

**Clerk-Treasurer
Town of Beverly Shores
Job Description**

Job Title

Clerk-Treasurer, Elected Town Official

Department

Clerk-Treasurer's Office

Note: The duties of the Clerk-Treasurer must include, but are not limited to, the current statutory requirements set forth by Indiana Code. Such Code, as of April 2011, is attached in the Appendix of this document.

In addition to the statutory requirements, the following duties are to be performed by the Clerk-Treasurer of the Town of Beverly Shores:

Description of Work

General Statement of Duties

- Print, distribute and file accurate financial reports ahead of each monthly Council meeting including, but not limited, to:
 - - Accounts payable register
 - - Revenue Report
 - - Appropriation Report
 - - Fund Report
- Maintain a written record of all receipts and expenditures
- Make all deposits to the bank within a 48 hour period of time of receipt
- Responsible for computing, withholding, and paying payroll and payroll taxes and verifying hours worked and paid time off are properly documented according to State Board of Accounts, Personnel Policy Manual, and Salary Ordinance
- Advertise budget, prepare forms, provide estimates of miscellaneous revenue, June 30 balances, and proposed tax levy.
- Recommend annual budget for Clerk-Treasurer's office and assist Council in establishing annual Town Budget ; Deliver 2 copies of all budget forms to Porter CountyAdminister Approved Budget and advise Council of budget conformance or potential exceedences each month
- Make recommendations to Council regarding transfers of funds or accessing revenue sources so as to be able to timely pay all necessary costs
- Provide report to Town Council ahead of each monthly Town Council meeting reflecting year-to-date expenditures compared to budgeted expenditures
- Prepare special financial reports as requested by Council, for example, but not limited to: Payroll detail, garbage revenue and delinquency reports, etc...
- Supervise part-time employees, interns, and volunteers in Clerk-Treasurer's office
- Dispense public records, Town forms, information regarding Town procedures, and similar services to the public.
- Relay messages to appropriate Town departments
- Maintain normal "public hours" in Clerk's office of at least 20 hours per week in the time frame of 8:30am to 5:00pm Monday through Friday and, at Clerk-Treasurer's discretion, Saturday hours Memorial Day through Labor Day if required to service the residents
- Update, maintain, follow, and administer the Town Policies and suggest appropriate changes to the Town Council

- Work with all department heads to control and manage their budgets within approved spending limits established by the Town Council
- Prepare for and and participate in Council scheduled budget workshops and prepare and distribute all budget schedules approved by the Town Council and according to the schedule required by Department of Local Government Finance
- Comply with the requirements and directives of the State Board of Accounts and Department of Local Government Finance
- Cooperate with the State Board of Accounts during audits

Supervision Exercised

Assistant Clerk-Treasurer, Violations Clerk

Supervisory Duties Exercised

1. Author performance reviews and deliver reviews to employees according to Town Personnell Manual schedule
2. Responsible for time keeping documentation for subordinates, hours worked and on-time performance
3. Ensure compliance with Town employee policies as established in the Personnel Manual

Typical Activities Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- At the close of each month, post and close all records for that month and reconcile bank statements prior to the next scheduled Town Council meeting.
- Attend all Town Council meetings, make a record of the proceedings, prepare and distribute minutes for each meeting at least five (5) days prior to the next Town Council meeting (advanced electronic distribution preferred).
- Make changes to meeting minutes as voted by a majority of Council and distribute final signed amended minutes.
- Maintain and distribute signed ordinances and resolutions.
- Maintain, update, and make available for review by the general public, a book of all ordinances in hard copy and on the Town web site.
- Advertise all public meetings and, as appropriate, requests for proposals, quotes, or bids for all Town work as prescribed by law.
- Order supplies for the office and monitor maintenance of office equipment.
- Maintain a clean and organized work place.
- Pay all approved bills
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- Prepare and file all required reports with State agencies, including mid-year and year end reports with DLGF and Annual Report with State Board of Accounts

Position Requirements

Election by eligible voters.

Recommended Qualifications:

Education

High School education/GED with business and strong background in bookkeeping. A four-year degree is preferred.

Experience

Have two years related experience and/or training, with office experience a plus

Special Knowledge, Skills, or Abilities

- Ability to communicate effectively both verbally and in writing
- Able to demonstrate a high degree of tact, diplomacy and confidentiality
- Ability to use office equipment and computer programs including Microsoft Office programs such as Excel, Word, Email. Willing and able to be trained on Keystone Accounting Program
- Strong organizational skills
- Ability to understand regulatory requirements
- Personnel management and supervision skills
- Ability to understand and conduct broad variety of business transactions
- Financial planning skills

Appendix: Indiana Code Sections Concerning Clerk-Treasurers as of April, 2011

IC 36-5-6-2

Clerk and fiscal officer

Sec. 2. The clerk-treasurer elected under this chapter is both the town clerk and the town fiscal officer.
As added by Acts 1980, P.L.212, SEC.4.

IC 36-5-6-3

Residency; term of office

Sec. 3. (a) The clerk-treasurer must reside within the town as provided in Article 6, Section 6 of the Constitution of the State of Indiana. The clerk-treasurer forfeits office if the clerk-treasurer ceases to be a resident of the town.

(b) Except as provided in subsection (c) or (d), the term of office of the clerk-treasurer is four (4) years, beginning at noon January 1 after election and continuing until a successor is elected and qualified.

(c) The term of office of a clerk-treasurer elected under IC 36-5-1-10.1 following the incorporation of the town:

(1) begins at noon November 30 following the election; and

(2) continues until noon January 1 following the next municipal election scheduled under IC 3-10-6-5 or IC 3-10-7-6 and until the clerk-treasurer's successor is elected and qualified.

