



TO: City Council members

FROM: Sharr Pechac, Human Resources Director

CC: Mayor Kerry Thomson, Deputy Mayor Gretchen Knapp, Controller Jessica McClellan, and Council Administrator Stephen Lucas

DATE: June 12, 2024

SUBJECT: Amendment to 2024 Salary Ordinance 23-25 for Appointed Officers, Non-Union, and AFSCME Employees

Ordinance 23-25 sets the pay grades and salary ranges for Appointed Officers, Non-Union, and AFSCME Employees. Ordinance 2024-15 proposes to amend this salary ordinance by adding one position and amending the Pay Grade structure.

The requested new position is explained below. Consistent with past practice, the grade classification was determined in the same manner as has been done in the past through the job evaluation committee.<sup>1</sup> The estimated fiscal impact is included. The fiscal impact for the new position includes the salary (budgeted at the midpoint of the pay range), a flat amount for benefits, retirement contributions, and taxes.

### **NEW POSITION**

**The Clerk’s Office requests a new Deputy Clerk for Communications and Outreach (Grade 7).** This new position, requested specifically by the City Council, will direct, organize, and execute a comprehensive communication strategy focused on supporting City Boards and Commissions. The intent is to professionalize communication, develop and provide clearer training for new members, and overall increase citizen engagement on City Boards and Commissions. The fiscal impact is expected to be \$87,998.77.

### **PAY GRADES**

Additionally, we request that the existing 12-grade Pay Grade structure for Non-Union employees be replaced with an expanded 14-grade Pay Grade structure. This expanded structure was recommended as part of the Classification and Compensation Study conducted in 2023 in order to relieve pay compression between mid-level employees and their supervisors, as well as to better differentiate between grades.

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<sup>1</sup> The job evaluation committee evaluates a job using seven criteria. Points are assessed in each category, and a grade is assigned based on the cumulative score.

**POSITION DESCRIPTION**  
**CITY OF BLOOMINGTON, INDIANA**

**POSITION:** Communications and Outreach - Deputy Clerk  
**DEPARTMENT:** Clerk's Office  
**JOB GRADE:** 7  
**FLSA:** Exempt  
**EEO4 Code:** Paraprofessional

Incumbent serves as Communications and Outreach - Deputy Clerk for programs in the Office of the City Clerk in order to assist the Clerk in the completion of their duties. This position envisions, organizes, and executes a comprehensive communication plan focused on supporting City Boards and Commissions. The intent is to professionalize communication, develop and provide clearer training for new members, and overall increase citizen engagement on City Boards and Commissions, This position is required to take an oath of office and is empowered to serve as Clerk in his/her absence.

**1. DUTIES:**

*This job description is illustrative only and is not a comprehensive listing of all job functions performed. The following are essential duties for this position, performed with or without reasonable accommodation:*

**Essential (primary)**

Develops and executes a comprehensive Training Program to professionalize the recruitment, onboarding, and maintenance for Boards and Commissions, support staff who work with these entities.

Actively seek to recruit new members for City Boards and Commissions. Creates new pathways to distribute information to the community and broader public through multiple channels regarding engagement opportunities.

Develops and executes a comprehensive Communication Strategy, which includes: Writing, editing, and directing the distribution of news releases, council materials, public notices, and other publicly available documents. Identifies and implements new opportunities for communicating messages to members of the public. Responds to official requests for information often independently, but at times in consultation with the Clerk and other departments. Builds consensus in standardizing policies and procedures, and must make the final decision where consensus cannot be reached.

Serves as project manager to synthesize projects, plans, and actions of the Council.

Develops talking points for clerk appearances, and participates in drafting of speeches and other presentations. Along with developing audio/visual presentations. Works with the Clerk to draft or review minutes, correspondence, press releases, and speeches.

Serves as a spokesperson for the Clerk.

Solicits and compiles collected information for the Office of the City Clerk to present to City Council and other staff. Develops a plan to assemble, catalog, and preserve council records of information across various formats by managing the entire collection into one comprehensive and accessible format.

Develops and maintains accessible, retrievable computer archives and databases, incorporating current advances in electric information storage technology.

Serves as a representative of the State of Indiana as satellite Voter Registration office, accepting completed voter registration forms and forwarding them to appropriate State office in accordance with statutory requirements.

Regularly reviews and interpret policies, as well as develop new policies to follow.

**Non-Essential (secondary)**

Serves as Acting Clerk when the Clerk and Chief Deputy Clerk are away.

Attends various professional seminars, workshops, and conferences, as required. Earns state certification (Indiana Accredited Municipal Clerk or IAMC) within three (3) years of hiring.

Attends Common Council meetings, committee meetings, and Council/Staff briefings and prepares minutes and other records for the same.

Assists with parking ticket appeals. Being able to research the city code, state code, and occasionally relevant case law is frequently necessary.

Helps to schedule, coordinate, and perform weddings. Provides preliminary information regarding preparations, planning, ceremonies, requirements and other logistics.

Assists with preparation and administration of the Clerk's annual budget.

Assists in the recruitment, hiring, training, and supervision of office intern(s). This includes job posting, applicant review, interviewing, and supervision.

Performs related duties as assigned.

## **2. JOB REQUIREMENTS:**

Minimum knowledge equivalent to a Bachelor's Degree in Marketing, Communications, Public Relations, or related field. Master's degree or equivalent, preferred.

Minimum experience equivalent to three years in an office setting.

Experience working in partnership with local residents and community organizations.

Effective communication, both in person and in writing.

Ability to manage a wide array of tasks and projects, along with organization and planning skills.

Knowledge of municipal operations and of governmental processes, officials and roles.

## **3. LEVEL OF SUPERVISION AND RESPONSIBILITY:**

### **Received**

Incumbent performs duties within broad objectives and in conjunction with statutory guidelines that have a major impact on overall City projects and operations. Work is generally only reviewed occasionally and only for meeting the objectives by the City Clerk.

Reports to the City Clerk.

### **Exercised**

Incumbent performs duties within general supervisory objectives and boundaries. It requires considerable independent judgment, where the incumbent applies a wide scope of knowledge of law and policy to problems to accomplish Clerk objectives. Work product, which must be well-written, well-reasoned, and prudent, may result in significant consequences and contributions.

Position is highly visible in dealing with community members and some material generated by the incumbent may experience wide public circulation. As such, the incumbent's work may have a significant impact on the image of the City Clerk and City in general.

#### **4. DIFFICULTY OF WORK:**

Incumbent performs duties in a high profile, modern office environment, that of the office of an elected official. Regular evening work with unpredictable hours is regularly required. Much of the work is substantially complex and requires a good deal of analytic ability.

Precision, accuracy, and attention to detail is essential. Record keeping must be impeccable.

The incumbent must exercise discretion and maintain composure when handling community members who may be upset at the actions of the city. Independent judgment is required in determining appropriate response to inquiries and complaints by residents.

The incumbent is required to be available at times during the weekends and have the ability to adjust hours to accommodate the needs of the position.

#### **5. PERSONAL WORK RELATIONSHIPS:**

Incumbent initiates and requires constant contact with City Council members, local organizations, media, and members of the general public. Contact occurs during varied situations and circumstances, often requiring tact and use of mediation skills to gain cooperation in the face of differences of opinion.

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File location: