

RESOLUTION NO. 2023- 12

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ASHLAND CITY UPDATING THE WAGE AND SALARY POLICY: PAYTABLE GOVERNING EMPLOYMENT WITH THE TOWN OF ASHLAND CITY**

**WHEREAS**, the City Council for the Town of Ashland City has previously adopted resolution 2023-06 establishing a Wage and Salary Policy; and

**WHEREAS**, the City Council for the Town of Ashland City wishes to amend the pay table and update the job description for the City Recorder; and

**WHEREAS**, the Personnel System requires that the Wage and Salary Policy shall be updated and approved by the City Council.

**NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE**, that the Wage and Salary Policy and Job Description, attached hereto, is hereby amended, and approved and shall become effective immediately following passage of this resolution.

Adopted this 14<sup>th</sup> day of March, 2023

Voting in Favor 7

Voting Against 0

Attest:

JT Smith  
Mayor JT Smith

Alicia Martin CMFO  
City Recorder Alicia Martin, CMFO



**EXHIBIT II**  
**Town of Ashland City Pay Table**

| Pay Grade | Job Title   |                                       | Pay Range       |          |                |
|-----------|---|---------------------------------------|-----------------|----------|----------------|
|           |   |                                       | Starting Salary | Midpoint | Highest Salary |
| 10        | Public Utilities/Public Works Director              |                                       | \$73,600        | \$86,589 | \$111,483      |
| 9         | Police Chief  | Fire Chief                            | \$65,862        | \$77,484 | \$95,771       |
|           | <del>City Recorder</del>                            | Financial Director                    |                 |          |                |
| 8         | Deputy Fire Chief                                   | Court Clerk                           | \$58,937        | \$69,338 | \$89,273       |
|           | Assistant Police Chief                              | Parks Director                        |                 |          |                |
|           | Building/Codes Official                             | Senior Center Director                |                 |          |                |
|           | Public Utilities/Public Works Assistant Director    |                                       |                 |          |                |
| 7         | Fire Marshal  | Water/Wastewater Plant Chief Operator | \$52,740        | \$62,047 | \$79,886       |
|           | Police Detective                                    | Fire Department Captain               |                 |          |                |
|           | Building Inspector                                  |                                       |                 |          |                |
| 6         | Building Codes Officer                              | <del>City Recorder</del>              | \$47,194        | \$55,524 | \$68,627       |
|           | IT Specialist                                       | Human Resource Specialist             |                 |          |                |
|           | Water/Wastewater Plant Operator III                 | Executive Assistant                   |                 |          |                |
|           | Police Sergeant                                     | Firefighter II/Acting Fire Inspector  |                 |          |                |
|           | Utility/Street Maintenance Supervisor               |                                       |                 |          |                |
| 5         | Accounting Clerk II                                 | Police Corporal                       | \$42,234        | \$49,685 | \$61,411       |
|           | Mechanic II   | Firefighter II                        |                 |          |                |
|           | Water/Wastewater Plant Operator II                  | Police Officer (Certified)            |                 |          |                |
| 4         | Administrative Assistant (Fire)                     | Administrative Assistant (Police)     | \$37,791        | \$44,462 | \$54,955       |
|           | Administrative Assistant (IT/Building and Codes)    | Senior Equipment Operator             |                 |          |                |
|           | Park Maintenance                                    | Mechanic I                            |                 |          |                |
|           | Assistant Senior Center Director                    | Accounting Clerk I                    |                 |          |                |
|           | Water Distribution/Wastewater Collection Specialist | Police Officer (No Cert)              |                 |          |                |
|           | Firefighter I                                       |                                       |                 |          |                |
| 3         | Water/Wastewater Distribution/Collections Assistant | Deputy Court Clerk I                  | \$33,818        | \$39,786 | \$49,177       |
|           | Water/Wastewater Plant Operator I (no license)      | Police Clerk                          |                 |          |                |
|           | Senior Center Program Coordinator                   | Streets Maintenance Assistant         |                 |          |                |
| 2         | Senior Center Activities Coordinator                | Staff Assistant                       | \$30,263        | \$35,602 | \$44,005       |
|           | Judicial Commissioner                               | Reserve Officer                       |                 |          |                |
|           | Part-time Firefighter                               |                                       |                 |          |                |
| 1         | Janitor   |                                       | \$24,234        | \$28,509 | \$35,238       |
| 0         | Reserve Officer                                     | Farmers Market Manager                |                 |          |                |

\* Pay rate for pay grade's 1 & 2 are based on full-time employment.

