

Spencer County, Kentucky
Ordinance No. 1
Fiscal Year 2009 Series

An Ordinance to Amend the Spencer County Administrative Code

Whereas, the Fiscal Court of Spencer County, Kentucky adopted the Spencer County Administrative Code for its employees, effective January 1st, 2007; and

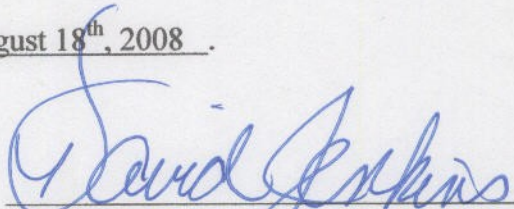
Whereas, the Fiscal Court of Spencer County has determined it necessary to create the new position of Assistant Parks Director, and to amend the job description of the Enforcement Administrator (Class Code 1010) to incorporate new responsibilities;

Now Therefore, Be It Ordained by the Fiscal Court of Spencer County, Commonwealth of Kentucky that the position of Assistant Parks Director (Class Code 1013(2)) is hereby created, and the job description is, as attached, added to Chapter 3 Part II of the Administrative Code; and

Be It Further Ordained by the Fiscal Court that the job description of the Enforcement Administrator (Class Code 1010), as attached, is hereby amended.

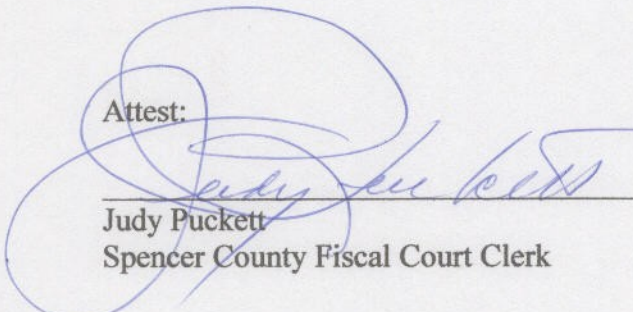
Given first reading and approval on July 21st, 2008 .

Given second reading and adoption on August 18th, 2008 .



David Jenkins
Spencer County Judge Executive

Attest:



Judy Puckett
Spencer County Fiscal Court Clerk

1000 ADMINISTRATIVE DEPARTMENT

Class Title: Assistant Parks Director

Class Code: 1013(2)

Pay Grade: Exempt (Salary)

Characteristics of the Class: Under general direction of the Parks Director, employee will assist in administering and managing parks and recreational programs, and in the absence of Parks Director, serve as liaison between all sports associations' representatives and civic organizations.

Essential Job Junctions: Under the direction of the Parks Director, the employee will assist in managing all fields, existing programs, and facilities; assist in maintenance of facilities and concessions; and in the Director's absence, respond to public inquiries, investigate and resolve disputes; other duties as may be assigned.

Required Knowledge, Skills, and Abilities: Employee must have considerable knowledge of objectives and activities in recreation and parks administration; knowledge of the principles and methods used in organizing and directing recreation activities, knowledge of first aid/CPR methods and necessary safety precautions used in recreation work.

Acceptable Experience and Training: Employee must be have a high school diploma or GED with some computer skills, a valid Kentucky driver's license, and the ability to meet and deal effectively with other. Employee may be expected to provide own insured vehicle for on the job transportation needs, with expenses to be reimbursed by local government, per county reimbursement policies.

1000 ADMINISTRATIVE DEPARTMENT

Class Title: Enforcement Administrator

Class Code: 1010

Pay Grade: Exempt (Salary)

Characteristics of the Class: This position is under direct supervision of the Zoning Administrator. The employee is hired by and responsible to the ~~Planning and Zoning Commission~~. Spencer Fiscal Court. Daily work will be self-directed, involving a high level of independent judgment.

Essential Job Functions: Assisting the Planning and Zoning Administrator in investigating and enforcing violations of the zoning ordinance, subdivision regulations, nuisance and solid waste ordinances and other county regulations. Assisting the Occupational License Administrator in investigating and enforcing violators of the Business License and Occupational Tax Ordinances, and other county regulations and/or ordinances. Investigating complaints; work with the City and County Attorney's, Planning and Zoning Attorney, and Spencer County District and Circuit Courts on court matters, other field investigations or inspections as required to enforce county regulations; answering questions ~~form~~ from the public concerning code requirements. To attend ~~all~~ Fiscal Court meetings, Planning and Zoning meetings and Board of Adjustment meetings as requested. The employee will perform both general administrative tasks in an office environment along with investigations in the field.

Required Knowledge, Skills, and Abilities: Employee must have the ability to read and interpret regulations. Skills at understanding and using maps are essential. Strong oral and interpersonal skills, including skills at conflict resolution, are imperative. The ability to type and use a computer. Employee must be able to operate a motor vehicle. Mobility within construction sites and across undeveloped ground is essential.

Acceptable Experience and Training: Employee must have a high school diploma or GED, and a Kentucky driver's license, ~~and be a resident of Spencer County within six (6) months of employment.~~ . Prior experience in enforcement is desirable, but not required. Vehicle will be furnished ~~through the Planning and Zoning Commission~~ by the Fiscal Court for and during normal business hours. Subject to criminal background check and/or drug testing.

Evaluation: An employee in this position will be place on a ~~twelve (12)~~ three (3) month probationary period commencing with the first day of employment. ~~Evaluations will be conducted on a quarterly basis, subject to the hiring practices and policies of Spencer County.~~ The work week will consist of a maximum of 30 hours, ~~with the specific schedule to be set by the Planning and Zoning Commission.~~