

**REGULAR MEETING OF
THE VILLAGE OF CLEMMONS COUNCIL
June 8, 2015**

The Village of Clemmons Council met on Monday, June 8, 2015, at 7 p.m. The meeting was held at the Village Hall, Clemmons, North Carolina. The following members were present: Mayor Pro Tem Rogers and Council Members Cameron, Denny and Lawry. Mayor Nelson, Council Member Roark and Planner Ledbetter were absent.

Call to Order & Pledge of Allegiance

Mayor Pro Tem Rogers called the meeting to order at 7 p.m. and Council Member Cameron led the Pledge of Allegiance.

Public Comments

There were 3 citizens in attendance. There were no individuals signed in to speak.

Approval of the Minutes

Council Member Denny moved to approve the minutes of the May 26, 2015 regular meeting as presented. The motion was seconded by Council Member Lawry and unanimously approved.

Approval of the Agenda

Council Member Lawry requested Item G. Appointments to Various Village Boards be tabled to next meeting on June 22, 2015 so all Council members will be present.

Council Member Cameron moved to approve the agenda as amended. The motion was seconded by Council Member Denny and unanimously approved.

Announcements

Mayor Pro Tem Rogers read and presented a Certificate of Achievement for Excellence in Financial Reporting to Finance Officer Ann Stroud.

Council member Cameron advised that the newspaper had announced Phase II of the hospital in Clemmons, which is a \$49 million project, should be completed in 2017. This addition would bring the hospital to full-service status specializing in orthopedics.

Manager Kirby announced that the NCDOT Special meeting being held July 23, 2015 will be from 2:00 p.m. to 3:00 p.m.

Manager Kirby advised a letter had been received from Tanglewood Park stating there would be a Grand Opening at Shelter 3 on June 10, 2015 at 10:00 a.m. of the Yadkin Valley Nature Trail. Gate fees will be waived for the Grand Opening.

Business

- A. *Public Hearing on Zoning Docket C-204 – Zoning Map Amendment of The Sonic Restaurant (Churpeyes) from HB (Highway Business) to GB-S (General Business-Special Use) (restaurant, with drive through service) The property is located at 2615*

Lewisville-Clemmons Road. The property is described as Tax Block 4231 Lot(s) 013, 014, 015, 016, 017 and 018; Containing approximately 0.69 acres. (Zoning Docket C-204) – Public Works Director/Village Engineer Mike Gunnell presented the Staff Report for Zoning Docket C-204. He advised that Sonic, the Petitioner, has been located at 2615 Lewisville-Clemmons Road since 1990. They are wanting to upgrade their façade and convert the outdoor dining area to indoor dining with a drive-through (attached hereto as Exhibit A and incorporated as a part of the minutes).

Mayor Pro Tem Rogers opened the public hearing. There being no one wishing to speak, Mayor Pro Tem Rogers closed the public hearing.

Council member Cameron asked about the number of parking spaces allotted. Manager Kirby advised there are 33 spaces required with the restaurant having 38 parking spaces and the handicapped space relocated.

Council Member Lawry made a motion to adopt the statement of conformity as stated in the Staff Review and recommended approval of the zoning request consistent with that statement for Zoning Docket C-204. The motion was seconded by Council Member Cameron and unanimously approved.

- B. *Public Hearing on Zoning Text Amendment C-UDO-71 – Zoning Text Amendment C-UDO-71 to modify the Clemmons Unified Development Ordinance Section B.3.2(E)(9)-On premises ground signs and projecting signs in YR, AG, MH and RS Districts to allow freestanding signs for the uses school, public and school, private. (C-UDO-71) – Public Works Director/Village Engineer Mike Gunnell presented the Staff Report for Zoning Text Amendment C-UDO-71. He advised the maximum allowable size is 18 sq. feet (attached hereto as Exhibit B and incorporated as a part of the minutes).*

Mayor Pro Tem Rogers opened the public hearing. There being no one wishing to speak, Mayor Pro Tem Rogers closed the public hearing.

Council Member Lawry made a motion to adopt the statement of conformity as stated in the Staff Review and recommended approval of the zoning request consistent with that statement for Zoning Text Amendment C-UDO-71. The motion was seconded by Council Member Cameron and unanimously approved.

- C. *Budget Ordinance and Stormwater Utility Rate for Fiscal Year 2014-2015.*

1. *Public Hearing to adopt the Budget Ordinance and Stormwater Utility Fee Rate. Manager Kirby gave an update on the budget presented at the May 26, 2015 Council meeting and advised there were no changes. Manager Kirby advised that this year's budget is approximately 1% less than last year's budget. The General Fund Budget total is \$5,908,395 and the Stormwater Enterprise Fund Budget is \$1,096,850. The budget keeps the tax rate at 11.5 cents and the Stormwater Utility Fee at \$5.00 per month (\$60.00 annually).*

Mayor Pro Tem Rogers opened the public hearing. There being no one wishing to speak, Mayor Pro Tem Rogers closed the public hearing.

Council member Denny requested clarification of the \$5,600 listed under Government Board Appropriations. Finance Officer Stroud provided the breakdown as follows: Essentials in Government (for 3 officials), 4 Special meeting meals, Christmas gathering for volunteers, Mayor Roundtable meeting, lunch/snacks for Retreat, and \$500 for miscellaneous.

2. *Adoption of the Budget Ordinance and Stormwater Utility Fee Rate.*

Council Member Denny moved to approve the budget ordinance as presented (attached hereto as Exhibit C and incorporated herein by reference). The motion was seconded by Council Member Lawry and unanimously approved.

Council Member Cameron moved to approve the fiscal year 2015-2016 Stormwater Utility Fee Rate as it was presented in the current budget. The motion was seconded by Council Member Lawry and unanimously approved.

D. *Budget Amendments.*

1. *Capital Project Ordinance Amendment CPO-TS-2015-1 for Traffic Signal at Allegacy Way.* Capital Project Ordinance Amendment CPO-TS-2015-1 for Traffic Signal at Allegacy Way in amount of \$8,779 for NCDOT charges was approved (attached hereto as Exhibit D and incorporated as a part of the minutes).

Council Member Cameron moved to approve the budget amendment as presented. The motion was seconded by Council Member Denny and unanimously approved.

2. *Budget Amendment 15-G-6 for Cash Donation for Clock Purchase and Installation.* Budget Amendment 15-G-6 for Cash Donation for Clock Purchase and Installation in amount of \$23,250 to be reallocated was approved (attached hereto as Exhibit E and incorporated as a part of the minutes).

Council Member Cameron moved to approve the budget amendment as presented. The motion was by Council Member Denny and unanimously approved.

E. *Resolutions for Tax Collection by the Forsyth County Tax Collector.* These two resolutions are an administrative action to authorize Forsyth County Tax Office to collect taxes for Clemmons for the current year and for the past 10 years.

1. *Collection of 2015 Taxes.* Council Member Denny moved to adopt the Resolution Order of the Council for Collection of 2015 Taxes in accordance with G.S. 105-321 and G.S. 153A-156 (attached hereto as Exhibit F and incorporated as a part of the minutes). The motion was seconded by Council Member Cameron and unanimously approved.

2. *Collection of 2014 and Prior Years' Taxes.* Council Member Denny moved to adopt the Resolution Order of the Council for Collection of 2014 and Prior Years' Taxes (attached hereto as Exhibit G and incorporated as a part of the minutes). The motion was by Council Member Cameron and unanimously approved.

- F. *Resolution 2015-R-09 Designating Larry Kirby as Deputy Finance Officer* - Resolution 2015-R-09 Designating Larry Kirby as Deputy Finance Officer was presented (attached hereto as Exhibit H and incorporated as a part of the minutes).

Council Member Lawry moved to approve Resolution 2015-R-09 as presented. The motion was seconded by Council Member Cameron and unanimously approved.

- G. *Appointments to Various Village Boards.*

Council Member Lawry moved to continue Appointments to Various Village Boards to the next Regular Council Meeting on Monday, June 22, 2015 when all Council members are present to vote. The motion was seconded by Council Member Cameron and unanimously approved.

- H. *Attorney's Report* – Discussion of Peddler and Panhandler Ordinances continued. By Council consensus, it was decided that peddling (with the exception of non-profit) and panhandling will be prohibited in the Village of Clemmons for both residential and commercial. Attorney Kasper will be drafting Ordinances for Council review and approval.

- I. *Planner's Report*

1. *CMAQ – Sidewalk Grant Consideration* – Public Works Director/Village Engineer Gunnell presented 2 options for Congestion Management Air Quality (CMAQ) grant funds that have been let by the MPO. He stated there was a second call for fiscal year 2017. He advised Council of their direction after the last meeting to apply for Option 2 for fiscal year 2016 and stated they can consider the remaining 2 options that were presented or another project for the 2017 application. Submitting a project does not guarantee funding or require Council to accept funds. After discussion, the Council by consensus chose Option 3 which provides a connection from Morgan Elementary School to Jerry Long YMCA (approximately 14 miles of sidewalk). The estimated cost for this project is approximately \$750,000 and is for the 2017 fiscal year (attached hereto as Exhibit I and incorporated as a part of the minutes). Council member Lawry expressed concerns over the need to provide more policing due to increased pedestrian traffic along that area. Council member Cameron advised this plan would complete a loop which will greatly improve connectivity.

Council Member Cameron made a motion to apply for CMAQ grant funding for fiscal year 2017 for sidewalk connection from Morgan Elementary School to Jerry Long YMCA (Option 2). The motion was seconded by Council Member Denny and unanimously approved.

J. Marketing Director News Releases

1. Grant Workshop Update – Marketing/Communications Director Shannon Ford provided an update on the Grant Workshop. Grant applications are due by June 22, 2015.
2. Events Update - Marketing/Communications Director Shannon Ford advised of the following dates/events for the Village of Clemmons:
 - a. 7/11/2015 - Community Clemmons Day with the Winston-Salem Dash – contact Brian Ferrer for tickets which are \$10/each. Children ages 3 and under do not require a ticket.
 - b. 7/24/2015 – Movie Night at the Jerry Long YMCA starts at 7 p.m. with food trucks and family games followed by the movie which will begin between 8:30 p.m. – 8:45 p.m. (depending upon sunset). A poll of Facebook is being taken to determine movie. Clemmons Food Pantry will be set up to accept donations. Mayor Pro Tem Rogers advised that Deputy Decker would also like to participate.

K. Manager's Report

1. Job Descriptions – Job descriptions were approved (attached hereto as Exhibit J and incorporated as a part of the minutes).

Council Member Cameron made a motion to approve the Job Descriptions as presented. The motion was seconded by Council Member Lawry and unanimously approved.

2. Salary Classifications/Ranges – Salary Classifications/Ranges were approved (attached hereto as Exhibit K and incorporated as a part of the minutes).

Council Member Denny made a motion to approve the Salary Classifications/Ranges as presented. The motion was seconded by Council Member Lawry and unanimously approved.

3. Forsyth County Sheriff's Department Report – April report was presented.

- L. Council Comments – Council member Cameron advised that a quarterly report was requested from the Village Attorney and the end of June will be the end of the quarter. Council member Cameron requested this item be placed on the agenda for the June 22, 2015 meeting. She would like the written report to contain the information advising if we are collecting the money that is due us as well as any outstanding lien information and the follow up for renewal. Council member Lawry advised he would like to see the amount of money owed to the

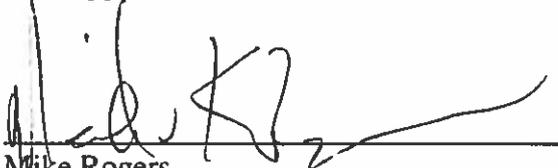
Village along with the aging on what is due. Attorney Kasper advised there is currently one lien outstanding that is five years off for renewal. He advised there are eight cases that are being pursued currently of which he has the common name of the entity but the corporate names are not known yet. He also stated that liens are not placed for false alarm violations. Attorney Kasper will provide written report at next meeting.

- H. Closed Session for attorney-client privilege discussion in accordance with NCGS 143-318.11(a)(3) and property acquisition discussion in accordance with NCGS 143-318.11(a)(5).

Council Member Cameron made a motion to reconvene the regular meeting with no action taken during Closed Session. Council Member Denny seconded the motion which was unanimously approved.

Adjournment

Council Member Cameron moved to adjourn the meeting at 9:00 p.m. The motion was seconded by Council Member Denny and was unanimously approved.



Mike Rogers
Mayor Pro Tem

ATTEST:



Lisa Shortt, Village Clerk

**ORDINANCE AMENDING THE VILLAGE OF CLEMMONS ZONING ORDINANCE
OF THE UNIFIED DEVELOPMENT ORDINANCES (UDO) AND
ZONING MAP OF THE VILLAGE OF CLEMMONS, NORTH CAROLINA**

Zoning Petition of The Sonic Restaurant (Churpeyes)

Ordinance Number 2015-05

BE IT ORDAINED by the Village of Clemmons Council as follows:

Section 1. The Village of Clemmons Ordinance of the Unified Development Ordinance (UDO) and the Official Map of the Village of Clemmons are hereby amended by changing the zoning classification from **HB** (Highway Business) to **GB-S** (General Business-Special Use - Restaurant with Drive-Through). The property is located at 2615 Lewisville-Clemmons Road (Zoning Docket C-204)

Legal Description for The Sonic Restaurant (Churpeyes)

The property is described as Tax Block 4231 Lot(s) 013, 014, 015, 016, 017 and 018; Containing approximately 0.69 acres.

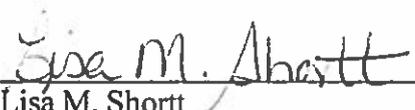
Section 2. This ordinance shall be effective from and after its adoption.

Adopted this the 8th day of June, 2015.



Nickolas B. Nelson
Mayor

ATTEST:



Lisa M. Shortt
Village Clerk



C-UDO-71
 AN ORDINANCE AMENDING CHAPTER B, ZONING ORDINANCE OF
 THE UNIFIED DEVELOPMENT ORDINANCE

Be it ordained by the Village Council of the Village of Clemmons, North Carolina, that the *Unified Development Ordinances* is hereby amended as follows:

Section 1. Chapter B, Article III, Section 2. Sign Regulations:

3-2.1 SIGN REGULATIONS

- (2) Application of Table of Permitted Districts for Signs. The following signs shall be permitted in the zoning districts as indicated in Table B.3.6, and shall comply with all regulations of the applicable district unless otherwise regulated by specific regulations of this section.

