

Spencer County, Kentucky
Ordinance No. 6
Fiscal Year 2013 Series

An Ordinance to Amend the Spencer County Fiscal Court Administrative Code

Whereas, Kentucky Revised Statute Chapter 68, as amended, was created for the purpose of creating a sound and efficient administration of county government; and

Whereas, on September 7, 2011 the Fiscal Court of Spencer County, Kentucky adopted the Spencer County Administrative Code, as Ordinance No. 2 (2012series) pursuant to and as required by KRS Chapter 68; and

Whereas, the Fiscal Court has determined it necessary to amend the Code to reflect changes in personnel;

Now Therefore Be It Ordained by the Fiscal Court of Spencer County, Commonwealth of Kentucky that:

Section One. Chapter Three Personnel Administration Plan II Classification Plan is hereby amended to create the job class title of "Enforcement Administrator" as class code 1010(b) with the following additions:

1. Add "**Pay Grade: Exempt**"
2. Add "**Characteristics of the Class:** This position is under direct supervision of the Occupational Tax Administrator . Daily work will be self-directed, involving a high level of independent judgment."
3. Add "**Essential Job Functions:** 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 Attorneys, County Attorney, and Spencer County District and Circuit Courts on court matters, other field investigations or inspections as required to enforce county regulations; answering questions from the public concerning code requirements. To attend Fiscal Court meetings as requested. The employee will perform both general administrative tasks in an office environment along with investigations in the field."
4. Add "**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.”

5. Add “**Acceptable Experience and Training:** Employee must have a high school diploma or GED, and a Kentucky driver’s license. Prior experience in enforcement is desirable, but not required. Vehicle will be furnished by the Fiscal Court for and during normal business hours. Subject to criminal background check and/or drug testing. The workweek will consist of a maximum of 25 hours.”

Section Two. Chapter Three Personnel Administration Plan II Classification Plan is hereby amended to create the job class title of “Recycling Center Supervisor” as class code 1017 with the following additions:


1. Add “**Pay Grade: \$10.00-\$15.00/hr**”
2. Add “**Characteristics of the Class:** An employee of this class reports to the Superintendent of Buildings, Grounds and Other Properties (Superintendent) and is responsible for day to day operations and supervision of the Spencer County Recycling Center.”
3. Add “**Essential Job Functions:** An employee in this position will supervise and oversee the regular operations of the recycling center. This will include but not necessarily limited to the scheduling and work flow of the recycling center as well as scheduling with recyclers for the pick-up of recyclable materials to be sold and picked up. The supervisor will insure that donated recyclable materials will be sorted into containers, recyclable items from county buildings, and public schools, are picked up on a regular and timely basis. Recyclables from other businesses may be picked up on request and in co-ordination with the Superintendent. The Supervisor will insure that routine cleaning of the recycling buildings grounds and simple maintenance tasks on recycling machines are accomplished.”
4. Add “**Job Related Physical Activity Requirements:** This employee may be required to perform a variety of demanding physical agility tasks during the normal course of the job. The employee may be required to exert up to 50 pounds of force occasionally. Physical activity related to this position may include climbing, stooping, balancing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions. An employee in this position could reasonably anticipate exposure to indoor and outdoor environmental conditions.”
5. Add “**Required Knowledge, Skills and Abilities:** Ability to perform extensive operations involved in recycling materials and maintain the buildings and grounds of the center with little or no supervision. Ability to understand and carry out oral and written instructions.”

6. Add “**Acceptable Experience and Training:** Completion of a standard high school course or G.E.D. or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.”

Section Three. All clerical/technical corrections are to be made in appropriate sections/index of the County Administrative Code to reflect the creation the positions as detailed in Section One and Section Two of this ordinance.

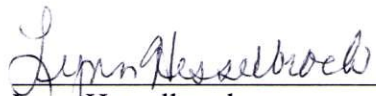
Given first reading and approval on October 1, 2012.

Given second reading and adoption on November 5, 2012.



Bill Karrer
Spencer County Judge Executive

Attest:



Lynn Hesselbrock
Spencer Fiscal Court Clerk