civil Service Board

L.P. "Lynn" Barthelemy
William P. Galle, Jr., Ph.D.
Pamela M. Rogers, MSW
Libby Romaguera
Jack E. Wright

Minutes of the Slidell Civil Service Board Meeting

August 6, 2008

Board Members Present:

Linwood Barthelemy; Dr. William P. Galle, Jr; Pamela Rogers; Libby Romaguera; Jack E. Wright,
Chairperson

Others Present:

Kimberly Baker; Randy Clement; Troy Franklin; Tara Ingram-Hunter; Julie Marshall; Kevin Swann

Call to Order:

Mr. Wright called the meeting to order at 7:01 p.m., August 6, 2008, and roll call was taken accordingly.

Administrative Comments:

Ms. Johnson stated to the Board that the Semi-Annual Report was in the front of their Board books. She also stated that the Administration and City Council had approved the job evaluation study and Waters Consulting Group will move forward with that in September.


Approval of Minutes:

Mr. Wright requested a motion for approval of the minutes of July 2, 2008. Motion made by Dr. Galle, seconded by Mrs. Romaguera.

**Vote—All Ayes
MOTION PASSED**

Regular Agenda:

1. Reclassification of Administrative Secretary of Planning to Planning Assistant



Ms. Johnson stated that the process of changing this job description started before our Planning Director resigned. She stated she would like to introduce our new Director of Planning, who started today, Randy Clement. Ms. Johnson stated that it came to her attention as people were leaving the Planning Department that the Administrative Secretary was performing entry-level Planner duties. She stated she was unaware of the additional job duties that the Administrative Secretary was performing. Ms. Johnson stated she sent the new job description to Water's Consulting Group. She stated Water's Consulting Group graded the job as a grade 7 and gave it the new title of Planning Assistant.

Mr. Clement stated he thought the job should be elevated higher. He stated not only does the position require approval of subdivisions and changes; it also requires a higher level of communication with the public. Mr. Barthelemy asked what the difference is between the Administrative Secretary in Planning and their delegation compared to other Administrative Secretary in other departments. Mr. Clement stated he felt it was the matter of substance being worked with that makes the difference. Mr. Wright asked Ms. Johnson who wrote the job description. Ms. Johnson stated she wrote it in conjunction with the employee currently in the position. Mr. Wright asked Mr. Clement if he had time to review the job description and asked what his thoughts were on the description. Mr. Clement stated he thought the job description was lacking and inadequate. Mr. Wright asked Mr. Clement if he would like to wait and submit a new job description to be reevaluated.

Mrs. Rogers stated her concern about the job description not being descriptive enough and also being written towards an individual and not the actual job. Ms. Johnson stated that we did not write the description for the current individual and that the employee might be changing jobs. She stated if the employee decides to go, the City needs to be able to hire someone with her same qualifications. Dr. Galle asked Ms. Johnson if they were creating a new position or reclassifying a position. He also asked if all the Administrative Secretaries will be able to apply for this position. Ms. Johnson stated the Board is creating a new position and anyone who qualifies for the position will be given the opportunity to apply.

Mr. Barthelemy moved to create the position of Planning Assistant as outlined in the position description, seconded by Dr. Galle.

**Vote—All Ayes
MOTION PASSED**

Wanda Beelman

From: Thomas Reeves
Sent: Monday, April 01, 2013 2:17 PM
To: Wanda Beelman
Subject: FW: Position for Council Approval
Attachments: Planning Assistant.docx; DOC106.PDF

For next agenda.

*Thomas P. Reeves
Slidell City Council
Council Administrator
P. O. Box 828
Slidell, LA 70459
985.646.4307*

From: Ren'e Johnson
Sent: Thursday, February 21, 2013 11:32 AM
To: Thomas Reeves
Subject: Position for Council Approval

Hi Tommy,

This position upgrade was approved in 2008 but Randy Clement got fired and Sherry moved to Engineering so it was never sent to the council for approval. Tara would like to replace the Admin Secretary position with this one as a part of her reorg for Planning for the next budget year so I am sending this to you to put on the agenda. If you have any further questions or need more info contact me or Tara. Thanks.

René

D. René Johnson, MBA, SPHR, IPMA-CP
Director, Civil Service Personnel
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