Table
 B.3.6
 Permitted Districts for

	Y R	A G	M H	R S	R M	N O	L O	C P O	G O	N B	P B	L B	N S B	H B	G B	C B	L I	G I	C I	I P	C	M U S
Off-Premises Signs																						
Ground Sign														Z			Z	Z	Z			
On-Premises Signs																						
Ground Sign	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z
					R M	N O	L O	C P O	G O	N B	P B	L B	N S B	H B	G B	C B	L I	G I	C I	I P	C	M U S
Awning						Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z
Projecting Sign	<u>Z</u>	<u>Z</u>	<u>Z</u>	<u>Z</u>	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z		Z	Z	Z	Z	Z	Z
Roof Sign							Z	Z	Z		Z	Z	Z	Z	Z		Z	Z	Z	Z	Z	Z
Wall Sign	<u>Z</u>	<u>Z</u>	<u>Z</u>	<u>Z</u>	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z		Z	Z	Z	Z	Z	Z

Signs

Z = Districts in which signs permitted; zoning permit required.

NOTE: Items to be deleted are indicated with a ~~strikeout~~; items to be added are indicated with an underscore
 C-UDO-71 June 2015

(E) On-Premises Signs - Ground Signs, Projecting Signs

(6) Exceptions.

- (a)** Corner Lots and Lots with Two Hundred Fifty (250) Feet of Frontage. Corner lots and lots with two hundred fifty (250) or more feet of frontage are permitted a fifty percent (50%) addition in maximum ground and projecting sign size for using one sign where two (2) would be allowed. The fifty percent (50%) additional size applies to the copy area only. The sign height is limited to that authorized in the underlying district, except for lots located in YR, AG, MH, or RS zoning.
- (b)** Lots on Freeways/Expressways in the Interstate System. Signs located within four hundred (400) feet of the centerline of a freeway/expressway in the Interstate System, except in any RM YR, AG, MH, or RS District, may display additional sign area up to a maximum of two hundred (200) square feet and a maximum height of fifty (50) feet. This exception will become void along any highway which installs a government sponsored highway logo sign system. Lots located within four hundred (400) feet of the centerline of a freeway/expressway in the Interstate System, except in any RM District, are permitted sign height of thirty-five (35) feet. The maximum sign area shall be limited to current standards as listed in Section B.3-2(E)(3)(b).

(9) On-Premises Ground and Projecting Signs in the YR, AG, MH, and RS Districts.

- (a)** Permitted Districts and Uses. On-premises ground and projecting signs are allowed with the following uses in the YR, AG, and MH Districts, and in any RS District:
 - (i) Agriculture production
 - (ii) Cemetery, licensed or unlicensed
 - (iii) Child day care center accessory to a church or school
 - (iv) Church or Religious Institution, Neighborhood or Community
 - (v) Fish hatchery
 - (vi) Golf course
 - (vii) Manufactured housing development
 - (viii) Park and shuttle lot
 - (ix) Planned residential development and subdivision
 - (x) Riding stable
 - (xi) Shooting range, outdoor
 - (xii) Utilities

(xiii) Recreation Facility, Public

(xiv) School, Public or Private

(xv) Police or Fire Station

(xvi) Library, Public

(F) On-Premises Signs - Roof Signs, Wall Signs

(5) Wall Signs in the YR, AG, MH, and RS Districts. Wall signs are allowed with the following uses in the YR, AG, and MH Districts, and in any RS District:

- (a) Agriculture production**
- (b) Cemetery, licensed or unlicensed**
- (c) Child day care center accessory to a church or school**
- (d) Church or Religious Institution, Neighborhood or Community**
- (e) Fish hatchery**
- (f) Golf course**
- (g) Manufactured housing development**
- (h) Park and shuttle lot**
- (i) Planned residential development**
- (j) Riding stable**
- (k) Shooting range, outdoor**
- (l) Utilities**
- (m) Recreation Facility, Public**
- (n) School, Public or Private**
- (o) Police or Fire Station**
- (p) Library, Public**

Section 2. This ordinance shall be effective upon adoption.

Adopted the 8th day of June, 2015.



Nickolas B. Nelson, Mayor

Attest:



Lisa M. Shortt, Village Clerk

VILLAGE OF CLEMMONS
BUDGET ORDINANCE
FISCAL YEAR ENDING JUNE 30, 2016

2015-04

BE IT ORDAINED by the Village Council of the Village of Clemmons, North Carolina at its regular meeting the 8th day of June, 2015 at 7:00 p.m. that the following anticipated fund revenues and expenditures by function, together with a certain Fee and Charges Schedules with certain restrictions and authorizations are hereby appropriated and approved for the operation of the village government and its activities for the fiscal year beginning July 1, 2015 and ending June 30, 2016.

SECTION 1. GENERAL FUND

Anticipated Revenues

Ad Valorem, Current Year	\$ 2,045,000
Ad Valorem, Registered Motor Vehicles	202,330
Ad Valorem, Prior Year	10,000
Tax Penalty and Interest	3,400
Gross Receipt tax on leases	3,200
Sales Tax	742,000
Beer and Wine Tax	87,000
Natural Gas Sales Tax	42,000
Utility Sales Tax	683,000
Telecommunications Sales Tax	85,000
Video Programming Fee	198,500
ABC Distribution	251,000
Local Occupancy Tax	33,000
Tourism Occupancy Tax	65,000
Powell Bill Funds	520,500
Solid Waste Disposal Tax	12,300
Grants	59,184
Investment Earnings	3,600
Planning and Zoning Fees	9,000
Community Garden	525
Public Works Permits & Fees	8,000
Parking Tickets	500
False Alarms	4,000
Inter-fund loan payment from Stormwater	41,000
Appropriated Fund Balance	571,451
Appropriated Fund Balance-restricted occupancy	7,000
Appropriated Fund Balance-restricted streets	<u>220,905</u>
 Total General Fund Revenues	 \$ <u>5,908,395</u>

Authorized Expenditures

Governing Board	\$ 65,450
Village Administration	702,050
Public Safety	1,120,850
Public Works	2,016,140
Powell Bill	741,405
Planning & Zoning	205,170
Occupancy Tax	105,000
Parks and Recreation	24,550
Capital Outlay and Major Repairs	557,780
Transfers to Capital Projects	<u>370,000</u>
 Total	 \$ <u>5,908,395</u>

VILLAGE OF CLEMMONS
BUDGET ORDINANCE
FISCAL YEAR ENDING JUNE 30, 2016

Section 2. STORMWATER FUND

Anticipated Revenues

Stormwater Fee Net of Refunds	\$ 747,700
Investment Earnings	500
Stormwater Permit Fee	4,000
Appropriated Fund Balance	<u>344,650</u>

Total Enterprise Fund Revenue \$ 1,096,850

Authorized Expenditures

Stormwater Utility Operation	\$ 550,850
Capital Improvement Plan & Capital Outlay	505,000
Inter fund Loan Payment to General Fund	<u>41,000</u>

Total Enterprise Fund Appropriations \$ 1,096,850

Section 3. Levy of Taxes

There is hereby levied, for fiscal year 2016, and Ad Valorem Tax Rate of \$.115 per One Hundred Dollars (\$100.00) valuation of taxable property as listed for taxes as of January 01, 2015, for the purpose of raising the revenue from current taxes as set forth in the foregoing estimates of revenues, and in order to finance the foregoing applicable appropriations.

Section 4. Levy of Taxes

There is hereby levied, for the fiscal year 2016, a Tax on Gross Receipts derived from retail short-term motor vehicle leases or rentals of one and one-half percent (1 ½ %) of gross receipts from the short-term lease or rental of vehicles to the general public as defined in Section 105.871.1 of the North Carolina General Statutes.

Section 5. Fees Schedule

There is hereby established for the fiscal year 2016, various fees as listed in Attachment A.

Section 6. Finance Officer – Special Authorization

- A. The finance officer may transfer amounts between objects of expenditure within a department without limitation and without a report being requested.
- B. The finance officer may transfer amounts of up to \$10,000 between departments of the same fund with an official report on such transfers at the next regular meeting of the Village Council.
- C. The finance officer may not transfer amounts between funds or from any contingency appropriation within a fund.

Section 7. Budget Ordinance Utilization

- A. This ordinance shall be the basis of the financial plan for the Village of Clemmons during fiscal year 2016. The finance officer shall administer the budget and ensure that the operating officials are provided guidance and sufficient details to implement their appropriate portion for the budget
- B. The Finance Officer shall establish and maintain all records which are in agreement with this ordinance and the Local Government Budget and Fiscal Control Act of the State of North Carolina (Chapter 159 of the General Statutes).
- C. The Finance Officer will provide a monthly report to the Village Council.

VILLAGE OF CLEMMONS
BUDGET ORDINANCE
FISCAL YEAR ENDING JUNE 30, 2016

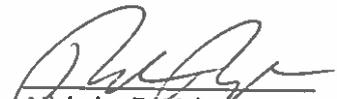
Section 8. Budget Ordinance Copies

Copies of the Budget Ordinance shall be furnished to the Finance Officer, the Budget Officer and Tax Supervisor of this Village for their direction in the carrying out of their duties.

Adopted this 8th day of June, 2015

Attest:


Lisa M. Shortt
Village Clerk


Nicholas B. Nelson, Mayor

FEE SCHEDULE JULY 1, 2016 Attachment A

The following fee schedule is adopted for the fiscal year beginning July 1, 2015 and ending June 30, 2016. The Village Manager shall have the authority to set a fee not otherwise listed and shall have authority to make interpretations of any fee listed on this schedule.

Administration, Finance, and All Department

Agenda Sunshine List – Notice of Special Meeting Fee set by State Law	\$10.00
Clemmons Code of Ordinances view or purchase at www.amlegal.com/clemmons_nc	
Clemmons Unified Development Ordinances view or purchase at www.municode.com/library/nc/clemmons/codes/unified_development-code	
Copies in excess of 5 pages	\$00.10 a page
Color Copies in excess of 5 pages	\$00.20 a page
Copy of Blue Print and or Site Plan	Cost
Returned Check Fee	\$ 25.00
Street & Alley Closing Application	\$50.00

Public Safety and Public Works

Driveway Permit (New/Reconstruction) (inspection required)	\$ 30.00/10.00
False Alarms	\$ 50.00 (after 3 false alarms)
Parking Ticket	per separate ordinance

Code Enforcement Rates:

Vehicle, Equipment, Labor and Administrative Charges:

Weeds and Undergrowth: Mowing Neglected Private Lots-minimum charge one hour, equipment charge, labor and administrative charge:

Backhoe	\$55.00 per hour
Loader	\$80.00 per hour
Tandem Dump Truck	\$55.00 per hour
Single Axle Dump Truck	\$45.00 per hour
Chipper	\$157.50 per hour
Tractor w/ side mower	\$95.00 per hour
Tractor w/ flail mower	\$65.00 per hour
Zero turn mower	\$35.00 per hour
Weed Eater	\$21.00 per hour
Chain Saw	\$21.00 per hour
Street Cleaning	Cost
Street Sweeper Village equipment & labor (one hour min.)	\$120.00 plus fuel per hour
Administrative Charge	\$50.00 per event
	Labor- Actual Salary plus 35% for benefits

Clemmons Development Review Fee Schedule

General Use Rezoning

20 acres or less	\$1,000.00
20-50 acres	\$1,300.00
50-100 acres	\$1,400.00
100+ acres	\$1,500.00 +\$25/per additional acre

Special Use Rezoning or Council Approved SUP*

20 acres or less	\$1,500.00
20-50 acres	\$2,000.00
50-100 acres	\$2,500.00
100+ acres	\$3,000.00 +\$25/per additional acre

Site Plan Amendment*

20 acres or less	\$1,000.00
20-50 acres	\$1,500.00
50-100 acres	\$2,000.00
100+ acres	\$2,500.00

Clemmons Development Review Fee Schedule Continued

Multi-Family*	
20 acres or less	\$1,500.00
20-50 acres	\$1,750.00
50-100 acres	\$2,000.00
100+ acres	\$2,250.00 +\$100per additional acre
MU-S or C (Campus)*:	
20 acres or less	\$2,500.00
20-50 acres	\$3,500.00
50-100 acres	\$5,000.00
100+ acres	\$5,000.00 +\$100per additional acre
RP-S (Research Park)*	
20 acres or less	\$2,000.00
20-50 acres	\$2,500.00
50-100 acres	\$3,500.00
100+ acres	\$4,500.00 +\$100per additional acre
MRB-S*	
20 acres or less	\$10,000.00
20-50 acres	\$15,000.00
50-100 acres	\$20,000.00
100+ acres	\$20,000.00 +\$250per additional acre
C-UDO-32 (Development requirements for large retail establishment when MRB-S is not triggered)	
20 acres or less	\$7,500.00
20-50 acres	\$10,000.00
50-100 acres	\$15,000.00
100+ acres	\$15,000.00 +\$250per additional acre
FINAL DEVELOPMENT PLAN*	
20 acres or less	\$1,000.00
20-50 acres	\$1,500.00
50-100 acres	\$2,000.00
100+ acres	\$2,000.00 +\$50per additional acre
SUBDIVISION, MAJOR	\$1,500.00 + 30 per lot
SUBDIVISION, MINOR	\$125.00 per lot
FINAL PLAT APPROVAL	
Subdivision, Major	\$500.00
Subdivision, Minor	\$125.00
Commercial Plat Approval	\$125.00
*TIS REVIEW	
Sites That Require TIS Review	\$110.00 per hour
For Village Consulting Engineer Review of Traffic Impact Study	
MINOR CHANGES	
Requiring Reports to Permit Issuing Authority	
Single Family Residential	\$250.00
Multi-Family/Commercial/Industrial	\$400.00
Not Requiring Reports to Permit Issuing Authority	
Single Family Residential	\$50.00
Multi-Family/Commercial/Industrial	\$100.00
PLANNING BOARD REVIEW FEE	\$500.00
ZONING TEXT AMENDMENTS	
Tier 1	\$500.00
Tier 2	\$1,000.00
OTHER FEES	
Single Blade Sign	\$115.00
Double Blade Sign	\$200.00
STORMWATER FUND	
Per Equivalent Residential Units per Month/Annual	\$5.00/\$60.00
Stormwater Permit Fee (Adopted under separate ordinance)	

EXHIBIT D

CPO-TS-2015-1

Village of Clemmons
Capital Project Ordinance Amendment
For
Traffic Signal at Allegacy

BE IT ORDIANED by the Governing Board of the Village of Clemmons, North Carolina, that the Traffic Signal Capital Project Ordinance be amended for project overages due to NC DOT charges to project.