(d) The term of office of a clerk-treasurer subject to an ordinance described by IC 3-10-6-2.6 is:

(1) one (1) year if the clerk-treasurer is elected at the next municipal election not conducted in a general election year; and

(2) four (4) years for the successors of the clerk-treasurer described in subdivision (1); beginning at noon January 1 after the clerk-treasurer's election and continuing until the clerk-treasurer's successor is elected and qualified.

(e) The term of office of a clerk-treasurer subject to an ordinance described by IC 3-10-7-2.7 is:

(1) three (3) years if the clerk-treasurer is elected at the next municipal election not conducted in a general election year; and

(2) four (4) years for the successors of the clerk-treasurer described in subdivision (1); beginning noon January 1 after the clerk-treasurer's election and continuing until the clerk-treasurer's successor is elected and qualified.

As added by Acts 1980, P.L.212, SEC.4. Amended by P.L.3-1987, SEC.562; P.L.3-1993, SEC.277; P.L.4-1996, SEC.104.

IC 36-5-6-4

Election

Sec. 4. The clerk-treasurer shall be elected under IC 3-10-6 or IC 3-10-7 by the voters of the whole town.

As added by Acts 1980, P.L.212, SEC.4. Amended by P.L.5-1986, SEC.56.

IC 36-5-6-5

Oaths, depositions, and acknowledgments

Sec. 5. The clerk-treasurer may administer oaths, take depositions, and take acknowledgments of instruments required by statute to be acknowledged.

As added by Acts 1980, P.L.212, SEC.4.

IC 36-5-6-5.1

Office space provided

Sec. 5.1. If office space exists in a building owned or leased by the town, the legislative body shall provide suitable office space for the:

- (1) clerk-treasurer; and
- (2) staff and records of the clerk-treasurer.

As added by P.L.69-1995, SEC.12.

IC 36-5-6-6

Powers and duties

Sec. 6. (a) The clerk-treasurer shall do the following:

- (1) Receive and care for all town money and pay the money out only on order of the town legislative body.
- (2) Keep accounts showing when and from what sources the clerk-treasurer has received town money and when and to whom the clerk-treasurer has paid out town money.
- (3) Prescribe payroll and account forms for all town offices.
- (4) Prescribe the manner in which creditors, officers, and employees shall be paid.
- (5) Manage the finances and accounts of the town and make investments of town money.
- (6) Prepare for the legislative body the budget estimates of miscellaneous revenue, financial statements, and the proposed tax rate.
- (7) Maintain custody of the town seal and the records of the legislative body.
- (8) Issue all licenses authorized by statute and collect the fees fixed by ordinance.
- (9) Serve as clerk of the legislative body by attending its meetings and recording its proceedings.
- (10) Administer oaths, take depositions, and take acknowledgment of instruments that are required by statute to be acknowledged, without charging a fee.
- (11) Serve as clerk of the town court under IC 33-35-3-2, if the judge of the court does not serve as clerk of the court or appoint

a clerk of the court under IC 33-35-3-1.

- (12) Perform all other duties prescribed by statute.

(b) A clerk-treasurer is not liable, in an individual capacity, for any act or omission occurring in connection with the performance of the requirements set forth in subsection (a), unless the act or omission constitutes gross negligence or an intentional disregard of the requirements.

As added by Acts 1980, P.L.212, SEC.4. Amended by Acts 1981, P.L.17, SEC.27; P.L.189-1988, SEC.5; P.L.10-1997, SEC.33; P.L.33-1998, SEC.11; P.L.98-2004, SEC.162.

IC 36-5-6-7

Deputies and employees

Sec. 7. (a) The clerk-treasurer shall appoint the number of deputies and employees needed for the effective operation of the office, with the approval of the town legislative body. The clerk-treasurer's deputies and employees serve at the clerk-treasurer's pleasure.

(b) If a town owns a utility and the clerk-treasurer is directly responsible for the billing and collection of that utility's rates and charges, the clerk-treasurer shall appoint those employees who are also responsible for that billing and collection. These employees serve at the clerk-treasurer's pleasure.

As added by Acts 1980, P.L.212, SEC.4. Amended by P.L.189-1988, SEC.6.

**Assistant to Clerk-Treasurer
Town of Beverly Shores
Job Description**

Job Title

Assistant to Clerk-Treasurer

Department

Clerk-Treasurer's Office

Description of Work

General Statement of Duties

- Assist Clerk-Treasurer in the operations of the Clerk-Treasurer's Office.
- Comply with Clerk-Treasurer's directives.
- Comply with Town policies and follow Personnel Policy Manual

Supervision Received

Clerk-Treasurer

Supervision Exercised

In the absence of The Clerk –Treasurer, will be responsible for the day-to-day operations of the office of The Clerk-Treasurer

Typical Activities Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

- Assist with processing of claims
- Accept, receipt, record, and deposit funds as needed
- Performs payroll and garbage billing as assigned
- Answer phone, reviews and prints e-mails, handles transactions with walk-ins
- Prepare claim forms and perform data entry for all invoices received from various entities, including, but not limited to, electric bills, telephone bills, liability & workers compensations bills, vendors, consultants, and contractors
- Accept, record, and provide appropriate receipts for, payments received
- Provide application forms, accept completed forms and fees, and issue Town Permits in compliance with Town Ordinances and policies
- Prepare Claim Docket for approval by Council and Boards

Position Requirements

Education

High School Diploma, GED with the ability to be bonded

Experience

At least two years related experience and/or training, bookkeeping experience preferred

Special Knowledge, Skills, or Abilities

- Ability to communicate effectively both verbally, in person and by phone, and in writing
- Ability to conduct business transactions with the public
- Strong proofreading skills, with a degree of tact and proven confidentiality
- Ability to use computer, basic accounting and Microsoft office programs preferred

