

Town of Georgetown, IN

Ordinance # G-08-02

AN ORDINANCE ESTABLISHING THE TOWN OF GEORGETOWN PUBLIC WORKS DIRECTOR OFFICE

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF GEORGETOWN, INDIANA THAT:

WHEREAS, the Town Council of Georgetown has agreed to create and establish the position of Public Works Director effective January 1, 2008.

WHEREAS, The Town Council of Georgetown seeks to establish the duties and responsibilities for the Public Works Director and set the respective compensation of the position.

NOW THEREFORE BE IT ORDAINED:

SECTION 1. The Town Council of Georgetown establishes the position of the Public Works Director with the general purpose of the position to act as the liaison between the general public and the offices of the Town Council by responding to the needs of the citizens and taking independent actions based on personal judgment in the delivery of services.

SECTION 2. The essential duties and responsibilities for the Public Works Director, under the directions of the Town Council of Georgetown, Indiana, unless a written order of the Town Council provides otherwise, are as follows:


- A. Responsible for the administrative duties of the Town Council.
- B. Attend meetings of the Town Council and recommend actions that are considered advisable.
- C. Hire Public Works Department Employees according to the pay schedules and standards fixed by the Town Council and/or other statute with the approval of the Town Council.
- D. Suspend, discharge, remove, or transfer such Public Works Department Employees as deemed necessary for the welfare of the Town with the approval of the Town Council.
- E. Administer and enforce all ordinances, lawful orders, and resolutions of the Town Council.

- F. See that statues and/or other regulatory issues required to be administered by the Town Council or a Town officer subject to the control of the Town Council are faithfully administered.
- G. Assist with budget estimates and submit them to the Town Council when required.
- H. Work with the Clerk/Treasurer to develop and manage the financial operations of the Public Works Department.
- I. Execute contracts on behalf of the Town for materials, supplies, services, or improvements as set forth in the state statue.
- J. Review and project Town responsibilities and recommend methods to achieve and/or maintain same.
- K. Establish, enforce, and maintain personnel policies and performance standards relevant to the orderly functioning of the operations of the Town.
- L. Perform as special projects officer as directed by the Town Council.
- M. Perform managerial duties for all municipal utilities, street department and other municipal divisions to include maintenance of buildings and grounds as directed by the Town Council.
- N. Perform supervisory responsibilities: coordinating, assigning, and scheduling work tasks, setting performance standards, evaluating achievements of such standards, insuring training and certifications as required, proving job related counseling and developmental guidance.
- O. Perform all other lawful duties as directed by the Town Council.
- P. Perform or delegate the performance of the duties of the Water Operator.

SECTION 3. The Public Works Director shall receive the following Compensation:

- A. Shall receive an annual salary as determined by the Town Council from time to time, with initial annual salary being \$42,148.
- B. Shall receive three (3) weeks vacation per year.
- C. Shall receive unlimited local use of a town vehicle (603), including the privilege to-and-from residence.

Adopted by the Town Council of the Town of Georgetown, Indiana, this 1 day of
January, 2008.



BILLY STEWART, PRESIDENT



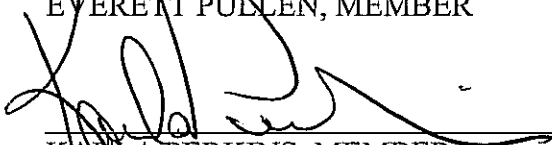
MIKE MILLS, MEMBER



AARON SPIEGEL, MEMBER



EVERETT PULLEN, MEMBER



KARLA PERKINS, MEMBER

ATTEST:



DOUGLAS COOK, CLERK/TREASURER