<u>Appropriations</u>	<u>Original</u>	<u>Amendment</u>	<u>Revised</u>
Traffic Signal	\$200,000	\$ 3,000	\$203,000
<u>Revenues</u>			
NCDOT Grant	\$200,000	\$ (5,800)	\$194,200
Transfers from GF		\$ 8,800	\$ 8,800
	<u>\$200,000</u>	<u>\$ 3,000</u>	<u>\$203,000</u>

Adopted this 8th day of June, 2015


Nickolas Nelson
Mayor

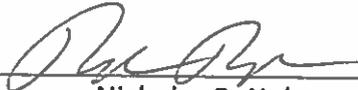
Attest:


Lisa Shortt
Village Clerk

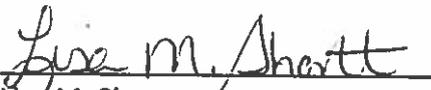
VILLAGE OF CLEMMONS
BUDGET AMENDMENT
FOR THE FISCAL YEAR ENDING JUNE 30, 2015

BE IT ORDAINED by the Village Council of the Village of Clemmons, North Carolina at a regular meeting on June 8, 2015 that the following Budget Amendment is adopted to amend budget for cash donation for purchase and installation of clock.

	Beginning Budget	Previous Amendment	Increase (Decrease)	Ending Budget
Appropriations				
Capital Outlay	\$ 50,000	\$ -	\$ 23,250	\$ 73,250
Total Expenditures	\$ 5,892,710	\$ 58,054	\$ 23,250	\$ 5,974,014
Revenue				
Donations	\$ -	\$ -	\$ 23,250	\$ 23,250
Total Revenues	\$ 5,892,710	\$ 58,054	\$ 23,250	\$ 5,974,014


Nickolas B. Nelson
Village Mayor


K. Ann Stroud, CPA
Village Finance Officer

Attest:

Lisa M. Shortt
Village Clerk

NORTH CAROLINA

EXHIBIT F

FORSYTH COUNTY

RESOLUTION 2015-R-07

ORDER OF THE COUNCIL OF THE VILLAGE OF CLEMMONS
IN ACCORDANCE WITH G.S.105-321 AND G.S. 153A-156
FOR THE COLLECTION OF 2015 TAXES

TO: JOHN T. BURGISS, RES
TAX COLLECTOR OF FORSYTH COUNTY, CITY OF WINSTON-SALEM,
VILLAGE OF CLEMMONS, VILLAGE OF TOBACCOVILLE, TOWN OF LEWISVILLE,
TOWN OF RURAL HALL, TOWN OF WALKERTOWN, CITY OF KING,
TOWN OF KERNERSVILLE, TOWN OF BETHANIA, CITY OF HIGH POINT

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the 2015 tax records filed in the Office of the Forsyth County Tax Collector, and in the tax receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered, and commanded to collect the 2015 taxes charged and assessed as provided by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Forsyth County, City of Winston-Salem, Town of Rural Hall, Town of Walkertown, Village of Clemmons, Village of Tobacoville, Town of Bethania, Town of Lewisville, City of King, Town of Kernersville, City of High Point, Beeson's Cross Roads Fire Protection District, Belews Creek Fire and Rescue Protection District, City View Fire Protection District, Clemmons Fire and Rescue Protection District, Forest Hill Fire and Rescue Protection District, Griffith Fire Protection District, Gumtree Fire and Rescue Protection District, Horneytown Fire and Rescue Protection District, King of Forsyth County Fire and Rescue Protection District, Lewisville Fire and Rescue Protection District, Mineral Springs Fire Protection District, Mineral Springs Service District, Mount Tabor Fire and Rescue Protection District, Northeast Fire and Rescue Protection District, Old Richmond Fire and Rescue Protection District, Piney Grove Fire Protection District, Suburban Fire and Rescue Protection District, Salem Chapel Fire and Rescue Protection District, South Fork Fire Protection District, Talley's Crossing Fire and Rescue Protection District, Triangle Fire Protection District, Union Cross Fire and Rescue Protection District, Vienna Fire Protection District and West Bend Service District, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell, any real or personal property, and attach wages and/or other funds, of such taxpayers, for and on account thereof, in accordance with law.

You are also hereby authorized, empowered and commanded to administer and to collect taxes on gross receipts derived from retail short-term leases or rentals of motor vehicles as set forth under G.S. 153A-156. You are hereby authorized to promulgate such rules and procedures necessary to administer these taxes which are not inconsistent or contrary to applicable law.

Within available funds in the budget ordinance and personnel positions established, the Tax Collector may appoint employees and authorize them to perform those functions authorized by the Machinery Act of Chapter 105 of the North Carolina General Statutes and other applicable laws for current and previous years' taxes. County personnel presently in the Tax Collector's office continue to serve in their respective positions at the discretion of the Tax Collector.

WITNESS my hand and official seal, this the 8th day of June, 2015.


MAYOR, VILLAGE OF CLEMMONS

ATTEST:


CLERK

NORTH CAROLINA

FORSYTH COUNTY

RESOLUTION 2015-R-08

ORDER OF THE COUNCIL OF THE VILLAGE OF CLEMMONS
IN ACCORDANCE WITH G.S.105-373, G.S.105-321, AND G.S.105-330.3
FOR THE COLLECTION OF 2014 AND PRIOR YEARS' TAXES

TO: JOHN T. BURGISS, RES
TAX COLLECTOR OF FORSYTH COUNTY, CITY OF WINSTON-SALEM,
VILLAGE OF CLEMMONS, VILLAGE OF TOBACCOVILLE, TOWN OF
LEWISVILLE, TOWN OF RURAL HALL, TOWN OF WALKERTOWN, CITY OF
KING, TOWN OF KERNERSVILLE, TOWN OF BETHANIA, CITY OF HIGH POINT

You are hereby authorized, empowered, and commanded to collect the taxes remaining unpaid as set forth in the 2006 through 2014 tax records filed in the Office of the Forsyth County Tax Collector, and in the tax receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered, and commanded to collect the 2006 through 2014 taxes charged and assessed as provided by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Forsyth County, City of Winston-Salem, Town of Rural Hall, Town of Walkertown, Village of Clemmons, Village of Tobacoville, Town of Bethania, Town of Lewisville, City of King, Town of Kernersville, City of High Point, Beeson's Cross Roads Fire Protection District, Belews Creek Fire and Rescue Protection District, City View Fire Protection District, Clemmons Fire and Rescue Protection District, Forest Hill Fire and Rescue Protection District, Griffith Fire Protection District, Gumtree Fire and Rescue Protection District, Horneytown Fire and Rescue Protection District, King of Forsyth County Fire and Rescue Protection District, Lewisville Fire and Rescue Protection District, Mineral Springs Fire Protection District, Mineral Springs Service District, Mount Tabor Fire and Rescue Protection District, Northeast Fire and Rescue Protection District, Old Richmond Fire and Rescue Protection District, Piney Grove Fire Protection District, Suburban Fire and Rescue Protection District, Salem Chapel Fire and Rescue Protection District, South Fork Fire Protection District, Talley's Crossing Fire and Rescue Protection District, Triangle Fire Protection District, Union Cross Fire and Rescue Protection District, Vienna Fire Protection District and West Bend Service District, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell, any real or personal property, and attach wages and/or other funds, of such taxpayers, for and on account thereof, in accordance with law.

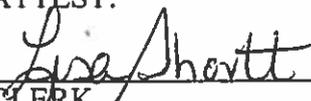
Within available funds in the budget ordinance and personnel positions established, the Tax Collector may appoint employees and authorize them to perform those functions authorized by the Machinery Act of Chapter 105 of the North Carolina General Statutes and other applicable laws for current and previous years' taxes. County personnel presently in the Tax Collector's office continue to serve in their respective positions in the discretion of the Tax Collector.

Taxes on classified Motor Vehicles for 2011 and prior years are deemed uncollectible; therefore, the Forsyth County Commissioners, pursuant to G.S. 105-373(h) do hereby relieve the tax collector of the charge of collecting taxes on classified motor vehicles listed pursuant to G.S. 105-330.3(a)(1) for 2011 and prior years.

WITNESS my hand and official seal, this the 8th day of June, 2015.



MAYOR, VILLAGE OF CLEMMONS

ATTEST:


CLERK

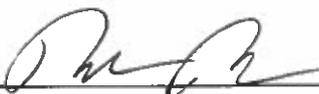
Resolution Number 2015-R-09

Resolution
Designating a Deputy Finance Officer
for the Village of Clemmons

Whereas, a Deputy Finance Officer may perform the duties of N.C.G.S. 159-25 in the absence of the Finance Officer.

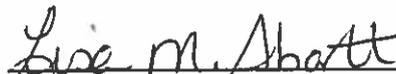
Now, Therefore, Be It Resolved that Larry W. Kirby, Manager and Budget Officer, is hereby appointed as Deputy Finance Officer for the Village of Clemmons.

This the 8th day of June, 2015.



Nickolas B. Nelson
Mayor

Attest:



Lisa M. Shortt
Village Clerk



MEMORANDUM

TO: Village Council
FROM: Megan Ledbetter, Village Planner
DATE: June 2, 2015
SUBJECT: CMAQ-second call for project

There is a secondary call from projects for CMAQ projects, this will be for Fiscal year 2017. This application is due on June 22th. At the last meeting we provided three project options, Council determining to submit an application for the second option (Harper Road to the Hospital). If council desires to submit a second project staff's recommendation would be continue the connection up Harper Road to the YMCA providing a loop from Middlebrook Drive, Tanglewood, Novant, Village Point, the YMCA and North to 421. This connection would give the Village over 14 miles of pedestrian/bicyclist routes that provide a continuous link to a variety of destination throughout the village and provide a substantial base network for the Village to build off as other opportunities arise. I am including the options map for your consideration and review. Again, this is a second call for projects where council can submit if it desires. If Council determines that one of the options is something they would like to pursue, consensus of the board would be needed. Please let me know if you have questions.

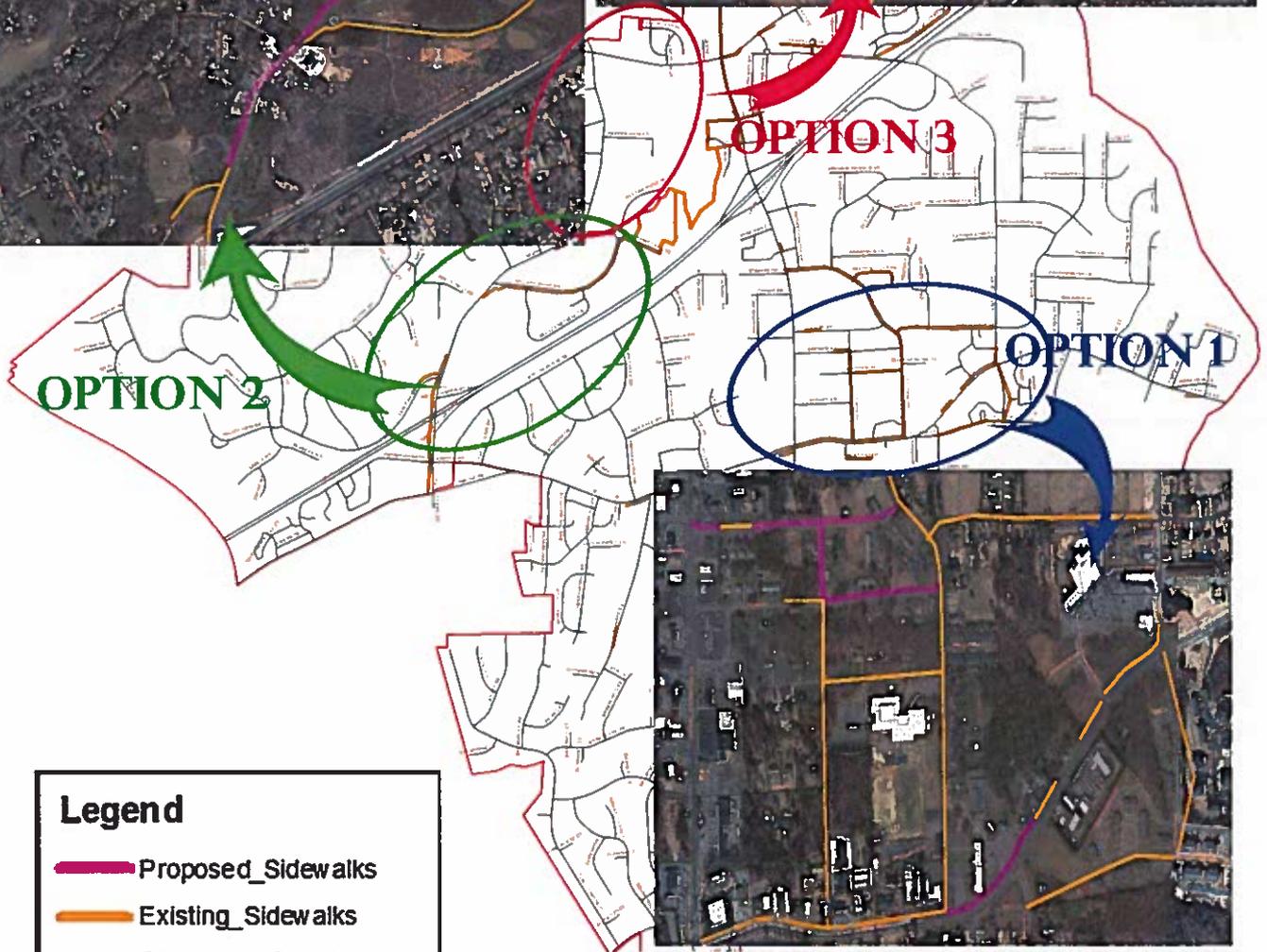
CLEMMONS SIDEWALK PROPOSALS 3 OPTIONS

MORGAN ELEMENTARY TO JERRY LONG YMCA

LINEAR FOOTAGE = 5,000
COST ESTIMATE = \$750,000
(5000 X \$150 PER FT)

FAIR OAKS TO MORGAN ELEMENTARY

LINEAR FOOTAGE = 3,200
COST ESTIMATE = \$480,000
(3200 X \$150 PER FT)



OPTION 3

OPTION 2

OPTION 1

Legend

- Proposed_Sidewalks
- Existing_Sidewalks
- Clemmons Streets
- Clemmons Village Limits

CLEMMONS BAPTIST CHURCH AND JAMES/STADIUM CONNECTION

CLEMMONS BAPTIST CHURCH = 920
COOK AVE = 1500 BREWER AVE = 1750
JAMES ST = 400
COST ESTIMATE = \$573,000 (3820 X \$150 PER FT)

ADMINISTRATIVE SUPPORT SPECIALIST

General Statement of Duties

Performs responsible journey-level administrative, secretarial, and clerical support work for the Village.