**Street Superintendent
Town of Beverly Shores
Job Description**

Job Title

Street Superintendent

Department

Street Department

Description of Work

General Statement of Duties

Responsible for managing the the Street Department

Supervision Received

Town Council President

Supervision Exercised

Street Department employees, outside contractors and vendors

Typical Activities Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

- Plan, organize, supervise, and inspect the work of employees and/or contractors engaged in street maintenance and repair work
- Organize, assign, and supervise the work of miscellaneous crews performing street tasks
- Requisitions equipment, supplies, and materials within budget; verifies deliveries; inspects items delivered; and manages inventory
- Directs contractors to assigned street jobs
- Presents to Town Council in timely fashion specifications for annual bids for all contracted street services
- Works in cooperation with Town Clerk and Town Council to implement requested street maintenance services and repairs
- Advises Town Council of all dangerous or defective street conditions and suggests corrective action
- Develops annual budget with recommendation for street department repairs/improvements
- Provides ongoing monitoring of budget and advises Town Council of anticipated shortfall or surplus

Position Requirements

Education and/or Experience

High school diploma or General Education Degree (GED); or one to three years related experience with working in Street Department functions

Special Knowledge, Skills, or Abilities

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and maintenance manuals

Valid Indiana driver's license
Must communicate effectively, both verbally and in writing
Ability to work in a collaborative and supportive manner
Knowledge of OSHA requirements
Familiarity with means and methods for maintaining and repairing streets

Physical Requirements

Performs bending, squatting, climbing, twisting, kneeling and reaching, both to ground level and overhead. Holds and grips objects and subject to working in awkward positions and periods of prolonged walking, sitting, or standing.

Working Environment

Primarily outdoors with exposure to dust and pollen. Subject to a variety of extreme weather conditions. Susceptible to mechanical and electrical hazards associated with equipment and wiring. May be exposed to hazardous chemicals and both organic and inorganic fumes and gases. Subject to safety hazards due to traffic, animals or weather conditions. May be exposed to constant and extreme noise.

**Building Commissioner
Town of Beverly Shores
Job Description**

Job Title

Building Commissioner

Department

Building Department

Description of Work

General Statement of Duties

Serve as Zoning Administrator as well as building inspector to enforce compliance with all applicable Town Code and yet-to-be codified ordinance provisions, together with all Town, State and Federal laws and regulations pertaining to the erection, construction, alteration, repair or removal of buildings and other structures in the Town of Beverly Shores or pertaining to the use and occupancy of real estate in the Town.

Supervision Received

Reports to the Town Council and Plan Commission. Determinations reviewable by the BZA

Collaboration Requirements

Works with the Building Site Committee, Building Committee, Plan Commission, and Police Department

Typical Activities Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned. Duties as listed in the Town Ordinances:

- Upon finding that any of the provisions of the Town Code are being violated, he or she shall notify, in writing, the person responsible for the violations, ordering the action necessary to correct the violation, and verify compliance with the order. However, in emergency situations, oral communication may precede written notice;
- Order discontinuance of illegal use of land, buildings, or structures;
- Order removal of illegal buildings or structures or illegal additions or structural alterations;
- Order discontinuance of any violations of the Town Code ; and
- Take any other action authorized by the Town Code to ensure compliance with or prevent violations of the Code. This shall include the:
 - Issuance of and action on certificates of occupancy and maintenance of records thereof;
 - Issuance of all building permits, and inspection of buildings, structures and uses of land to determine compliance with the terms of the Code;
 - Maintenance of permanent and current zoning records, including but not limited to, all

maps, conditional use permits, amendments to the Code, variances, special exceptions, appeals and applications thereof;

- Transmission of written recommendations on all amendments to the Code, special use permits, variances, wetland permits, and subdivisions to the Town Council, Plan Commission, and BZA; and/or
- Performance of other similar administrative duties as permitted by law and are assigned to him or her by the Town Council.
- Communicate and cooperate with Town Attorney, Town Council President, and Town police

The Building Commissioner may act on his or her own authority in approving building permits for certain improvements such as screen porches, decks, garages, sheds, window replacement and remodeling or may, in the discretion of the Building Commissioner, refer applications to the Building Committee

Position Requirements

Be appointed by the Council

Education

The Building Commissioner shall either be a registered architect, registered professional engineer, contractor or other qualified person as determined by the Town Council.

Special Knowledge, Skills, or Abilities

- Critical thinking
- Analytical skills
- Decision making skills
- Good judgment
- Effective public speaking and speaking before Commission, Board, Council, and court
- Ability to read, understand, and enforce Town Code, Ordinances, and building codes
- Ability to interpret information
- Ability to communicate with the public
- Ability to work in a collaborative manner
- Ability to write coherent and complete reports, findings, and orders
- Ability to conduct effective on site and public record investigations
- Ability to read and understand land surveys, construction specifications, and blue prints

**Building Committee Member
Town of Beverly Shores
Job Description**

Job Title

Building Committee Member

Department

Building Department

Description of Work

Supervision Received

Works with the Building Commissioner
Determinations are subject to review by the Board of Zoning Appeals

Typical Duties Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

- The Committee shall: Review and approve applications for Building Permits and advise and assist the Building Commissioner in carrying out his or her duties under the Code. An affirmative vote of the majority of the Committee shall either approve, request further information, or disapprove applications for building permits for new single-family dwellings and any commercial structures.
- Members shall: Attend all regular and special meetings of the Building Committee; Review building permits and applications for permits; and Vote on all necessary matters.

Position Requirements

Appointment by Council

Education

Shall either be a registered architect, registered professional engineer, or other qualified person as determined by the Town Council.

Special Knowledge, Skills, or Abilities

- Critical thinking
- Analytical skills
- Decision making
- Good judgment
- Effective public speaking
- Ability to read and understand Town Ordinances
- Ability to interpret information and documentation
- Ability to communicate with the public
- Ability to work in a collaborative manner

**BZA President
Town of Beverly Shores
Job Description**

Job Title

BZA President

Department

Description of Work

General Statement of Duties

Chairs all meetings of BZA and sets agenda. All duties of other BZA members.