## **JOB DESCRIPTION**

## **Town of Ashland City City Recorder**

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|                              |                   |
|------------------------------|-------------------|
| <b>CLASSIFICATION TITLE:</b> | City Recorder     |
| <b>DEPARTMENT:</b>           | Finance           |
| <b>REVISION DATE:</b>        | 02/21/2023        |
| <b>REPORTS TO:</b>           | Mayor             |
| <b>EMPLOYMENT STATUS:</b>    | Full Time         |
| <b>FLSA STATUS:</b>          | Non-Exempt        |
| <b>PAY RANGE:</b>            | Pay Grade Level 6 |

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### **JOB SUMMARY**

The primary objective of the City Recorder is to record city business. The position will report directly to the Mayor and City Council. They will be responsible for a broad range of administrative duties and work with all Department Heads.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Keeps minutes and maintains records of the proceedings of the governing body and other meetings such as the beer board, etc. Serves as official custodian of City records.
- Responsible to prepare the agenda for the City Council meetings in consultation with the Mayor, Council members and department heads.
- Maintains/updates Employee Manual online.
- Manages and retains all bids/bid documents.
- Gathers and distributes documentation and information as necessary.
- Responds to routine requests for information from officials, employees, members of the staff, the public or other individuals including but not limited to new media.
- Maintains a comprehensive, current knowledge and awareness of laws and regulations pertaining to the office of city recorder and the council.
- Makes effective oral and written presentations to City Council
- Coordinates writing/maintenance of city resolutions and ordinances.
- Updates job knowledge through training opportunities.
- Assists in maintaining and updating the city website.
- Publishes required advertisements in the general paper of circulation.
- Serves as the Town's Open Records Coordinator and manages this policy as such for any changes/updates.
- Holds the City Seal and certifies documentation as needed.
- Assists with various state and federally funded grants and projects when needed and further maintains any required reporting for the grants.
- Maintains city contracts and/or agreements.
- Assists with annual audit of the town finances.
- Other duties as assigned.

### **QUALIFICATIONS**

- Associates Degree preferred.
- 2 years of administrative experience with a government background preferred.
- May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department.

### **SKILLS AND ABILITIES**

- Understands internal control required by state law and assist department heads to develop, document, implement, and monitor the City's internal control system.
- Must have excellent verbal and written communication skills
- Knowledge and experience with Microsoft Office Suites.
- Ability to maintain a high level of accuracy
- Must have the ability to create and maintain well-written and understandable records.
- Excellent organizational skills
- Excellent inter-personal and customer service skills.
- Ability to work independently and with a group
- Knowledge/ability to learn Tyler software
- Extensive knowledge of the principles and practices of modern municipal accounting, budgeting, and finance, including capital budgeting, cost containment, investment management, cash control, intergovernmental cooperation, and the regulatory/legal environment of municipal organizations
- Ability to instill a sense of customer service and responsiveness throughout the Finance Department
- Must possess excellent analytical and problem solving skills
- Extensive knowledge of modern management principles and practices

### **EQUIPMENT OPERATED**

- Computer, printer, various office machines (phone, calculator, copier, etc.)
- Microsoft Office Suites
- Cell phone

### **WORKING CONDITIONS**

- Working conditions are in an office environment
- Working environment is office setting with some lifting of office supplies weighing up to 20lbs

### **USUAL PHYSICAL DEMANDS**

- Must be able to lift office supplies and materials
- Long hours of sitting with intermittent standing
- Using office equipment and computers

### **EMPLOYEE AWARENESS**

- Implement and assure adherence to The Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to The Town of Ashland City initiative on business ethics and conduct.
- Adheres to federal/state laws and relations regarding MSDA, OSHA and EPA compliance.

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This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel or workload, etc.).

**MANAGEMENT APPROVAL**

\_\_\_\_\_  
Mayor's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**EMPLOYEE UNDERSTANDING AND AGREEMENT**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date