Distinguishing Features of the Class

An employee in this class performs a variety of administrative, secretarial, and records keeping duties requiring independent initiative. Work requires that the employee establishes and maintains office filing and data base systems, and organizes information flow for customer service and staff usage. Secretarial, clerical, document production, and records keeping duties are considered at the journey level and require tact and discretion in handling public information matters in the program areas. Work requires knowledge of departmental operations in order that the role may perform effectively and serve as backup and at a competent level in several roles. Work requires a significant level of independence, self-initiative, and program knowledge. Precedent setting situations are referred to higher level supervisors. Guides may include a variety of written manuals and instructions, as well as oral instructions. Sound judgment is required in performing the tasks. Work is performed under the supervision of a department head or manager and is evaluated through observation, conferences, and the quality and effectiveness of work completed.

Duties and Responsibilities

Essential Duties and Tasks

- Screens calls and inquires; secures and gives information; handles public requests for services or information.
- Receives and greets visitors; gives information concerning visitors' needs; handles some requests independently.
- Secures information via telephone or personal contact; selects appropriate materials to answer questions.
- Types correspondence, memoranda, notes, reports, or other materials using automated word processing systems; reviews work for compliance with instructions, spelling, punctuation, and basic grammar; proofreads final proof of materials.
- Drafts letters, memoranda, reports and other materials using past precedents as guides. Reviews and verifies records and reports for correct information; processes documents based on review and verification; files and retrieves materials based on limited information and performs periodic follow-up activities.
- Requests and compiles information requiring the selection of data from established records or reports; establishes data bases, spreadsheets or other electronic methods of storing, retrieving, and tracking data.
- Screens and routes materials according to content of communications; may do research or pull related materials from files.

- Maintains data bases, activity records, budget line item activities, and files; initiates appropriate follow-up or further action based on the status of office activity.
- Provides program information to citizens, customers, developers, contractors, and others.
- Assists with preparing maps and presentation materials.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Considerable knowledge of office practices and procedures, use correct grammar, vocabulary, and spelling.
- Considerable knowledge of office automation equipment and software including word processing, data base management, and spreadsheets.
- Working knowledge of arithmetic and its uses in general office work. Ability to communicate effectively in person and by telephone.
- Ability to gather and give basic information on departmental programs.
- Ability to gather and compile materials from a variety of sources.
- Ability to operate any office machine required by the position such as word processor, typewriter, calculator, CRT, or other equipment.
- Ability to enter data, key, or type at the speed required by the department. Ability to use judgment in organizing and establishing formats.
- Ability to record information, balance figures.
- Ability to compile information based on general instructions.
- Ability to arrange and place records, reports and files into a proper sequence.
- Ability to establish and maintain effective working relationships with the general public, supervisors, and employees in a tactful and courteous manor

Physical Requirements

- Must be able to physically perform the basic life operational support functions of standing, walking, fingering, talking, hearing and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- Must possess the visual acuity to compile and compute data and statistics operate a computer terminal, proof read material and do extensive reading.

Desirable Education and Experience

- Graduation from business school and considerable secretarial or clerical experience; or an equivalent combination of education and experience.

SENIOR ADMINISTRATIVE ASSISTANT

General Statement of Duties

Performs advanced responsible journey-level administrative, secretarial, and clerical support work for the Village.

Distinguishing Features of the Class

An employee in this class performs a variety of administrative, secretarial, and records keeping duties requiring independent initiative. Work requires that the employee establishes and maintains office filing and data base systems, and organizes information flow for customer service and staff usage. Secretarial, clerical, document production, and records keeping duties are considered at the journal level and require tact and discretion in handling public information matters in the program areas. Work requires knowledge of departmental operations in order that the role requires a significant level of independence, self-initiative, and program knowledge. Precedent setting situations are referred to higher level supervisors. Guides may include a variety of written manuals and instructions, as well as oral instructions. Sound judgment is required in performing the tasks. Work is performed under the supervision of a department head or manager and is evaluated through observation, conferences, and the quality and effectiveness of work completed.

Duties and Responsibilities

Essential Duties and Tasks

Screens calls and inquiries; secures and gives information; handles public requests for services or information.

Receives and greets visitors; gives information concerning visitors' needs; handles some requests independently.

Secures information via telephone or personal contact; selects appropriate materials to answer questions.

Types correspondence, memoranda, notes, reports, or other materials using automated word processing systems; reviews work for compliance with instructions, spelling, punctuation, and basic grammar; proofreads final proof of materials.

Drafts letters, memoranda, reports and other materials using past procedures as guides.

Reviews and verifies records and reports for correct information; processes documents based on review and verification; files and retrieves materials based on limited information and performs periodic follow-up activities.

Requests and compiles information requiring the selection of data from established records or reports; establishes data bases, spreadsheets or other electronic methods of storing, retrieving, and tracking data.

Screens and routes materials according to content of communications; may do research or pull related materials from files.

Maintains data bases, activity records, budget line item activities, and files; initiates appropriate follow-up or further action based on the status of office activity.

Provides program information to citizens, customers, developers, contractors, and others.

Additional Job Duties

Records and collects payment of parking tickets issued in the Village by the Forsyth County Sheriff's Office.

Records, analyzes and prepares warning and penalty letters, and accepts and records payments of false alarm records from the Forsyth County Sheriff's Office.

Responsible for coordination, selection, and annual membership payment for the Community Garden.

Maintains inventory and ordering of office supplies.

Maintains zoning files for Village Planner.

Prepares Development Review Schedule for Village Planner.

Assists the Village Planner with preparation and delivery of agendas packets and attends Planning Board meetings, records and prepares minutes and maintains minutes files.

Enters payroll and processes payroll checks as backup for the Finance Officer.

Copies and mails payables checks and files receipts for the Finance Officer.

Assists Village Manager with preparation and delivery of agenda packets, attends Council meetings, records and prepares minutes as backup for the Village Clerk.

Notary Public.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of office practices and procedures

Considerable knowledge and ability to use correct grammar, vocabulary, and spelling.

Considerable knowledge of office automation equipment and software including word processing, data base management, and spreadsheets.

Working knowledge of arithmetic and its uses in general office work.

Ability to communicate effectively in person and by telephone.

Ability to gather and give basic information and instructions on departmental programs based on inquiries.

Ability to be tactful and courteous.

Ability to gather and compile materials from a variety of sources.

Ability to operate any office machine required by the position such as word processor, typewriter, calculator, CRT, or other equipment.

Ability to enter data, key, or type at the speed required by the department.

Ability to use judgment in organizing and establishing formats.

Ability to record information and balance figures.

Ability to compose information based on general instructions.

Ability to arrange and place records, reports and files into a proper sequence.

Ability to establish and maintain effective working relationships with the general public, supervisors, and employees.

Physical Requirements

Must be able to physically perform the basic life operational support functions of standing, walking, fingering, talking, hearing and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to compile and compute data and statistics, operate a computer terminal, proof read material and do extensive reading.

Desirable Education and Experience

Graduation from business school and considerable secretarial or clerical experience at a journey level; or an equivalent combination of education and experience.

Special Note: This generic class description gives an overview of the job class, it's essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.

VILLAGE CLERK/PERSONNEL OFFICER

General Statement of Duties

Performs statutory role of Village Clerk responsible for preparation and maintenance of official Village records; serves as personnel officer for the Village.

Distinguishing Features of the Class

An employee in this class is responsible for the maintenance and safekeeping of official public records. Work involves the responsibility for keeping the minutes of the Council meetings and for the publication, indexing, filing, and safekeeping of all Council proceedings in accordance with general statutes and local ordinances. Work also includes serving as Personnel Officer, providing benefits information to employees, interpreting personnel policies, performing data entry, and related personnel tasks. Does not participate in interviews unless requested by Department Head. Considerable tact, courtesy, and firmness are required in dealing with the public. Work is performed in accordance with North Carolina General Statutes, Village ordinances, codes, policies, personnel laws and regulations, and standard office procedures governing the responsibilities of municipal clerks. The employee works under the general supervision of the Village Manager. Work is reviewed through observation, review of records and files maintained as to their completeness and accuracy and by conferences.

Duties and Responsibilities

Essential Duties and Tasks

Serves as custodian of all public records including ordinances, resolutions, contracts, agreements, and minute books.

Executes legal documents by affixing the proper signatures of Village officials and attesting to their compliance with general statutes and local ordinances.

Attends Council meetings and necessary committee meetings of the Council; writes minutes of these meetings; processes all ordinances, resolutions, and other actions of the Council.

Serves often as liaison between the Village Manager and Council members with the public with respect to such matters as complaints, requests and suggestions; handles many of these issues unless direct involvement of a higher level official is required.

Enrolls new employees in benefits and assists with and processes tax and other forms; disenrolls exiting employees and insures that COBRA and other requirements are met; maintains personnel files; assists employees with benefits questions and problems; assists employees with worker's compensation claims, and prepares related records.

Researches and recommends employee benefits programs and vendors.

Provides interpretations and recommendations to management and staff regarding personnel actions consistent with personnel policy, laws, regulations, and court cases.

Performs administrative duties for the Village Manager and Council members by handling correspondence, public inquiries, and mail for these officials.

Prepares, composes, and types correspondence, letters, memorandums, and other directives

for the Village Manager and other Village officials.

Village Clerk/Personnel Officer

Page 2

Arranges appointments, schedules, meetings, and conferences for the Village Manager or Council.

Prepares legal advertisements, resolutions, and other official documents; insures meetings are properly advertized.

Additional Job Duties

Coordinates updates and maintenance of web site; operation and maintenance of TV news generator.

Performs a variety of office support tasks to help the administrative offices function smoothly and keep all related Village departments informed of actions which have an impact on them.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of Village clerks.

Thorough knowledge of the organization and functions of Village government.

Considerable knowledge of standard and approved practices and procedures employed in the processing, safekeeping and utilization of official Village records and documents.

Considerable knowledge of standard modern office administrative practices and procedures; considerable knowledge of the principles of grammar, spelling, and composition.

Considerable knowledge of payroll processes, benefits requirements and personnel related laws and regulations regarding employment, benefits, taxes, worker's compensation, and related issues.

Considerable knowledge of word processing and other related computer operations.

Some knowledge of accounting principles and practices.

Ability to interpret personnel and other municipal policies.

Ability to exercise sound judgment in making decisions in conformance with laws, regulations and policies.

Ability to take notes of the proceedings of official meetings and to prepare accurate minutes reflecting the actions taken.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with elected and appointed officials, department heads, employees, and the general public.

Ability to handle confidential information.

Physical Requirements

Must be able to physically perform the basic life operational support functions of reaching,

pushing, lifting, fingering, talking, hearing, and repetitive motions.

Village Clerk/Personnel Officer

Page 3

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to compile and compute data and statistics, perform transcription tasks, operate a computer terminal, and do extensive reading.

Desirable Education and Experience

Graduation from an accredited college with a major in business, public administration, psychology, or related field, and considerable experience in office management, personnel, or municipal clerk work preferably including some experience in the safekeeping and care of public records and/or high level administrative assistant duties; or an equivalent combination of education and experience.

Special Requirement

Ability to obtain Municipal Clerk certification from the Institute of Government within four years of appointment.

VILLAGE MANAGER

General Statement of Duties

Performs difficult management, professional, and administrative duties as the Chief Executive Officer (CEO) for the Village.

Distinguishing Features of the Class

An employee in this class, plans, organizes, manages, directs, and implements the goals and objectives of the Village Council as determined by the citizens. Services provided are accomplished through department heads who manage operational details. Duties include short and long range planning, creating, and articulating a vision of excellence for the organization, establishing human resource management systems that staff the organization with productive employees, budgetary direction and guidance, capital improvement planning, and working closely with the Council on major initiatives and priorities. The employee must utilize independent judgment and initiative in planning and directing the fiscal control system and human resource management system, and provide guidance to the Council in administrative matters. Work is performed in accordance with established municipal finance procedures, local ordinances, and the North Carolina General Statutes. Work is performed under the general direction of the Mayor and Council members and is evaluated through conferences, reports, records, the effectiveness of legal compliance with applicable statutes, and by public satisfaction with services provided.

Duties and Responsibilities

Essential Duties and Tasks

Manages and supervises the department heads in Village government; works with them to establish long and short range goals and assure effectiveness and efficiency of services provided; communicates organizational mission, vision and goals, and helps department heads enhance these goals and implement programs consistent with them.

Works with the Mayor and Council to develop consensus on a clear vision of the future of the community and the organization; coordinates and works with the Mayor and Council on planning and policy development to put this vision into effect for Village services; develops agendas for Council meetings; and assures resources and supporting documentation for actions are present.

Serves as chief financial officer and budget developer for the Village; balances budget, seeks innovative and creative methods of financing and makes professional and reasonable recommendations for expenditures of Village funds; assures proper and timely investment of Village funds.

Maintains accountability for the hiring, training, performance, retention, and separation of all Village employees; establishes a modern human resource management program for the Village; ensure staffing of departments with qualified and highly productive employees; directs and monitors systems of employee communication, motivation, reward, compensation, training, and employee development; performance coaching and review. Provides professional and technical advice to Council on policy, planning, and legal matters; researches and makes recommendations to Council on new programs, services, and initiatives.

Village Manager
Page 2

Coordinates and works with department heads in assuring policies, laws, and ordinances are workable, enforced, and fairly implemented.

Meets with and speaks with community groups, citizens, and other public agencies about specific programs, services, policies, and other issues as needed; establishes and maintains effective communications with media to keep citizens informed about Village programs and progress.

Cooperates with other governmental units as necessary to provide professional and effective services to the citizens (State transportation, county, neighboring cities and towns, etc.).

Demonstrates leadership and sound decision making skills in emergency and controversial situations; participates in finding collaborative resolutions to conflicts.

Submits periodic progress reports, annual status of goals achieved, financial statements and other reports to the Village Council.

Additional Job Duties

Responds to numerous questions regarding many phases of government operations from both staff and general public.

Performs special projects and does research for Council information.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of the Village Manager, Village Council, and other public officials.

Thorough knowledge of methods and techniques for developing local policies and ordinances regarding all governmental operations.

Thorough knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.

Thorough knowledge of the principles and practices of employee motivation, communication, performance coaching and review, hiring, discipline, and conflict resolution.

Considerable knowledge of laws, policies, and current practices in a variety of phases of municipal administration including budget, purchasing, public works, parks and recreation, planning, and other functional areas.

Ability to conceive and articulate a vision of organizational excellence that inspires staff and community to high levels of achievement.

Ability to help build consensus among staff and elected officials and make decisions consistent with organizational goals and values.

Ability to plan, project, and determine priorities for service delivery to citizens.

Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.

Ability to coordinate and direct a wide variety and array of Village services through department heads and other staff support positions.

Ability to develop and maintain effective working relationships with the other governmental jurisdictions, the Village Council, elected and appointed officials, community groups, employees, and the general public.

Ability to communicate effectively in oral and written forms.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing, walking, fingering, feeling, talking, seeing, and hearing.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer, do extensive reading, and perform visual inspections.

Desirable Education and Experience

Graduation from a four year college or university with a major in public administration, business management, or related field, and considerable supervisory experience at a management level with a public sector organization, preferably in a municipal environment; graduate degree in public administration or related field preferred; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.

VILLAGE PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR

General Statement of Duties

Performs managerial, professional, and administrative planning and community development duties for the Village.

Distinguishing Features of the Class

An employee in this class performs a variety of activities related to planning, zoning, supervision of code enforcement, and related tasks. Work involves providing guidance for the orderly growth and development of the Village and supervising staff in conducting studies, enforcement of zoning and related codes, planning, and design projects, economic and demographic analysis. Duties require one to have the responsibility for the overall design of the long range planning program for the appropriate land use within the growing Village. Coordination with local, state, federal agencies and other groups for projects, programs and contracts as it relates to growth and development in the Village. Work involves extensive public contact and coordination with other departments, Council, boards, and the public. Responsible for grant management and administration, parks and recreation initiatives and community project as directed by the Village Council and/or Village Manager. Extensive judgment and initiative are required in conducting research projects, compiling reports, and making presentations and recommendations for various programs and functions of the Village. Considerable tact and courtesy must be exercised in the public contact functions. Work is performed under general administrative direction and is evaluated through conferences, review of work and overall acceptance of the programs by the Village's citizens.

Duties and Responsibilities

Essential Duties and Tasks

Develops, coordinates, and participates in the functions of planning, development, plan review, rezonings, code enforcement, and related tasks.

Coordinates, oversees, administers, and insures security of GIS data base.

Prepares and reviews comprehensive planning elements relating to a broad spectrum of social, economic, physical, and community facility concerns; supervises the review of plans of developers and property owners to ensure compliance with approved codes.

Assists with economic development analysis and initiatives for the Village on an as needed basis. Responsible for the management of the community related projects as deemed necessary by the Village Manager and/or Council.

Serves on various county and regional boards as it relates to community development and growth. Completes and works on strategic initiatives and special projects as directed by Village Council and/or Village Manager.

Researches, drafts, and makes recommendations in policies, programs, activities, processes, and procedures.

Consults with and coordinates activities with architects, engineers, attorneys, management experts on matters such as utility extension, annexation, redistricting, and geographic information system.

Reviews site and subdivision plans for compliance with codes and ordinances; coordinates the development review process with other staff, departments, and agencies.
Coordinates with the Finance Director on yearly planning department budget
Advises management, the Council, and various staff and citizens on related planning and zoning matters; serves as staff to planning and zoning boards and board of adjustment.
Supervises and participates in code enforcement activities related to state building codes, zoning codes and ordinances, and Village engineering specifications.

Village Planner
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Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of laws, regulations, policies, and procedures related to land use planning, zoning, subdivision ordinances, community development, and local governments.
Considerable knowledge of the laws, principles, theories, and practices related to modern land use planning and growth management.
Considerable knowledge of the environmental and socio-economics implications of the planning process and statues, laws, rules, and regulations affecting these functions.
Considerable knowledge of management techniques and practices including supervisory principles, budget, purchasing, and related administrative tasks.
Considerable skill in the collection, analysis, and presentation of data, recommendations, policies, and systems.
Considerable knowledge of computer applications in planning work.
Working knowledge of the principles and practices of community and economic development and public sector planning.
Considerable knowledge of transportation planning and best management practices
Working knowledge of public management and organization theories, principles, practices and techniques.
Skill in building consensus, in collaborative problem-solving, and in conflict management.
Ability to plan, organize, motivate, communicate, and evaluate the work of employees effectively.
Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and Village officials, and the general public.
Ability to prepare comprehensive reports and studies.
Ability to express ideas effectively in oral and written forms.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, kneeling,

fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Must possess the visual acuity to prepare and analyze data and figures, examine and work with maps, charts and detailed materials, operate a computer, and do extensive reading.

Village Planner

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Desirable Education and Experience

Graduation from a college or university with a degree in planning, public administration, or related field and preferably with a master's degree and considerable professional experience in municipal administration and planning; or an equivalent combination of education and experience.

FINANCE OFFICER

General Statement of Duties

Finance Officer is responsible for managing the Village's financial resources and maintaining the Village's overall financial stability in compliance with all governing financial and accounting laws.

Distinguishing Features of the Class

An employee in this class performs a variety of fiscal and administrative functions including disbursement and accounting of revenues and expenditures; preparing, monitoring and administering the budget, accounting, preparing and distributing payroll checks, purchasing, fixed assets, risk management, grant management and related fiscal operations and reporting. The employee must exercise considerable independent judgment and initiative in planning and performing the fiscal control system. Work is performed in accordance with established municipal finance procedures, local ordinances, and North Carolina General Statutes governing the responsibilities of local government financial operations. Work is performed under the supervision of the Village Manager and is evaluated through conferences, reports, and by an independent audit of financial records.

Duties and Responsibilities

Essential Duties and Tasks

Performs a variety of financial operations including disbursement and accounting of municipal funds, billing, purchasing, accounts payable, accounts receivable, fixed assets, accounting, computer systems, grant management and preparation of monthly, quarterly, and annual financial reports; develops.

Prepares with the Village Manager and department heads the general operating and capital improvements budgets; projects revenues; performs research and trend forecasting; tracks capital projects accounts maintaining records and disbursements; prepares administrative budget requests; prepares salary and related line items in the budget process; and helps departments with goals.

Reviews and monitors ongoing administration of budget, monitors revenues and expenditures; coordinates activities and changes with Village departments and provides information to them as needed.

Processes the Village's payroll by entering employee time into computer and generating payroll checks; prepares a variety of reports regarding withholdings, benefits, taxes, and submits on a monthly, quarterly, and annual basis.

Prepares a variety of payroll deduction reports; writes checks or otherwise satisfies withholdings payments requirements; prepares a variety of related quarterly and annual reports.

Prepares a variety of financial policies related to investments, travel, and other fiscal issues for management and Council review and approval; advises management and Council on a variety of financial issues; attends Council meetings when needed.

Assists the planner with grant management which includes preparing capital project ordinance or special revenue budget and preparing and tracking requests for reimbursements from grantor.

Prepares financial statements and provides all necessary documentation to auditors in order for them to complete the required annual audit.

Prepares the Village's Comprehensive Annual Financial Report and submits the report for the Certificate of Achievement for Excellence in Financial Reporting to the Government Finance Officers Association.

Assists the IT supervisor or consultant with the purchase, maintenance, repair, and trouble shooting of computer system with IT staff and vendors; including security and back-up of data base.

Submits monthly statements of the financial conditions of the Village to management and the Village Council; and prepares any budget amendments that become necessary thru out the budget year.

Performs risk management, investments, debt service, etc.

Performs the general accounting for the Village; maintains financial records for each department; maintains separate accounts for items of appropriation in the budget; monitors expenditures and obligations on accounts.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.

Considerable knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.

Considerable knowledge of fiscal support activities such as purchasing, fixed assets, liability, payroll, and budget analysis and preparation.

General knowledge of automated accounting and related systems and ability to work with Village staff in handling duties in an automated environment.

Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records.

Ability to design and prepare analytical or interpretative financial statements.

Ability to establish and maintain effective working relationships with the public, departmental heads, governmental officials, and with other Village employees.

Accuracy and thoroughness in the analysis and preparation of financial records.

Physical Requirements

Must be able to physically perform the life support functions of reaching, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions.

Finance Officer

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Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare and analyze data and statistics, operate a computer terminal, perform accounting duties, and do extensive reading.

Desirable Education and Experience

Graduation from a four year college or university with a degree in accounting or business and considerable experience in public finance administration; or an equivalent combination of education and experience.

Special Requirement

Strongly prefer CPA; or the ability and willingness to obtain Certified Finance Officer status from UNC School of Government within a time frame required by the Village Manager.

Information and Technology Director

General statement of Duties:

Performs difficult professional work networking computer hardware and software and providing assistance to users of personal computer equipment; does related work as required.

Distinguishing Features of the Class:

An employee in this class performs working involving development and coordination of plans and programs to ensure efficient and effective information management via installation of computer hardware and software for all village departments. Work is performed independently and in coordination with the Village Clerk and under the general direction of the Village Manager and is evaluated by periodic conferences, review of records and reports and overall effectiveness of the village technology systems.

Essential Functions of Position:

- Defines, develops, publishes, and maintains the network administration technology standards, policies, architecture and infrastructure including local and wide area networking, hardware, software and support
- Maintains current documentation on the technology architecture and infrastructure.
- Oversees the implementation and administration of the village network.
- Maintains village networks; coordinates internet efforts and maintains all internet interfaces including e-mail, servers, and web applications.
- Configures and maintains the network hardware and software including local area servers and server administration.
- Oversees technology security.
- Oversees technical assistance to departments in the selection of appropriate personal computer (PC) hardware and software.
- Coordinates hardware maintenance and software training programs with external providers.
- Plans and coordinates technology rollout programs.
- Provides cost estimates for technology initiatives and assist departments with budgeting for technology.
- Administers the mobile phone service for all departments.
- Oversees village website.
- Oversees village TV broadcast channel.
- Performs related duties as required.

Other Duties and Responsibilities:

Performs other related duties as assigned by supervisor or as apparent.

Knowledge, Skills and Abilities:

- Thorough knowledge of the operation, uses and capabilities of personal computer equipment.
- Thorough knowledge of personal computer setup, configuration and support.

- General knowledge of word processing, spreadsheet and presentation software.
- Some knowledge of general office procedures, practices and equipment.
- Ability to understand and follow written and oral instructions.
- Ability to install and configure networking hardware and software.
- Ability to establish and maintain effective working relationships with village officials, department heads, employees, general public and vendors.
- Skill in the use of personal computer hardware and software.

Physical Requirements:

- Must be able to perform the physical life functions of reaching, fingering, pushing, pulling, grasping, talking, hearing and repetitive motions.
- Must be able to perform light work exerting up to 50 pounds of force occasionally, up to 10 pounds of force frequently and/or constantly.
- Must possess the visual acuity to inspect, analyze, and repair computers and other technology.

Minimum Education and Experience:

- Graduation from an accredited college or university with major course work in computer science or related field.

Special Requirements:

- Must possess a valid North Carolina Driver's License.

MARKETING / COMMUNICATIONS DIRECTOR

General Statement of Duties

Performs professional work in developing and administering a program of internal and external communications for the Village that encourages open communication and civic engagement.

Distinguishing Features of the Class

A position in this class serves as an information conduit for the community and provides information to the public, media, and Village employees on programs, services, issues and Policies. Employee must exercise considerable initiative, imagination and independent judgment to develop and implement programs. Work requires continuous contact with a variety of public officials, community leaders, media representatives and the general public. work is performed under general supervision of the Village Manager.

Duties and Responsibilities

Represents the Village to the community at large through the development and maintenance of relationships with key community groups, external agencies, and/or other interested parties.

Serves as a professional communications resource for the Village; managing community, Village and media relations.

Enhances and improves civic engagement with the various community and civic groups in the area.

Plans, develops and directs programs to ensure dissemination of information designed to keep Village departments and the community informed of Village programs, services, activities, features, accomplishments or position; may conduct surveys to determine public opinion of Village government and/or programs.

Produces communications materials about Village services by gathering information, writing, editing and preparing layout for distribution to internal and external audiences.

Assists with editorial writing, speech writing, press releases, marketing efforts, special events and special projects.

Answers inquiries from media representatives and/or the general public by providing information based on detailed knowledge of Village programs and activities and as required by state open records laws; may refer inquires to the proper Village officials.

Assists with community education programs about Village government and services, and develops other programs and materials to engage the community with Village affairs.

Directs media inquiries to the appropriate Village contacts.

Acts proactively regarding media relations; provides background information and additional materials as requested by reporters.

Coordinates media conferences, as requested.

Plans and participates in meetings with Village officials, general public, community groups religious organizations and schools to share information and discuss Village activities.

Informs and educates citizens on the functions and processes of Village government.

Enhances and advertises the e-mail notification service or list-serve for citizens interested in Village events, meetings and services.

Advises Village management, elected officials and other department directors of the public relations effects of proposed policies and actions.

Serves on various boards and committees representing the Village; conducts tours or seminars for the public or other governmental agencies.

Prepares and makes presentations to various organizations.

Assists in the production of original cable channel programming and broadcast media.

Coordinates regular citizen education programs designed to educate and engage citizens in Village government.

Performs short and long-term planning aimed at increasing marketing and community relations outreach on a local and regional level; develops marketing plan as well as short and long-term goals.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of the English language, including proper grammar, syntax, punctuation and spelling.

Thorough knowledge of the principles, practices, methods and techniques associated with journalistic composition and community relations.

Thorough knowledge of researching, developing and writing multi-faceted marketing and community relations plans.

Thorough knowledge of the organization, policies, procedures, philosophies, and goals of the Village.

Thorough knowledge of NC public information laws.

Thorough knowledge of the requirements, policies and procedures of the various media outlets necessary for promotional activities.

Considerable knowledge of the methods and techniques for developing and implementing community relations strategies and programs.

Considerable knowledge of publication layout and design.