Supervision Received

Chair decisions are subject to vote of full Board
BZA decisions are only subject to review by a court of competent jurisdiction.

Supervision Exercised

Chairs BZA meetings. Supervises Secretary.

Typical Duties Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

- Prepare for, preside over, and participate in regular meetings of the BZA according to Robert's Rules of Order
- Call BZA meetings
- Set meeting agenda
- Call BZA meetings to order
- Cancel meetings when necessary
- Call special meetings as needed
- Participate in hearings, both preliminary and public, in order to make decisions about granting variances, special use permits, appeals, wetland permits-all in accordance with Town Ordinances and state and federal law
- Participates in BZA meetings required by law, and, at the BZA's discretion, attend additional public hearings when it is decided such hearings will be in the public's best interest
- Participates in BZA executive session meetings

Position Requirements

Member of BZA and elected by members annually**Education**

High School Diploma or GED, four year degree preferred

Experience

Should have a basic knowledge of construction and a general understanding of buildings and zoning.

Special Knowledge, Skills, or Abilities

- Critical thinking
- Analytical skills
- Decision making
- Good judgment
- Effective public speaking
- Ability to read and understand Town Ordinances
- Ability to interpret information and documentation
- Ability to be objective and impartial regardless of personal feelings
- Ability to listen to and objectively and impartially evaluate opposing arguments
- Ability to communicate with the public
- Ability to work in a collaborative manner
- People management skills

**Board of Zoning Appeals (BZA) Member
Town of Beverly Shores
Job Description**

Job Title

Board of Zoning Appeals (BZA) Member

Department

Board of Zoning Appeals

Description of Work

General Statement of Duties

Works with the other members of the BZA board, the BZA's attorney, and Building Commissioner to make decisions about applications for variances to Town Ordinances (Code), Special Uses, Wetlands Permits, and on appeals from determinations of Town agencies and officials regarding interpretation of the Town Zoning, Building, and Subdivision regulations, in accordance with Law, the Town Code, and the by-laws established for the Board of Zoning Appeals.

Supervision Received

BZA President as to procedural issues during meetings

The BZA is a *quasi* judicial body and the BZA's decisions are reviewable only by a court of competent jurisdiction.

Typical Activities Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Attends the January meeting, or first meeting of the new year, that is convened for the purpose of reorganization of the Board for the current year
- Participates in officer elections in January to determine whom shall serve for the one (1) year term
- Attends, prepares for, and participates in meetings, as convened by the Chairperson (President)
- In good faith, enters into voice vote on decisions of the BZA
- Should a direct or indirect financial conflict of interest exist, the BZA Member shall recuse themselves for a case under consideration
- Participates in public meetings, in order to receive information and documentation relevant to making decisions about granting variances to the Town Code, special uses, Wetlands Permits, and on appeals from determinations of Town agencies and officials regarding interpretation of the Town Zoning, Building and Subdivision regulations.
- Participates in BZA executive sessions.
- Participate in hearings, both preliminary and final, in order to make decisions about granting variances to the Town Ordinances and making other decisions
- Participate in BZA meetings required by law, and, at the BZA's discretion, attend additional public hearings when it is decided such hearings will be in the public's

best interest

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- Refer to the determinations required by IC 36-7-4-918.5 and Sections 540 – 542 of the Zoning Ordinance

Position Requirements

Must be Appointed

Education

High school diploma or GED, four year degree preferred.

Experience

Knowledge of construction and Town building code preferred.

Special Knowledge, Skills, or Abilities

- Critical thinking skills
- Analytical skills
- Decision making skills
- Sound judgment
- Working knowledge of Town Zoning Ordinances
- Ability to read and interpret information and documentation
- Ability to communicate with the public and other BZA Members
- Effective public speaking skills
- Ability to listen to and understand positions of the parties before BZA
- Ability to be objective and impartial regardless of personal feelings
- Ability and willingness to abide by legal procedural requirements

**Plan Commission President
Town of Beverly Shores
Job Description**

Job Title

Plan Commission President

Department

Planning Department

Description of Work

General Statement of Duties

Same as Plan Commission Member plus prepare agenda, chair Commission Meetings, Supervise Secretary, and sign all Commission documents

Supervision Received

Town Council

Supervision Exercised

Plan Commission Members for procedural matters during Commission meetings;
Secretary

Typical Activities Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned. Duties as listed in the Town Ordinances:

- Prepare for, preside over, and participate in regular meetings of the Town's Plan Commission according to Robert's Rules of Order
- Call Commission meetings
- Draft meeting agenda
- Call Commission meetings to order
- Cancel meetings when necessary
- Work with members to review and recommend changes to the Zoning Ordinance, Zoning Map, and Comprehensive Plan to the Council; approve Subdivisions; and enforce law, ordinance and Commission actions
- Advise the Town Council on issues relating to Town Zoning Code
- Provide Commission budget oversight and communicate with Clerk-Treasurer
Αχτιπελψ Participate in hearings, both preliminary and public, in order to make decisions about granting variances to the Town Ordinances
- Participates in Plan Commission meetings required by law, and, at the Plan Commission's discretion, attend additional public hearings when it is decided such hearings will be in the public's best interest
- Participates in Plan Commission executive session meetings

Position Requirements

Appointment to Commission and elected by majority vote of Commission Members

Education/Experience

High School education or GED, four year degree preferred

Special Knowledge, Skills, or Abilities

- General knowledge of Town, comprehensive plan, municipal organizations, legal requirements, local and regional planning issues.
- Ability to read and understand Town Ordinances and Zoning Code.
- Urban and Regional Planning Experience helpful.
- Ability to deal with people.
- Knowledge of Town background, issues, and concerns.
- Management skill to chair meetings.
- Knowledge of Robert's Rules and Commission By-laws

**Plan Commission Member
Town of Beverly Shores
Job Description**

Job Title

Plan Commission Member

Department

Plan Commission

Description of Work

General Statement of Duties

Review and recommend changes to the Zoning Ordinance, Zoning Map, and Comprehensive Plan to the Council; approve Subdivisions; Enforce Zoning Law and Ordinance and Commission's Decisions and orders; All duties set forth, from time to time, in Town Code Sections 155.029 and 155.032; Attend and participate in Commission meetings

Supervision Received

Plan Commission President for procedural issues.

