

THE TOWN OF FOREST HEIGHTS
RESOLUTION 60-13

**A RESOLUTION FOR THE ADOPTION AND APPROVAL OF CERTAIN JOB OR
POSITION DESCRIPTIONS FOR TOWN EMPLOYEES**

Introduced by: Mayor J. Goodall

WHEREAS, pursuant to Section 33-63(e) of the Town Charter, the duties and powers of the Town Administrator shall include service as the personnel officer of the Town and, in this capacity, he shall formulate personnel rules and regulations to be approved by the Mayor and Council and the personnel rules and regulations shall include a pay schedule for each position in the Town service, designation of a classification service to be included in any merit system established by the Council, and position descriptions for all employees; and

WHEREAS, pursuant to Section 2.5.A. of the Town Ordinance Code, the Town Council may, from time to time, by resolution issue such rules and regulations governing: 1) the use of Town property by officers, employees, and volunteers and 2) the compensation, discipline, performance, safety, separation and all other matters pertaining to the employment, supervision or management of the Town's officers, employees, and volunteers, as it deems appropriate; and

WHEREAS, pursuant to Section 3.10 (Job Descriptions) of the Employee Handbook, all positions are defined according to the duties, responsibilities, level of difficulty and the minimum qualification of training and experience and other qualifications felt necessary for entry into the various classes of Town employment; and

WHEREAS, job descriptions assist the Town in establishing goals and setting expectations for employees including expectations of performance established by virtue of identifying the duties and responsibilities required by the job and detailed in the job description; and

WHEREAS, pursuant to the Federal Americans with Disabilities Act ("ADA"), an employer should make certain that the description of physical requirements is accurate, and separates the essential functions of the job from those less so in order to provide people with disabilities with the essentials or with reasonable accommodations of a particular job or position; and

WHEREAS, Federal law requires employers to pay non-exempt employees overtime pay of time-and-a-half for every hour worked over 40 hours a week, and job descriptions must clearly document proper Fair Labor Standards Act ("FLSA") employee classification or status as exempt/non-exempt as defined by the FLSA and by U.S. Department of Labor criteria; and

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WHEREAS, the Mayor and Council find that it is in the best interest of the Town and for the good and efficient government thereof, that certain position descriptions shall be adopted and approved as stated herein below.

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby adopts, and approves the following job descriptions, attached hereto and incorporated by reference herein, for the following named Town positions:

Town Administrator
Town Treasurer
Town Clerk
Administrative Assistant
Chief of Police
Deputy Chief of Police
First Sergeant
Police Officer

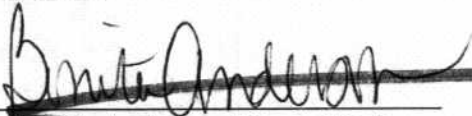
Code Enforcement Officer
Police Clerk
Public Works Supervisor
Public Works Crew Leader
Public Works Crewman I
Public Works Crewman II
Public Works Crewman III
Seasonal Part Time Laborer (PW)

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage.

PASSED this 5th day of August 2013.

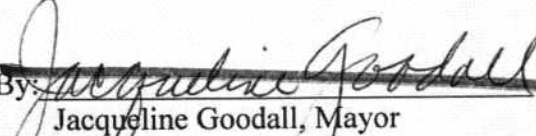
APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

ATTEST:




Bonita C. Anderson, Town Clerk

THE MAYOR AND COUNCIL OF THE
TOWN OF FOREST HEIGHTS, MARYLAND

By: 

Jacqueline Goodall, Mayor

By: 

C. Lynn Smith-Barnes, Council President

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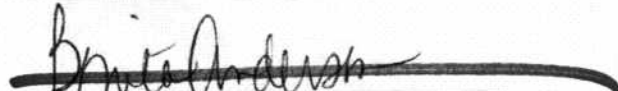
ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

GOODALL	<u>YEA</u>
KENNEDY II	<u>YEA</u>
STONER	<u>YEA</u>
BARNES	<u>YEA</u>
MUHAMMAD	<u>YEA</u>
SMITH-BARNES	<u>YEA</u>
MANN	<u>YEA</u>

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 5th day of August 2013 with 7 Aye votes and 0 Nay, constituting a majority of at least four (4) affirmative votes, the aforesaid Resolution 60-13 passed.


Bonita Anderson, Town Clerk

[Exhibit A- Job Descriptions]