Considerable knowledge of the current literature, trends and developments in the fields of community relations and local government administration.

Skill in written composition.

Skill in graphic design.

Skill in the collections, analysis and presentation of statistical data.

Ability to use common office machines, including computer-driven word processing, spreadsheet, graphics and file maintenance programs.

Ability to perform research utilizing a variety of informational sources, and to compile, organize, analyze, and present such information in a variety of formats.

Ability to establish and maintain complex records and files.

Ability to exercise initiative and independent judgment in creating and selection work products.

Ability to provide clear and explicit instruction orally and in writing.

Ability to evaluate the writing of peers or superiors.

Ability to modify or supplement the written work of others.

Ability to understand and analyze complex issues and technical services to formulate strategies for communicating effectively with the public.

Ability to work in a consulting capacity and provide leadership in contacts with professionals, public officials and members of the general public at various levels of authority and influence.

Ability to exercise tact and courtesy in frequent contact with professionals, public officials and the general public at various levels of authority and influence.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Physical Requirements

Must be able to physically perform the basic life operational support functions of reaching, walking , fingering, talking, hearing and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to compile and compute data and statistics, perform transcription tasks, operate a computer terminal, and do extensive reading.

Minimum Education and Experience

Bachelor's degree from an accredited college or university in English, journalism, public or community relations, marketing, or a related field and 5 to 7 years of experience in responsible public relations or related work with experience in local government or in public organization preferred; or any equivalent combination of education and experience.

Special Requirement

Possession of a North Carolina driver's license.

PUBLIC WORKS ASSISTANT DIRECTOR OF OPERATIONS

General Statement of Duties

Performs responsible technical and skilled work supervising the work of a unit engaged in collection of yard waste, grounds and streets maintenance, and other public works activities.

Distinguishing Features of the Class

An employee in this class supervises a small crew engaged in a variety of work associated with yard waste and trash collection, streets, storm drainage, and other maintenance activities. Work includes leading a crew in collecting leaves, limbs, furniture, appliances or other trash, patching asphalt, maintenance or construction of storm sewer system, landscaping and grounds maintenance, and small construction or renovations activities. Work also involves ensuring that crew members take proper tools, equipment, and supplies to the work site, and responsibility for work crew safety. The employee is subject to working in inside and outside environments including extreme hot and cold weather and to work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils. The employee must exercise judgement and initiative in carrying out assignments. Work is performed under regular supervision and is inspected for compliance with instructions, conformance to established standards, quality and productivity of work crews and adherence to schedules and priorities.

Duties and Responsibilities

Essential Duties and Tasks

Supervises and participates in the collection of yard waste including leaves and limbs and the collection of furniture, appliances, and other trash from curb side.

Coordinates the use of available equipment, materials and staff to obtain maximum effectiveness and economy; may respond to citizen requests and complaints.

Participates in the training, safety, and performance coaching of crew employees; insures application of safety regulations.

Completes work orders; ensures that crews take necessary materials to work sites.

Leads and participates in cleaning curbs and storm drains; erecting street signs; planting and watering flowers and shrubbery; weeding, mulching and caring of landscaping; snow removal; mowing public grounds; and making electrical, carpentry, plumbing, masonry, or other repairs or construction projects.

Participates with crew in small construction projects or repair of sidewalks, streets, drainage systems, rooms, or buildings.

Operates dump trucks, loaders, back hoes, and other construction equipment.

Additional Job Duties

Performs related duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Considerable knowledge of the principles and practices of construction, repair, and maintenance of streets, sidewalks, storm drainage, and public grounds.
- Considerable knowledge of the use of related equipment and materials.
- Considerable knowledge of the occupational hazards and safety precautions of the work. Ability to provide training and leadership to a small crew.
- Ability to establish and maintain effective working relationships with supervisors, peers, subordinates and citizens.
- Ability to maintain and prepare accurate records.
- Skill in the operation of heavy construction equipment.

Physical Requirements

- Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, pushing, pulling, fingering, grasping, talking, and hearing.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle and to read and prepare records.

Desirable Education and Experience

- Graduation from high school and considerable experience in street construction, maintenance, and repair; or an equivalent combination of education and experience.

Special Requirements

- Possession of a valid class B commercial North Carolina driver's license. Ability to obtain First Aid and CPR certifications.

Public Works Director / Village Engineer

Purpose:

Serves as Department Director with primary responsibility for departmental administration and coordinating and directing activities associated with engineering and public works. Coordinates and supervises all public works functions. Provides leadership and guidance to division supervise. This position reports to and is responsible for making recommendations to the Village Manager for matters affecting the Public Works Department, including issues that might have a village-wide impact.

Organizational Relationships:

Communicates with Village Council, Village Manager, and other department heads. Supervises with full authority all departmental employees, directly or indirectly through subordinate supervisors.

Essential Functions:

- Coordinate all maintenance and repair activities for the village infrastructure, public works buildings/facilities and grounds.
- Oversee, through supervision of the Operations Manager, activities such as street maintenance, snow plowing and removal, street lights, street signage, weed control, tree trimming, park maintenance, graffiti abatement, refuse collection and disposal, stormwater cleaning, and traffic control.
- Coordinates all infrastructure development for the village. Develops plans and specification for public improvement projects, building upgrade plans and develops/coordinates layouts for special projects for other departments.
- Handles the performance of various engineering functions in the planning, design, construction and contract administration of the capital improvement program. Assures the program is accomplished in a technically competent, economical, and safe manner.
- Coordinate village stormwater management program assuring adherence to municipal code requirements, policy guidelines, federal and state laws and established engineering standards. Maintains an inventory of private stormwater ponds and their design criteria. Manage information received from and participate in periodic inspections of stormwater ponds. Work with appropriate staff to address stormwater utility issues. Determine stormwater maintenance priorities, assign work to appropriate personnel, and coordinate the completion of work.
- Coordinate village efforts as it relates to the federal and state NPDES regulations. Assist in identifying permit regulations as they relate to public information, staff information, and best practices within Public Works.
- Provide technical and professional direction to all staff maintaining a competent and motivated work force by selecting, training, motivating, developing, disciplining and evaluating subordinates.
- Develop RFP's for consulting work; review consultant's request for payments; plan and obtain quotes for village hall upgrades of office furniture and carpeting.
- Serve as staff/resource person for the Public Works/Safety Committee; attend Council meetings and other related meetings as necessary; represent the village at local

organizations providing data and recommendations on engineering matters affecting the village.

- Keep abreast of and utilize, where appropriate, new public works programs, procedures and technologies.
- Review driveway requests regarding location and width, and assist public on location of Village water and sewer lines.
- Participate in professional associations and various relevant local, regional and state committees providing data and recommendations on engineering matters affecting the village.
- Prepare and administer departmental budget, manage inventory of materials and equipment; and administer department vehicle replacement policy. Review and code bills for payment. Assure delivery of optimum service levels within the constraints of the budget.
- Verify plat conformance with local ordinances, review plats for drainage, utilities, access, etc.
- Review site plans; review projects with Director of Planning for conformance; and review and sign building and excavation permits.
- Prepare special assessment rolls, write and draw necessary easements, review appraisals and acquire easements. Coordinate new survey needs and review cost estimates.
- Establishes annual performance objectives for the Public Works Department and ensures their attainment.
- Will interview all prospective new employees and make findings known to Village Manager.

Other Duties and Responsibilities:

Performs other related duties as assigned by supervisor or as apparent.

Required Knowledge, Skills and Abilities:

- Knowledge of engineering principles and practices.
- Knowledge of supervisory practices and techniques.
- Knowledge of NPDES permitting procedures.
- Knowledge of ADA and OSHA requirements.
- Ability to manage time and plan and direct the work of subordinates.
- Skill in operating engineering storm sewer and computer programs.
- Skill in operating drafting equipment, engineering scales, and a variety of computer software applications.
- Ability to operate machines, tools, village vehicles and office equipment such as telephone, calculator, copier and PC, etc.
- Ability to make oral and written presentations to various governmental bodies and the public.
- Provide leadership and direction for a department with diverse skills and abilities.
- Required to attend periodic evening meetings and/or travel within and out of the village boundaries.
- May be required to work evenings or weekends and holidays.

Physical Requirements and Working Conditions:

- Work is performed indoors in a typical office setting and outdoors while visiting public works buildings/facilities and numerous work sites.
- Operates a village vehicle for regular transportation needs.
- Sits for extended periods of time.
- Stands, walks and performs a variety of physical movements while conducting field inspections.
- Noise in work place is usually quiet but may be exposed to louder noises at work sites.
- Uses large and fine motor skills.
- Uses different types of vision and hearing to perform field and office work.

Special Requirements:

- Possession of a valid State of North Carolina Class C driver's license.
- Professional Engineering License Required.
- Professional Land Surveying License Required.
- NCDWQ BMP Inspection and Maintenance Certification.
- NCDWQ BMP Reviewers Certification.
- NC School of Government Graduate in future.
- Minimum Experience.

Public Works Director of Operations

Essential Functions of Position:

- Plans, organizes, schedules, assigns and supervises all Public Works operations and monitors daily work activities
- Receives and responds to citizen complaints and inquiries concerning public drainage, asphalt roadways, concrete infrastructure and various other issues
- Monitors staff compliance with safety procedures; ensures that staff is equipped with appropriate personal protective equipment and that work activities are carried out in a safe and efficient manner; responds appropriately to emergency situations as necessary
- Provides technical assistance to contractors and subordinate staff in carrying out necessary repairs
- Participates in the selection and performance evaluation of subordinate staff
- Reviews and evaluates projected activities to determine the most feasible approach, including quantity of staffing, materials, and equipment
- Assists with establishing work priorities and timelines and makes recommendations on project implementation
- Recognizes routine infrastructure failures throughout the town and organizes and schedules necessary repairs in a timely manner
- Monitors expenditures to ensure budget compliance. Makes recommendations regarding the departmental need for additional resources, materials, and equipment
- Reports to Public Works Director / Village Engineer
- Fills in during the absence of Public Works Director / Village Engineer
- Handles purchases and keeps Public Works Director / Village Engineer informed.
- Assists Public Works Directors / Village Engineer with staffing issues including the interview process.
- Attends classes and educational training pertaining to the position.

Other Duties and Responsibilities:

- *Performs other related duties as assigned by supervisor or an apparent.*

Education and Experience:

- Must have a valid NC Commercial Driver's License Class A (CDL) or able to obtain within ninety (90) working days of job appointment.
- Degree in Business Management or Local Government from an accredited school or more than six (6) years of current work in this field.
- A level of understanding of ordinances, stormwater, and North Carolina state statutes.

PUBLIC WORKS EQUIPMENT OPERATOR

General Statement of Duties

Performs work of moderate difficulty in the operation of various mechanical equipment and performs related work as assigned.

Distinguishing Features of the Class

An employee in this class performs a variety of semi-skilled and manual labor tasks related to the construction, maintenance, and repair of public works such as streets, drainage systems, buildings, grounds, and facilities. Work may include collecting leaves and limbs; driving a dump truck; operating a loader, asphalt roller or other medium equipment. Work subjects the employee to inside and outside environmental conditions, extremes in temperatures, and hazards associated with equipment operation including fumes, oils, gases, and mists. Work is performed under regular supervision and evaluated for adherence to work procedures.

Duties and Responsibilities

Essential Duties and Tasks

- Performs a variety of maintenance tasks such as cutting lawns, painting, using power hand equipment, repairing fences and gates, removing trash, leaves, debris, and snow from streets.
- Participates in a crew to install driveway pipe, patch asphalt or concrete, collect leaves, clean streets and storm drains, and related tasks.
- Performs asphalt patching, concrete finishing, carpentry, plumbing, and minor electrical work to Village facilities.
- Drives dump trucks to haul stone, dirt, asphalt, concrete, or equipment; operates loaders, asphalt rollers, air hammers, trenchers, and other medium equipment.
- Mows grass, trims shrubbery, clears and landscapes other municipal property. Performs equipment repair and maintenance duties.
- Erects street signs; paints markings on asphalt.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- General knowledge of standard practices, materials, tools, and equipment utilized in the area of assigned work.
- General knowledge of work hazards and applicable safety precautions associated with assigned area of work.
- Some knowledge of equipment maintenance and its operation. Ability to perform heavy manual work over long periods of time. Ability to understand and follow oral instructions.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, and the public.
- This position requires on-call status availability and ability to work varying shifts, weekends, or holidays.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform heavy work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to operate equipment and motor vehicles, perform trades tasks, and review work for accuracy, neatness, and thoroughness.

Desirable Education and Experience

- High school graduation and experience in streets or facility maintenance including equipment operations and trades work; or an equivalent combination of education and experience.
- Extensive experience in the operation of paving equipment as well as the placement of asphalt for public street and parking area applications.

Special Requirement

- Possession of a valid North Carolina Commercial Driver's License (CDL).

PUBLIC WORKS LANDSCAPE ASSISTANT

General Statement of Duties

Under the supervision of the Landscape Supervisor, performs a variety of semi- skilled and manual labor tasks in the maintenance of all landscaping of grounds at public buildings, facilities, parks and in right-of-ways and in the maintenance of the public buildings and facilities.

Distinguishing Features of the Class

With direction from the Landscape Supervisor an employee in this class performs a variety of semi-skilled and manual labor tasks related to the planting and maintenance of landscape vegetation and repairing and maintenance of public buildings and facilities. Work may include the handling of pesticides and herbicides; the operating of tractors, chippers, weed eaters, trimmers and other light to medium equipment; and, minor carpentry and painting projects. Work subjects the employee to inside and outside environmental conditions, extreme temperatures, and hazards associated with chemical usage and equipment operation including fumes, oils, gases, and mists. Work is performed under regular supervision and is inspected for compliance with instructions, conformance to established standards, quality and productivity of work and adherence to schedules and priorities.

Duties and Responsibilities

Essential Duties and Tasks

- Performs a variety of landscape maintenance tasks such as planting, watering, fertilizing and weeding flower beds; trimming and pruning shrubbery and trees; and mowing grass.
- Performs a variety of tasks using power equipment and performs equipment maintenance and repairs.
- Builds small structures or renovates existing structures, including minor repairs and painting projects.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- General knowledge of standard practices, materials, tools and equipment utilized in the area of assigned work.