Typical Activities Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned. Duties as listed in the Town Ordinances:

- Attend, prepare for, and actively participate in all meetings of the Commission
Work with members to review and recommend changes to the Zoning Ordinance, Zoning Map, and Comprehensive Plan to the Council; approve Subdivisions; Enforce Zoning Law, Ordinance, and Decisions and Orders of Commission

Position Requirements

Appointment to Position

Education/Experience

High School education or GED, four year degree preferred

Special Knowledge, Skills, or Abilities

- Ability to read and understand Town Ordinances and Zoning Code.
- Urban and Regional Planning Experience helpful.
- Ability to deal with people.
- Knowledge of Town background, issues, and concerns.

**Town Council President
Town of Beverly Shores
Job Description**

Job Title

Town Council President

Department

Town Council

Description of Work

General Statement of Duties

The same duties of other Council members. In addition, the Council President is the chief executive of the Town and responsible for supervising all of the operations of the Town in compliance with the policies adopted by the Council. Monitor the condition of Town property and propose repairs as needed. Work with the Clerk-Treasurer to insure expenditure of the Town's funds consistent with the budget. Prepares the Agenda for Council meetings; is the presiding officer during Council meetings; acts as chief spokesperson for the Town, including handling of press-related issues signs all contracts, deeds, and other official documents on behalf of the Town; takes emergency action on the Town's behalf when necessary; and makes appointments to Town boards and committees as provided for by law and Town ordinance.

Note: The duties of the Town Council President must include, but are not limited to the current statutory requirements set forth in IC 36-5-2-1, *et seq.*

Supervision Received

Reports to Town Council and Constituents

Supervision Exercised

Appoints and monitors performance of appointed Town Board and Committee members per Indiana law; Supervises and manages all Town executive departments and employees, other than the Clerk-Treasurer's office; and all Town contractors, consultants, and vendors.

Supervisory Duties Exercised

1. Prepare performance reviews and upon approval of the majority of the Town Council, deliver reviews to employees according to the policy manual schedule
2. Responsible for monitoring time keeping documentation for subordinates, hours worked and on-time performance
3. Enforce compliance with Town employee policies as established in the Personnel Manual and Town ordinances

Typical Activities Performed

- Chairs Town Council meetings:
 - o Prepare the meeting agenda
 - o Call meetings to order
 - o Roll Call

- o Presentation of previous meeting minutes
- o Financial Statements
- o Claims
- o Petitions, presentations, or resident comments
- o Officer and committee reports
- o Old business
- o New business
- o Communications
- o Open meeting for public discussion
- o Adjourn

- Serves as spokesperson for the Town
- Meets with press when necessary
- With the Clerk-Treasurer, undertakes the efforts necessary to create and properly maintain a listing of all of the e-mail addresses of residents of the Town who have them
 - Authorizes minor (up to \$500.00) or emergency Town purchases and allocates resources within the approved budget
 - Appoints some members of the Board of Zoning Appeals and Plan Commission
 - Serves as Chairperson of the Safety Board proceedings unless otherwise provided by vote of majority of the entire membership of the Safety Board
 - Participates in Bi-Annual State Board of Accounts audits

Position Requirements

Qualifications

Must be a member of the Council and elected by a majority vote of the members of the Council.

Helpful Knowledge, Skills, or Abilities

Must know how to run a public meeting, abiding by proper rules of order

Ability to communicate with Town Council, other governmental and private entities, groups, and residents.

Critical thinking skills

Analytical skills

Decision making skills

Management skills

Sound judgment

Effective public speaking

Ability to read and understand Town Ordinances

Ability to work in a collaborative manner

**Town Council Member
Town of Beverly Shores
Job Description**

Job Title

Town Council Member

Department

Town Council

Description of Work

General Statement of Duties

The Council, as the Town's fiscal and legislative body, is responsible for supervising and directing the Town's business, development, policies, and services. It oversees the Town finances. Council action requires a majority vote of its members and in the event of a tie vote, the Clerk-Treasurer casts the tie-breaking vote. Each Council member has the duty to participate in all Council meetings and fulfill their assignments as liaisons to or members of other Town agencies and departments.

Note: The duties of the Town Council Members must include, but are not limited to the current statutory requirements set forth in Indiana Code, Title 36, Article 5, Chapter 2 (IC 36-5-2-1, *et seq*).

Supervision Received

Residents of the Town of Beverly Shores

Supervision Exercised

Town agencies and departments other than Clerk-Treasurer's office.

Supervisory Duties Exercised

1. Conduct performance reviews for department heads and upon approval of the majority of the Council deliver reviews to department heads according to the Personnel Policy Manual schedule.
3. Enact appropriate personnel policies for Town employees and volunteers.

Typical Activities Performed

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- Meets with citizens, businesses and neighborhood groups to help resolve issues
- Attends and prepares for regular and special meetings of the Town Council
- Accepts and fulfills department liaison positions and other special positions as needed
- Help prepare the Town's annual budget
- Propose, discuss, and vote on motions, resolutions, and ordinances during Council meetings
- With the Clerk-Treasurer's assistance, monitor compliance with the budget and propose changes to the budget as appropriate
- Monitor the Town's finances and the use and condition of the Town's property, including streets
- Nominate residents for positions on Town boards and committees

Position Requirements

Qualifications

Be elected. Council member must declare a political party affiliation, if any, when he/she files

to run for office. Upon election in November, he/she is sworn in before the first meeting of the New Year following the election, beginning a four year term.