- General knowledge of work hazards and applicable safety precautions associated with assigned area of work.
- Some knowledge of equipment maintenance and its operation. Ability to perform heavy manual work over long periods of time. Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, and the public.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking hearing, and repetitive motions.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.
- Must possess the visual acuity to operate equipment and motor vehicles, perform trades tasks, and review work for accuracy, neatness, and thoroughness.

Desirable Education and Experience

- High school graduation and experience in landscaping and facility maintenance including equipment operations and trades work; or an equivalent combination of education and experience.

Special Requirements

- Possession, or obtain a valid commercial North Carolina driver's license.
- Certified, or become certified, by the North Carolina Department of Agriculture in the spraying of public right-of-ways and private property.

PUBLIC WORKS LANDSCAPE SUPERVISOR

General Statement of Duties

Performs a variety of semi-skilled and manual labor tasks supervising the work of a unit engaged in the maintenance of all landscaping of grounds at public buildings, facilities, parks and in right-of-ways and in the maintenance of the public buildings and facilities.

Distinguishing Features of the Class

An employee in this class leads and supervises a small crew engaged in a variety of semi-skilled and manual labor tasks related to the planting and maintenance of landscape vegetation and repairing and maintenance of public buildings and facilities. Work may include the handling of pesticides and herbicides; the operating of tractors, chippers, weed eaters, trimmers and other light to medium equipment; and, minor carpentry and painting projects. Work also involves insuring that crew members take proper tools, equipment, and supplies to the work site, and responsibility for the work crew safety. Work subjects the employee to inside and outside environmental conditions, extreme temperatures, and hazards associated with chemical usage and equipment operation including fumes, oils, gases, and mists. Work is performed under regular supervision and is inspected for compliance with instructions, conformance to established standards, quality and productivity of work and adherence to schedules and priorities.

Duties and Responsibilities

Essential Duties and Tasks

- Supervises and performs a variety of landscape maintenance tasks such as planting, watering, fertilizing and weeding flower beds; trimming and pruning shrubbery and trees; and mowing grass.
- Coordinates the performance of a variety of tasks using power equipment and equipment maintenance and repairs.
- Participates in the training, safety, and performance coaching of crew employees; insures application of safety regulations.
- Completes work orders; insures that crews take necessary materials to work sites.
- Participates with crew in small construction projects or renovates existing structures, including minor repairs and painting projects.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection

Knowledge, Skills and Abilities

- Considerable knowledge of standard practices, materials, tools and equipment utilized in the area of assigned work.
- Considerable knowledge of work hazards and applicable safety precautions associated with assigned area of work.
- Considerable knowledge of equipment maintenance and its operation. Ability to provide training and leadership to a small crew.
- Ability to perform heavy manual work over long periods of time. Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, subordinates and the public.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking hearing, and repetitive motions.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.
- Must possess the visual acuity to operate equipment and motor vehicles, perform trades tasks, and review work for accuracy, neatness, and thoroughness.

Desirable Education and Experience

- High school graduation and experience in landscaping and facility maintenance including equipment operations and trades work; or an equivalent combination of education and experience.

Special Requirements

- Possession, or obtain a valid commercial North Carolina driver's license.
- Certified, or become certified, by the North Carolina Department of Agriculture in the spraying of public right-of-ways and private property.

STORMWATER ENGINEER

General Statement of Duties

This position is responsible for planning and directing the Village's stormwater management program. Work is performed under general supervision, and oversees work of stormwater personnel. Prepares and reviews various drawings, plans, documents, proposals, agendas; performs a variety of professional activities related to stormwater management.

Distinguishing Features of the Class

Employee supervises staff to assure compliance with the various elements of the Village's stormwater management. Significant elements of stormwater management include: NPDES Phase II Permit, quality control and quantity control ordinances, watershed regulations, floodplain regulations, erosion control, TMDL water quality recovery plan, stormwater utility, and capital projects. The Engineer shall assist the Director of Public Works with preparing annual stormwater budget.

Duties and Responsibilities

Essential Duties and Tasks

- Administers NPDES Phase II compliance for structural and non-structural best management practices; identifies applicable requirements, proposes compliance measures, defines needed resources and programs, prepares draft annual department budget needs and ensures permit stipulations.
- Ensures operational compliance with Water Supply Watershed Protection regulations.
- Oversees administration of the Village's Soil Erosion and Sedimentation Ordinance to ensure compliance with related State mandates and associated concerns involving land disturbance activities.
- Reviews and approves Stormwater Management Plan and Permits for development and redevelopment projects. Prepares conditions of plan approval and negotiates with design engineers to provide acceptable design plans. Coordinates project approvals with various state and village agencies. Coordinates field activities and design changes with consultants and contractors.
- Negotiates and prepares easement documents with assistance of village attorney.
- Prepares bid documents and manages bid process for capital projects. Oversees and advises on construction observation for projects. Coordinates with consultants who provide contract work associated with capital projects.
- Provides staff support and technical assistance administering the technical functions and activities associated with the Stormwater Utility.
- Supervises field work and digital mapping of the Village's drainage infrastructure system; assures quality and maintenance of digital database.
- Develops recommendations and standards for non-structural and structural BMPs on Village and private projects.
- Provides liaison with federal, state, county and Council of Government agencies regarding

- all aspects of stormwater management.
- Has knowledge of National Flood Insurance Program regulations. Coordinates and expedites FEMA floodplain mapping.
- Develops proposed performance standards for stormwater management and soil erosion/sedimentation controls.
- Identifies state and federal grant opportunities and prepares applications for grants
- concerning stormwater management, drainage improvements, flood/hazard mitigation; and water quality projects.
- Designs and manages drainage-related construction projects. Supervises and facilitates the work of Village Stormwater staff.
- Attends Stormwater Advisory Board and Council meetings as necessary.

Additional Job Duties

- Performs other related duties assigned by the Village Manager or the Director of Public Works.

Recruitment and Selection Guidelines

Knowledge, Skills, Abilities

- Comprehensive knowledge of the principles and practices of civil engineering as applied to land development; stormwater systems; engineering designs as they relate to stormwater management engineering and current developments in the field of stormwater management.
- Knowledge of relevant state and federal laws, regulations, and specifications.
- Ability to plan, -Jay out and direct the work of others; to inspect projects for compliance with ordinance and code provisions; to perform difficult engineering computations and to make comprehensive recommendations on engineering problems; ability to design public facilities.
- Skill in the use of civil engineering instruments and equipment, and in contract administration and project management.
- Communications skills; ability to establish and maintain effective working relationships with officials, associates, land developers and the general public; ability to present technical information and communicate ideas effectively both orally and in writing.

Physical Requirements

- The worker is subject to inside and outside environmental conditions; this is primarily sedentary work requiring the exertion of up to 20 pounds of force occasionally, and 10 pounds of force frequently or constantly to move objects.
- Ability to maneuver through stormwater drainage facilities, sometimes heavily vegetated.
- Office work requires balancing, stooping, reaching, walking, fingering, grasping, and repetitive motions; outside work requires walking over terrain and construction sites.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels;

- visual acuity is required for preparing and analyzing written or computer data.
- Has knowledge of National Flood Insurance Program regulations. Coordinates and expedites FEMA floodplain mapping.
 - Develops proposed performance standards for stormwater management and soil erosion/sedimentation controls.
 - Identifies state and federal grant opportunities and prepares applications for grants concerning stormwater management, drainage improvements, flood/hazard mitigation; and water quality projects.
 - Designs and manages drainage-related construction projects. Supervises and facilitates the work of Village stormwater staff.
 - Attends Stormwater Advisory Board and Council meetings as necessary.

Additional Job Duties

- Performs other related duties as assigned by the Village Manager or the Director of Public Works.

STORMWATER TECHNICIAN I

General Statement of Duties

Under the direct supervision of the Stormwater Administrator, performs technical and administrative duties as necessary to assist the Stormwater Administrator with all aspects and duties related to the implementation and management of the Stormwater Program.

Distinguishing Features

With direction from the Stormwater Administrator an employee in this class plans, organizes, coordinates and participates in executing the Village's Stormwater Management Program. Work requires a significant level of independence, self-initiative, program knowledge, and self-confidence in group activities. The employee exercises judgment and initiative in setting and carrying out scheduled activities, monitoring outside agency requirements, and proposing improvements to the existing stormwater program. Work involves frequent field visits to inspect work in various stages of completion and analyzing the source of illicit stormwater discharges, attendance at program related seminars and conferences, and interaction with agencies to ensure understanding of stormwater requirements and compliance. Technical judgment is required to interpret provisions of the policies and ordinances as applied to projects and circumstances. Tact, courtesy, and firmness must be exercised in dealing with contractors, other governmental agencies, and the general public. The employee may represent the Village to a wide variety of citizens, developers, state and federal regulatory officials, etc. The employee is subject to inside and outside environmental conditions and hot and cold temperatures, and can be subject to noise and dust. Work is performed under the general supervision of the Public Works Director.

Duties and Responsibilities

Essential Duties and Tasks

- Assists in developing and implementing the stormwater management program. Assists in GPS data collection and field mapping activities.
- Performs various GIS mapping activities including collecting and organizing source documents, digitizing features and linking documents/pictures.
- Assists with creating, coordinating and presenting Stormwater educational materials and programs to citizens, school groups and Village employees.
- Assists in responding to citizen inquiries and complaints regarding the stormwater program, water quality, and flooding concerns.
- Assists with the inspection of Stormwater BMPs.
- Assists with the inspection of stormwater system structural components.
- Assists with the compliance and enforcement of the stormwater management program and stormwater ordinances.
- Assists with the Stormwater Advisory Board and provide administrative support.

- Assists with investigations to detect and eliminate illicit discharges and collections. Assists with organizing and conducting citizen volunteer programs.
- Exercise document and file management skills to prepare, maintain, and update a variety of files and records.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Working knowledge of state and local stormwater regulations. Ability to compile materials from a variety of sources.
- Ability to enforce regulations tactfully and firmly.
- Skill in interpreting regulations and their application to specific situations. Skill in reading site plans.
- Ability to prepare detailed records and reports.
- Ability to maintain effective working relationships with Village officials, other public officials, community groups, employees, contractors and the general public.
- Ability to present ideas effectively in oral and written form.
- Considerable proficiency with computer applications including word processing, data base management, spreadsheets, ArcGIS and PowerPoint.
- Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including civil engineering, GIS, federal and state statutes, legal, etc.
- General knowledge of standard practices, OSHA Regulations, materials, tools, and equipment utilized in the area of assigned work.
- General knowledge of work hazards and applicable safety precautions associated with assigned area of work.

Physical Requirements

- Must be able to perform the physical life functions of climbing, balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly.
- Ability to maneuver through stormwater management and drainage facilities, sometimes heavily vegetated.
- Must possess visual acuity to produce and review written reports and records including
- mathematical calculations, operate a computer terminal, analyze data, and read maps, schematic drawings, and plans, and do extensive reading.

Desirable Education and Experience

- Graduation from an accredited college or university with an Associate's Degree in environmental science or experience equivalent to an Associate's Degree.
- One year experience in stormwater, watershed management, water quality monitoring or any equivalent combination of training and experience.
- Experience using ESRI's, ArcGIS is highly desired but not required.

Special Requirement

- Possession, or obtain, a valid North Carolina driver's license.

STORMWATER TECHNICIAN II

General Statement of Duties

Performs difficult professional work to develop, implement and administer the Village's Stormwater Management Program and responsible for overall management of Stormwater Management Program. Performs detailed professional, technical and administrative work, planning, organizing, and supervising a variety of stormwater management program related activities including: training, briefing, documentation, constructing educational materials, customer service response to ensure compliance with ordinances and policies.

Distinguishing Features of the Class

An employee in this class plans, organizes, coordinates and participates in executing the Village's Stormwater Management Program. Work requires a significant level of independence, self-initiative, program knowledge, and self-confidence in group activities. The employee exercises judgement and initiative in setting and carrying out scheduled activities, monitoring outside agency requirements, and proposing improvements to the existing stormwater program. Work involves frequent field visits to inspect work in various stages of completion and analyzing the source of illicit stormwater discharges, attendance at program related seminars and conferences, and interaction with agencies to ensure understanding of stormwater requirements and compliance. Technical judgment is required to interpret provisions of the policies and ordinances as applied to projects and circumstances. Tact, courtesy, and firmness must be exercised in dealing with contractors, other governmental agencies, and the general public. The employee may represent the Village to a wide variety of citizens, developers, state and federal regulatory officials, etc. The employee is subject to inside and outside environmental conditions and hot and cold temperatures, and can be subject to noise and dust. Work is performed under the general supervision of the Public Works Director and is evaluated through review of reports and record documentation, and citizen and outside reactions.

Duties and Responsibilities

Essential Duties and Tasks

- Administers the Stormwater Management Program. Researches, drafts, and makes recommendations for a variety of stormwater management issues.
- Implements and administers the Stormwater Capital Improvement Program. Manages stormwater related data collection and Geographic Information System.
- Attends conferences and seminars to maintain up-to-date knowledge. Includes a minimal amount of out-of-town travel.
- Consults with contractors, engineers, planning agencies, residents, on land-use proposals to ensure program requirements are understood and complied with.
- Reviews site plans and advises Village staff and council on matters relating to stormwater functions; attends council meetings as needed to represent the department.
- Ensures understanding with Stormwater five-year program; plans and coordinates all actions to ensure Village compliance with all permit requirements.

- Coordinates with technical experts to ensure compliance with structural and non-structural Best Management Practices
- Constructs lesson plans and instructs Village employees on best management practices to minimize or eliminate pollutants from entering drainage system. Recommends and constructs ordinances or amendments as needed.
- Documents all actions associated with program and writes annual report for State agencies in accordance with State requirements. Develops checklists, policies, and processes to assist in tracking program's progress.
- Provides cost estimates for specific program requirements and recommends annual stormwater budget to management.
- Inspects stormwater system structural components and ensures corrective actions for any deficiencies. Coordinates needs with public works director.
- Solicits public participation in specific program elements and supervises their specific activities.
- Inspects in-field drainage ways to detect illicit stormwater or sanitary sewer discharges and enforces corrective actions to ensure compliance with appropriate regulations.
- Reviews elements of stormwater education program and ensures all aspects of program are current.
- Engages in personal contact with Village residents concerning service requests and complaints, to answer program questions, and investigates and recommends actions.
- Coordinates the Stormwater Advisory Board meetings, prepare agenda and minutes. Presents stormwater briefing to educational and civic groups.
- Review Stormwater Management applications and issue permits.
- Update and review new or modified impervious surface for billing of the stormwater utility.