Helpful Knowledge, Skills, or Abilities

Ability to communicate with the public and other Council members

Ability to interpret information

Critical thinking skills

Analytical skills

Decision making skills

Sound judgment

Effective public speaking

Ability to read and understand Town Ordinances

Ability to work in a collaborative manner

**Park Board President
Town of Beverly Shores
Job Description**

Job Title

Park Board President

Department

Park Department

Description of Work

General Statement of Duties

Same as other Park Board members; organize, chair, and facilitate meetings, projects, and events; draft agendas; Supervise Secretary; monitor compliance with budget and work with Clerk-Treasurer on financial matters; sign Park documents.

Supervision Received

Town Council

Supervision Exercised

Park Department Employee and Secretary

Typical Activities Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned. Duties as listed in the Town Ordinances:

- With other members, prepare and submit annual park budget to Town Council
- With other members, establish and promulgate rules for the use of the beaches and park by public
- Prepare agendas and run regular Park Board meetings and special meetings according to Robert's Rules of Order
- Meet with Clerk Treasurer on a regular basis regarding fiscal matters of the Park Board
- Attend Town Council meetings when necessary

Position Requirements

Appointed to Board and Elected by majority vote of Board members

Education/Experience

High School Diploma or GED, four year degree preferred

Special Knowledge, Skills, or Abilities

- Must be able to run a public meeting abiding by proper rules of order
- Knowledge of town park and beaches (preferred)
- Knowledge of appropriate maintenance practices (preferred)
- Ability to communicate with town counselors, groups, and residents
- General knowledge of budgeting and contracting
- Flexible schedule allowing for volunteer commitments on projects and events

Park Laborer
Town of Beverly Shores
Job Description

Job Title

Park Laborer

Department

Park Department

Description of Work

General Statement of Duties

This position is part-time for the Park Department and part-time for the Street Department. Park duties include mowing and minor grounds, facility and equipment maintenance.

Supervision Received

Park Board President, Street Superintendent

Supervision Exercised

N/A

Typical Activities Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned. Duties as listed in the Town Ordinances:

- Mowing and maintaining Town parks.
- Minor maintenance of Park facilities, i.e. repairing fences, signs, etc.
- Prepares park properties in spring for warm season and fall for winter season.

Position Requirements

Education

High School Diploma or GED

Experience

Equipment repair and maintenance

Special Knowledge, Skills, or Abilities

- Proper procedures for mowing and maintaining turf in park.
- Ability to make minor repairs to park equipment (mowers, trimmers, etc.).
- Knowledge of use of equipment for park maintenance.
- Ability to work outside in elements for extended periods of time.
- Must have sufficient physical strength and ability to lift, move, and carry objects weighing up to 60 pounds.
- Must wear proper safety equipment as determined by work to be performed.
- Must be self-starter and work well and complete duties without supervision

**Park Board Member
Town of Beverly Shores
Job Description**

Job Title

Park Board Member

Department

Park Department

Description of Work

General Statement of Duties

Working board member position requiring volunteer time for meetings, projects, and events.

Supervision Received

Town Council

Supervision Exercised

As the Board, and not individually, Park Department Employee and Secretary

Typical Activities Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned. Duties as listed in the Law and Town Code:

- With other members, prepare and submit annual park budget to Town Council
- With other members, establish and promulgate rules for the use of the beaches and park by public
- Prepare for, Attend, and Participate in monthly and special meetings
- Volunteer duties as determined
- Promote recreation opportunities within the Town
- With other members, develop and maintain existing park and Town beaches
- With other members to establish rules for the use of the beaches and park by the public

Position Requirements

Appointed to Position

Education/Experience

High School Diploma or GED

Special Knowledge, Skills, or Abilities

Knowledge of Town park and beaches (preferred)

Knowledge of appropriate maintenance practices (preferred)

Ability to communicate with Town counselors, groups, and residents

General knowledge of budgeting and contracting

Flexible schedule allowing for volunteer commitments on projects and events

**Parking Enforcer
Town of Beverly Shores
Job Description**

Job Title

Parking Enforcer

Department

Clerk-Treasurer's Office or Town Council

Description of Work

General Statement of Duties

Enforce Town Code provisions regarding parking. File appropriate reports with other governmental agencies regarding overdue parking tickets.

Supervision Received

Clerk-Treasurer or Town Council

Typical Activities Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

- Identify vehicles in violation of parking codes.
- Write warnings and citations for illegally parked vehicles.
- Process appropriate paperwork necessary for the record keeping for parking violations.
- Monitor level of supplies used and ask Clerk-Treasurer to reorder as needed within budget.
- Data entry and filing.

Position Requirements

Education/Experience

High School Diploma or GED, previous parking enforcement experience preferred

Special Knowledge, Skills, or Abilities

- Ability to walk or stand for extended periods of time.
- Time-Management skills
- Valid Driver's License
- Ability to communicate with Town Council, groups, and residents.
- Works well under pressure
- Word processing skills
- Record keeping skills

Working Environment

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

**Secretary to Commissions and Boards
Town of Beverly Shores
Job Description**

Job Title

Secretary

Department

Plan Commission, BZA, Building Committee, and Park Board

Description of Work

General Statement of Duties

The established Commissions and Boards of the Town of Beverly Shores shall annually appoint, by a majority vote of the Commission or Board Members, a Secretary. The Secretary may be a member of the Commission or an employee of the Town. The service shall be from the date of appointment through December 31st of each year appointed, unless earlier termination by a majority of the members of the commission or Board, or by resignation.

The Secretary provides notices of and attends all Commission, Committee, and BZA meetings, records and completes minutes of meetings, receives and maintains documents and other evidence accepted by the Commission, Committee, or Board at meetings, maintains all records of the Commission, Committee, and BZA, forwards Commission, Committee, and Board resolutions, decisions, and communications to Clerk-Treasurer with a copy of all Commission, Committee, and BZA actions, and performs other functions assigned by the Commission, Committee, or BZA President.

Supervision Received

President and, in his/her absence, Vice-President of Commissions and BZA.

In the case of the Building & Site Committees, the Secretary shall report to the Building Commissioner.

Typical Activities Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned. Duties as listed in the Town Ordinances:

- Record all official actions or activities of the Commission, Committee, or Board.
- Attest, and as necessary, certify all records and documents of the Commission, Committee, or Board (511.3).
- Record and take notes at Commission, Committee, or Board meetings. Records shall reflect members present, each question considered, brief description of discussion regarding the question, the vote of each member on each question, members absent or members not voting.
- Tape record each meeting and take hand-written notes.
- Label each tape with meeting date; maintain tapes.
- Transcribe meeting notes into minutes and retain such for subsequent meetings.
- Submit electronic versions of *draft minutes* to Commission, Committee, or Board members within ten (10) calendar days.
- Upon receiving comments from the members, revise draft minutes to reflect changes and re-submit to members within ten (10) calendar days.
- Present previous meeting's minutes to the members at the next subsequent meeting for approval.
- Provide a hard copy of the minutes and eight (8) copies for the public at the next public meeting.

- Upon approval, seek President's signature, attested by the Secretary, on all records, minutes, resolutions, and decisions.
- File permanent records of all minutes, resolutions, decisions, and other records at the Town Hall, along with any documentation relating thereto on ordinances and meetings (515.5) for Commissions, Committees, or Boards.
- Assist in the discharge of the duties of the applicable Commission, Committee, or Board (532) for which the Secretary has been appointed.
- Accept and retain all official records and other documentation received by the Commission, Committee, or Board in an orderly and secure manner so that records are readily retrievable and safe from damage or destruction.
- Provide members with copies of such records or documents, furnish copies to other Town Officials, employees, and the Town Attorney or other authorized representatives as requested.
- Post, and as necessary, advertise notices of meetings.
- Conform to all work rules, policies, and procedures of the Town of Beverly Shores.

On behalf of the Town Clerk-Treasurer and Commission/Committee/Board the Secretary shall:

- Maintain a current and historical file of minutes and agendas for each public meeting.
- Maintain current list of members, including addresses, phone numbers, and email addresses of each Commission or Board.
- Advertise, post meeting times and agendas and post for public hearings according to State law/ Town Ordinance.
- Provide file of all minutes and agendas to Town Clerk-Treasurer when service is terminated for any reason.
- Provide all audio tapes recorded (and attested approved minutes) to Town Clerk-Treasurer within ten (10) calendar days after minutes for applicable meeting have been approved.
- Prepare, in cooperation with and direction of the Commission, Committee, or Board President or his/her designee, official documents including, but not limited to, resolutions, ordinances, decisions, advertisements, communications, agendas, and public notifications in accordance with State Statute and Town Ordinances.
- Assist in codification and codification updates as required.
- The Building & Site Committees' Secretary shall maintain list of "registered contractors".
- For the Plan Commission and BZA, maintain zoning ordinances in up to date and organized manner and provide updated "binder" of zoning ordinances each January and July (twice annually) to Commission members & Town Clerk-Treasurer (may update and organize existing members binders).
- May contact petitioners as instructed by Commission President/Building Commissioner, ensuring procedures are known to petitioners and that fees are collected per Town Ordinance.

Position Requirements

Education/Experience

High School education or GED preferred. Prior experience in administrative duties a plus.

Special Knowledge, Skills, or Abilities

- Strong organizational skills
- Computer savvy in Microsoft Word
- Knowledge of computers to maintain his/her own home computer and access to Internet and email
- Ability to keep accurate notes, author clear and accurate meeting minutes
- Ability to read and understand Town Ordinances

- Willingness to work within the budget
- Availability and dependability to work according to the schedule of the Commission, Committee, or Board
- Ability to deal with people
- Knowledge of Town background, issues, and concerns preferred
- Good record keeping ability
- Ability to work well and complete tasks without supervision

*Town shall supply office equipment, tape recorder, copy machine and office supplies access as needed and in accordance with Town budget. The Secretary shall access supplies and equipment during office hours posted and maintained by the Town Clerk-Treasurer.

**Street Department Laborer
Town of Beverly Shores
Job Description**

Job Title

Laborer

Department

Street Department

Description of Work

General Statement of Duties

Responsible for repair and maintenance of Town streets and property, mowing right-of ways and Town grass

Supervision Received

Street Superintendent

Supervision Exercised

None

Typical Activities Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned by Street Superintendent.

- Operates tractors, mowers, backhoes, dump trucks, and other equipment
- May perform routine maintenance of Town equipment and vehicles
- Performs physical labor for extended periods of time under all weather conditions
- Rakes and removes leaves and brush from public areas
- Removes and/or trims trees from public areas
- Operates a variety of hand and power tools in completion of assigned tasks
- Assists in all Street Department projects as required
- Performs all duties in accordance with applicable department safety procedures
- Wears assigned Personal Protective Equipment

Position Requirements

Education and/or Experience

High school diploma or General Education Degree (GED)

Special Knowledge, Skills, or Abilities

Exhibit ability to follow oral and written instructions

Ability to work and complete tasks without supervision

Perform required duties competently alone or as a member of a work crew

Communicate effectively and courteously with co-workers and the general public

Possess general knowledge of Street Department policies and procedures for street repair and maintenance and the installation, maintenance, and safe operation of assigned equipment

Must have sufficient physical strength and ability to lift, move, and carry objects weighing

up to 60 pounds, without assistance
Valid Indiana driver's license, CDL if required
Ability to work in a collaborative manner

Physical Requirements

Performs bending, squatting, climbing, twisting, kneeling and reaching, both to ground level and overhead. Holds and grips objects and subject to working in awkward positions and periods of prolonged walking, sitting, or standing.