Additional Job Duties

- Performs related duties as required by Management.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Working knowledge of state and local stormwater regulations. Ability to compile materials from a variety of sources.
- Ability to enforce regulations tactfully and firmly.
- Skill in interpreting regulations and their application to specific situations. Skill in reading site plans.
- Ability to prepare detailed records and reports.
- Ability to maintain effective working relationships with Village officials, other public officials, community groups, employees, contractors and the general public.
- Ability to present ideas effectively in oral and written form.
- Considerable proficiency with computer applications including word processing, data base management, spreadsheets, ArcGIS and Powerpoint.
- Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including civil engineering, federal and state statutes, legal, etc.

- General knowledge of standard practices, materials, tools, and equipment utilized in the area of assigned work.
- General knowledge of work hazards and applicable safety precautions associated with assigned area of work.
- Working knowledge of OSHA Regulations.

Physical Requirements

- Must be able to perform the physical life functions of climbing, balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform medium work exerting up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly.
- Ability to maneuver through stormwater management and drainage facilities, sometimes heavily vegetated.
- Must possess visual acuity to produce and review written reports and records including mathematical calculations, operate a computer terminal, analyze data, and read maps, schematic drawings, and plans, and do extensive reading.

Desirable Education and Experience

- Graduation from an accredited college or university with a degree in environmental engineering, environmental science, civil engineering or closely related field or an equivalent combination of education and experience. Knowledge of local government administration, code enforcement, permitting, or similar experience a plus.

Special Requirement

- Possession, or obtain, a valid North Carolina driver's license.

ENFORCEMENT OFFICER

General Statement of Duties

Performs responsible technical inspections work of building and property within the Village to ensure compliance with proper codes and ordinances.

Distinguishing Features of the Class

An employee in this class inspects construction and installation work in process to enforce State codes for building construction and insulation including the four trade areas of building, plumbing, electrical, and mechanical codes. The employee also enforces zoning codes and conducts construction inspections of village work on streets, sidewalks, and related infrastructure. Work involves frequent field checks in the Village to inspect construction work in various stages of completion. Technical judgment is required to interpret provisions of the codes as applied to practical construction projects and circumstances. The employee is subject to inside and outside environmental conditions and extremely hot and cold temperatures. Work is also subject to noise and dust. Tact, courtesy, and firmness must be exercised in dealing with contractors and the general public. Work is performed under the general supervision of the Village Planner and is evaluated through conferences, review of reports and records, and contractor and citizen reactions.

Duties and Responsibilities

Essential Duties and Tasks

- Investigates citizen complaints and obtains information.
- Inspection of driveway and sidewalk construction.
- Perform street sign maintenance and replacement.
- Inspect street lights.
- Reports to Director of Operations.
- Verbal and written communication with contractors, developers, citizens, city personnel and others.
- Inspect curb, gutter and asphalt work.
- Perform other duties as assigned.
- Maintain records of inspections and prepare reports.
- Install, maintain, collect traffic data and prepare reports for staff review.
- Inspect sites for conformance with zoning codes relating to junk cars, overgrown lots, street vendors, signs and other related code enforcement.
- Reviews site plans, blue prints, and specifications and receives applications for permits; issues building and zoning permits.
- Advises contractors in interpreting and applying code regulations.
- Notifies responsible parties of defects and inspects to determine if corrective actions have been taken; issues stop orders if necessary.

- Maintains records of inspections and prepares necessary reports.
- Recommends judicial actions and may be required to testify in court against violators of the State building code.
- Coordination with contractors, engineers, developers, and citizens.
- Completing required forms, permits, and reports.
- Inspecting materials and workmanship associated with the construction of roadways to include pavement structure, curbs, gutters, sidewalks, and driveways.
- Inspects field sites for conformance with zoning codes; enforces junk cars, overgrown lots, street vendors, approved landscaping requirements of plans, signs, and other zoning and related codes; takes remedial action appropriate to the situation.
- Inspects streets, sidewalks, drainage, and other public works constructions by staff or contractors to determine consistency with approved plans, drawings, and specifications.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills & Abilities

- Technical training in engineering, construction management or equipment operation.
- Considerable knowledge of State codes and local ordinances as applied to assigned construction project for inspection.
- General working knowledge of construction and insulation.
- Working knowledge of engineering principles, practices, and specifications. Skill in interpretation of codes and in their application to specific situations. Skill in reading and interpreting plans and specifications.
- Ability to establish and maintain effective working relationships with contractors and the public.
- Ability to enforce regulations tactfully and firmly.
- Ability to establish and maintain accurate and thorough records.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

- Must possess the visual acuity to inspect details of construction, prepare reports, and do extensive reading.

Desirable Education and Experience

- Graduation from high school supplemented by trade school course work in building construction trades and considerable experience in construction trades work; or equivalent combination of education and experience.

Special Requirement

- Attend technical classes and seminars to become proficient in required job duties.
- Possession of a valid commercial North Carolina driver's license.
- State certification at level I in all inspection areas within a two year period as required by Village management.

EQUIPMENT SERVICES MECHANIC

General Statement of Duties

Performs responsible skilled mechanical work on a variety of automotive, construction, and specialized equipment.

Distinguishing Features of the Class

An employee in this class performs as a skilled mechanic in the garage. The employee conducts preventive maintenance and repairs on automotive, light and heavy equipment. Work includes the repair of gasoline and diesel engines, motors, brakes, electrical and hydraulic systems, and tires. The employee exercises judgment in diagnosing malfunctions of vehicles and equipment and determining necessary repairs. The employee is subject to hazards of automotive mechanics including working in both inside and outside environments and exposure to various hazards such as noise, vibrations, moving mechanical parts, electrical currents, dusts, mists, fumes, odors, and oil. Work is performed under regular supervision and is evaluated through observation while in progress and inspected upon completion.

Duties and Responsibilities

Essential Duties and Tasks

- Performs preventive maintenance and repair on a variety of vehicles and equipment including automobiles, tractors, heavy construction equipment, small engines, and landscaping equipment.
- Makes necessary repairs and adjustments, replaces worn or defective parts.
- Performs scheduled preventive maintenance on vehicles and equipment such as tune-ups, checking lights, tires, brake linings, wiper blades, horns, suspensions, etc.
- Operates equipment such as lift jacks, tire changers, air guns, battery chargers, wrenches, cranes, air compressors, welding units, and other hand tools.
- Lubricates, repairs, and replaces parts and filters; cleans and replaces spark plugs, installs radiator hoses, and replaces belts.
- Changes, repairs, and replaces tires; replaces and checks brakes; replaces hoses. Performs work on electrical, exhaust, transmission, brake, and hydraulic systems. Orders, stocks, and maintains accurate inventory of parts and tools.
- Prepares work orders and records of maintenance and repair activities; maintains warranties and other related documents.
- Works with public works crew on various task when needed.
- Inspects driveway aprons, drainage pipe installations, and other public works projects for adherence to specifications and approved plans.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- General knowledge of the methods, tools, parts, and equipment used in the repair of light automotive passenger cars, trucks, and heavy construction and maintenance equipment.
- General knowledge of gasoline and diesel engine operation and repair. General knowledge of electrical, hydraulic, vacuum, and brake systems. Working knowledge of safety hazards and precautions related to the work.
- Skill in the use and the operations of tools and machinery used in automotive repair work. Ability to detect by inspection any worn or broken parts.
- Ability to understand service manuals and schematic drawings. Ability to operate vehicles safely.
- Ability to follow instructions accurately.
- Ability to establish and maintain effective working relationships with coworkers and other departments.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and perform repetitive motions.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or 20 pounds of force constantly to move objects.
- Must possess the visual acuity to perform mechanical non-repetitive work, distinguish the work performed at an arm's reach, and read diagrams and repair manuals.

Desirable Education and Experience

- Graduation from high school supplemented by coursework in mechanical and/or electrical trade skills, and experience in repairing automotive and power driven equipment; or an equivalent combination of education and experience.

Special Requirement

- Possession of a valid North Carolina commercial driver's license.

**Salary Schedule
Village of Clemmons
2015-2016**

GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
10	22,567	23,131	23,695	24,288	24,880	25,502	26,124	26,777	27,430	28,116	28,802	29,522	30,242	30,998	31,754	32,548	33,342
11	23,695	24,288	24,880	25,502	26,124	26,777	27,430	28,116	28,802	29,522	30,242	30,998	31,754	32,548	33,342	34,176	35,009
12	24,880	25,502	26,124	26,777	27,430	28,116	28,802	29,522	30,242	30,998	31,754	32,548	33,342	34,176	35,009	35,884	36,759
13	26,124	26,777	27,430	28,116	28,802	29,522	30,242	30,998	31,754	32,548	33,342	34,176	35,009	35,884	36,759	37,678	38,597
14	27,430	28,116	28,802	29,522	30,242	30,998	31,754	32,548	33,342	34,176	35,009	35,884	36,759	37,678	38,597	39,562	40,527
15	28,802	29,522	30,242	30,998	31,754	32,548	33,342	34,176	35,009	35,884	36,759	37,678	38,597	39,562	40,527	41,540	42,553
16	30,242	30,998	31,754	32,548	33,342	34,176	35,009	35,884	36,759	37,678	38,597	39,562	40,527	41,540	42,553	43,617	44,681
17	31,754	32,548	33,342	34,176	35,009	35,884	36,759	37,678	38,597	39,562	40,527	41,540	42,553	43,617	44,681	45,798	46,915
18	33,342	34,176	35,009	35,884	36,759	37,678	38,597	39,562	40,527	41,540	42,553	43,617	44,681	45,798	46,915	48,088	49,261
19	35,009	35,884	36,759	37,678	38,597	39,562	40,527	41,540	42,553	43,617	44,681	45,798	46,915	48,088	49,261	50,493	51,724
20	36,759	37,678	38,597	39,562	40,527	41,540	42,553	43,617	44,681	45,798	46,915	48,088	49,261	50,493	51,724	53,017	54,310
21	38,597	39,562	40,527	41,540	42,553	43,617	44,681	45,798	46,915	48,088	49,261	50,493	51,724	53,017	54,310	55,668	57,026
22	40,527	41,540	42,553	43,617	44,681	45,798	46,915	48,088	49,261	50,493	51,724	53,017	54,310	55,668	57,026	58,452	59,877
23	42,553	43,617	44,681	45,798	46,915	48,088	49,261	50,493	51,724	53,017	54,310	55,668	57,026	58,452	59,877	61,374	62,871
24	44,681	45,798	46,915	48,088	49,261	50,493	51,724	53,017	54,310	55,668	57,026	58,452	59,877	61,374	62,871	64,443	66,015
25	46,915	48,088	49,261	50,493	51,724	53,017	54,310	55,668	57,026	58,452	59,877	61,374	62,871	64,443	66,015	67,666	69,316
26	49,261	50,493	51,724	53,017	54,310	55,668	57,026	58,452	59,877	61,374	62,871	64,443	66,015	67,666	69,316	71,049	72,782
27	51,724	53,017	54,310	55,668	57,026	58,452	59,877	61,374	62,871	64,443	66,015	67,666	69,316	71,049	72,782	74,602	76,421
28	54,310	55,668	57,026	58,452	59,877	61,374	62,871	64,443	66,015	67,666	69,316	71,049	72,782	74,602	76,421	78,332	80,242
29	57,026	58,452	59,877	61,374	62,871	64,443	66,015	67,666	69,316	71,049	72,782	74,602	76,421	78,332	80,242	82,248	84,254
30	59,877	61,374	62,871	64,443	66,015	67,666	69,316	71,049	72,782	74,602	76,421	78,332	80,242	82,248	84,254	86,361	88,467
31	62,871	64,443	66,015	67,666	69,316	71,049	72,782	74,602	76,421	78,332	80,242	82,248	84,254	86,361	88,467	90,679	92,890
32	66,015	67,666	69,316	71,049	72,782	74,602	76,421	78,332	80,242	82,248	84,254	86,361	88,467	90,679	92,890	95,213	97,535
33	69,316	71,049	72,782	74,602	76,421	78,332	80,242	82,248	84,254	86,361	88,467	90,679	92,890	95,213	97,535	99,974	102,412
34	72,782	74,602	76,421	78,332	80,242	82,248	84,254	86,361	88,467	90,679	92,890	95,213	97,535	99,974	102,412	104,973	107,533
35	76,421	78,332	80,242	82,248	84,254	86,361	88,467	90,679	92,890	95,213	97,535	99,974	102,412	104,973	107,533	110,222	112,910
36	80,242	82,248	84,254	86,361	88,467	90,679	92,890	95,213	97,535	99,974	102,412	104,973	107,533	110,222	112,910	115,733	118,556

VILLAGE OF CLEMMONS
LIST OF CLASSES ARRANGED BY GRADE
2015-2016

GRADE	CLASS PER JOB DESCRIPTION	FLSA Status	MINIMUM	MAXIMUM	POSITIONS
12			24,880	36,759	
13		N	26,124	38,597	
14	Public Works Landscape Assistant	N	27,430	40,527	1
15			28,802	42,553	
16	Public Works Equipment Operator	N	30,242	44,681	6
	Administrative Support Specialist	N			1
	Public Works Landscape Supervisor	N			1
17	Senior Administrative Assistant	N	31,754	46,915	1
18			33,342	49,261	
19	Public Works Assistant Director of Operations	N	35,009	51,724	1
	Stormwater Technician I	N			1
20	Public Works Equipment Services Mechanic	N	36,759	54,310	1
21		N	38,597	57,026	
22	Code Enforcement Officer	N	40,527	59,877	
	Stormwater Technician II				1
23	Village Clerk/Personnel Officer	N	42,553	62,871	1
24	Public Works Director of Operations	N	44,681	66,015	1
	Information Technology Director	E			
25			46,915	69,316	
26			49,261	72,782	
27			51,724	76,421	
28			54,310	80,242	
29	Stormwater Engineer	E	57,026	84,254	0
	Finance Officer	E			1
	Planning and Community Development Director	E			1
30			59,877	88,467	
31	Village Engineer	E	62,871	92,890	0
32	Public Works Director & Village Engineer	E	66,015	97,535	1
33			69,316	102,412	
34			72,782	107,533	
35			76,421	112,910	
36			80,242	118,556	

E = Exempt from Fair Labor Standards Act (FLSA)

N = Nonexempt from FLSA

Village Manager Per Contract

Grades approved 05/08/2015