Working Environment

Primarily outdoors with exposure to weather, dust and pollen. Subject to a variety of extreme weather conditions. Susceptible to mechanical and electrical hazards associated with equipment and wiring. May be exposed to hazardous chemicals and both organic and inorganic fumes and gases. Subject to safety hazards due to traffic, animals or weather conditions. May be exposed to constant and extreme noise.

**Town Marshal
Town of Beverly Shores
Job Description**

Job Title

Town Marshal

Department

Police

Description of Work

General Statement of Duties

The purpose of this position is to ensure the smooth operation of the Police Department by providing administrative procedures and guidance as well as exercising executive authority to implement such procedures as are necessary for the good of the department.

Supervision Received

Town Council

Supervision Exercised

Chief Deputy, Deputies, Sergeant, Violations Clerk, and all operations of the Police Department.

Supervisory Duties Exercised

1. Monitor performance of subordinates for compliance with Indiana Police Standard Operating Procedures, Department policies, and Marshal's orders.
2. Issue orders regarding department operations as deemed appropriate.
3. Author performance reviews and deliver reviews to employees .
4. Responsible for scheduling and monitoring time keeping documentation for subordinates.
5. Ensure compliance with State mandated training requirements for all sworn members of the police department retaining police certification.

6. Impose discipline on subordinates as deemed appropriate.

Typical Activities Performed

Implement Indiana Police Standard Operating Procedures; schedule work hours for subordinates; review subordinates reports; supervise investigations of serious offenses; assist the Violations Clerk in attempts to collect fines; consult with Town Attorney as appropriate; report to Council when requested; monitor maintenance of department vehicles and equipment; respond to citizen complaints regarding members of the department; and assist in preparing the annual department budget.

Education/Experience

Indiana Law Enforcement Academy certified and 5 years of active police service. Annual State mandated training to remain certified. Effective police supervision experience required.

**Chief Deputy Marshal
Town of Beverly Shores
Job Description**

Job Title

Chief Deputy Marshal

Department

Police

Description of Work

General Statement of Duties

Assists Town Marshal and performs Marshal's duties in his absence; performs duties of a Deputy Marshal when not acting in a supervisory capacity..

Supervision Received

Reports to the Town Marshal

Supervision Exercised

Supervises Sergeant and Deputies in the absence of the Town Marshal

Typical Activities Performed

Same as Marshal in Marshal's absence; Same as Deputy Marshal when not acting in a supervisory capacity.

Position Requirements

Education/Experience

Indiana Law Enforcement Academy certified and 5 years of active police service. Annual State mandated training to remain certified.

**Police Sergeant
Town of Beverly Shores
Job Description**

Job Title

Sergeant

Department

Police

Description of Work

General Statement of Duties

Same as Deputy Marshal and, in the absence of the Marshal and Chief Deputy, the duties of the Marshal.

Supervision Received

Reports to the Town Marshal or Chief Deputy

Supervision Exercised

Supervises Deputies in absence of Chief Deputy and Town Marshal.

Typical Duties Performed

Same as Deputy Marshal plus, in the absence of the Marshal and the Chief Deputy, the typical activities of the Marshal.

Position Requirements

Education/Experience

Indiana Law Enforcement Academy certified and 5 years of active police service. Annual State mandated training to remain certified.

**Violations Clerk
Town of Beverly Shores
Job Description**

Job Title

Violations Clerk

Department

Police

Description of Work

General Statement of Duties

Performs administrative duties in regards to collecting fines for ordinance violations.

Supervision Received

Reports to the Town Marshal

Supervision Exercised

None

Typical Activities Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Run license plates to gain detailed information (i.e. name and address) about violators.
- Mail letters to violators to demand payment.
- Keep track of payments received and create written reports tracking same.
- Respond to calls and questions from violators regarding payment
- Perform other related administrative tasks assigned by the Marshal.

Position Requirements

Education

High School education or GED required but business school is preferred.
Clearance from Indiana Data and Communications System (IDACS)

Special Knowledge, Skills, or Abilities

- Critical thinking skills
- Analytical skills
- Decision making skills
- Good judgment
- Conflict resolution skills
- Ability to interpret information
- Ability to communicate with the public
- Ability to work in a collaborative manner
- Computer skills, specifically Microsoft Office Suite

**Town Attorney
Town of Beverly Shores
Job Description**

Job Title

Town Attorney

Department

Legal

Description of Work

General Statement of Duties

Provides legal representation and consultation to Town officials, boards, committees, and employees. Consults for Town Council and the Town of Beverly Shores

Supervision Received

Town Council

Typical Duties Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

- AProvides advice and consultation dvises in on all legal issues for the Town
- EReviews and monitors nsures that all decisions and actions of the Council, Clerk-Treasurer, Town made by the boardboards and committees, and Town employees for compliance with will follow all applicable federal laws, regulations, and ordinances
- Attends Council, board, and committee meetings and other special meetings as required
- Ensures that everyone is being treated equally within the law
- Drafts legal documents
- Interprets laws, rulings and regulations for the Town
- Advises Council on budget and financial issues

Position Requirements

Education

Requirements include Jurist Doctorate (JD) degree or equivalent from the American Bar Association, an accredited law school and licensed to practice law in the State of Indiana, including all state and federal courts. Ability to practice law in the State of Indiana.

Experience

At least Sseven years minimum experience in practicing law, local government representation experience preferredknowledge of legal codes, law, ordinances, court proceedings, and court procedures

Special Knowledge, Skills, or Abilities

Thorough knowledge of federal, state, and local laws, rules, regulations, and ordinances

affecting the Town and its operations. Prior litigation experience preferred. Drafting ordinances and policies. Ability to explain complicated legal matters in laymen's terms. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for service, and evaluation of customer satisfaction.

Proven confidentiality record, must be a self-starter with organizational skills.