



City of Holly Springs

Date: Monday, July 27, 2020

Location: 3235 Holly Springs Parkway

Holly Springs Finance Committee Agenda 5:30 p.m., Public Safety Conference Room

I. CALL TO ORDER

II. NEW BUSINESS

- A. Discuss Chapter 6 – Alcoholic Beverages, Article II - Licenses, Section 6-36, Location of Businesses-Districts Where Permitted, of the Code of the City of Holly Springs, Georgia

Presented By: Karen Norred, City Clerk/HR Director

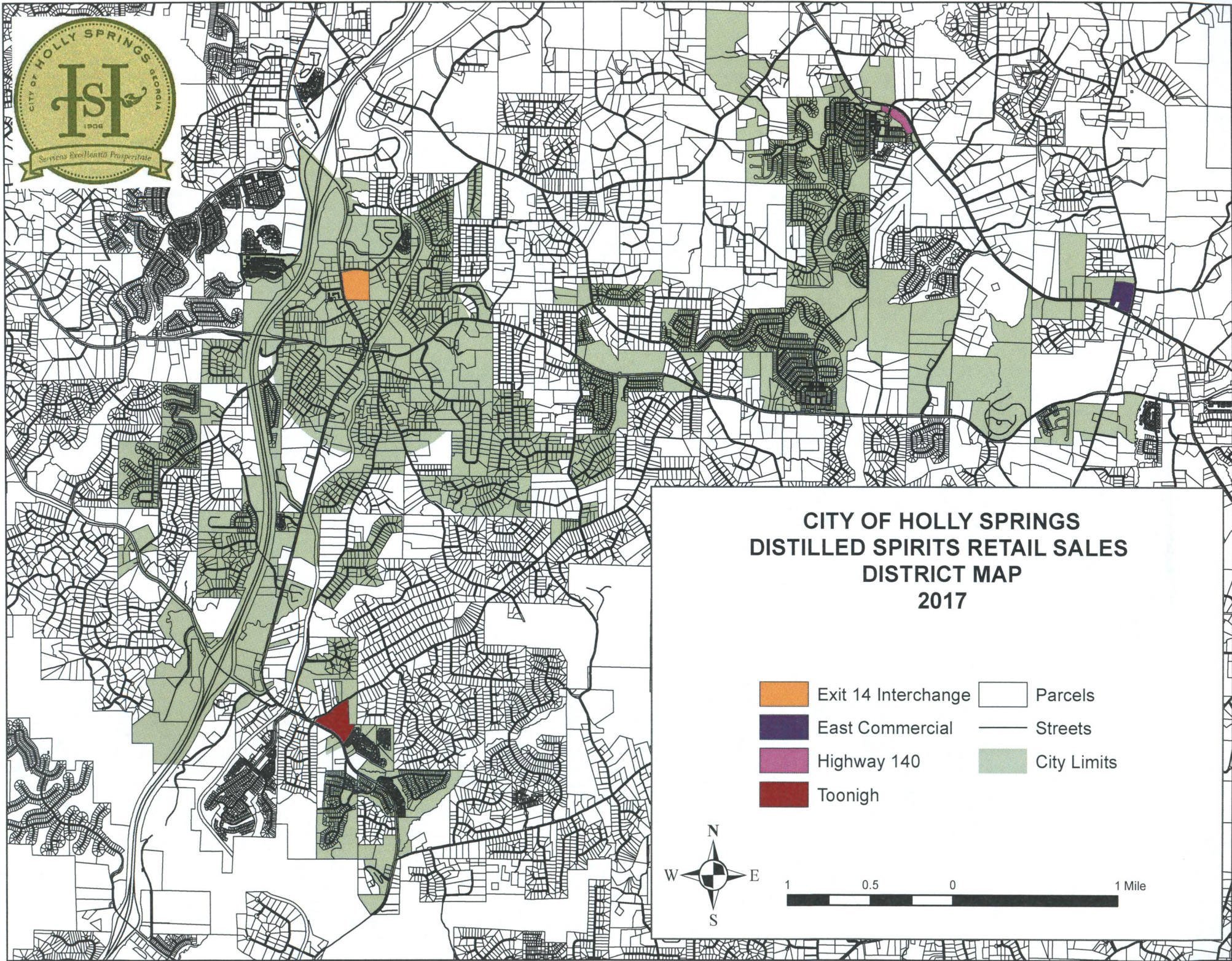
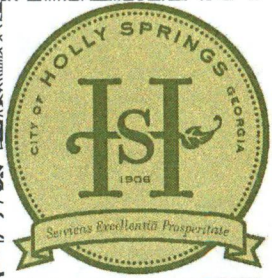
- B. Discuss update to City of Holly Springs Personnel Manual

Presented By: Karen Norred, City Clerk/HR Director

- C. Discuss Special Projects Coordinator position

Presented By: Karen Norred, City Clerk/HR Director

III. ADJOURNMENT



CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

- 1. Job Title: Special Project Coordinator**
- 2. Department: Administration** **Division: N/A**
- 3. FLSA Classification: Non-Exempt** **Pay Grade: 12**

B. INTRODUCTORY STATEMENT

This position is responsible for coordinating and administering special projects for the Mayor.

C. ESSENTIAL JOB FUNCTIONS

1. Coordinates the implementation of various projects.
2. Monitors progress of projects to ensure milestones and deadlines are met.
3. Identifies and reports any issues related to project implementation in a timely manner.
4. Communicates with City employees to exchange information and coordinate essential tasks.
5. Assists in coordinating reports, briefings, and other correspondence.
6. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements
 - a. Knowledge, Skill, and Ability
 1. Knowledge of city and departmental policies and procedures.
 2. Knowledge of computers and job-related software programs.
 3. Skill in prioritizing and organizing work.
 4. Skill in the provision of customer services.
 5. Skill in the maintenance of files and records.

6. Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.

7. Skill in oral and written communication.

2. Responsibility

a. This position has no supervision over any other employees.

3. Personal Work Relationships

a. Contacts are typically with city employees, business owners, and the public.

b. Contacts are typically to give or exchange information, resolve problems, and provide services.

4. Physical Effort and Work Environment

a. The work is typically performed in an office while sitting at a desk or table. The employee occasionally lifts light objects.

5. Guidelines

a. Guidelines include city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

6. Complexity and Scope of Work

a. The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.

b. The purpose of this position is to provide for coordinating and administering special projects for the Mayor. Successful performance contributes to the efficiency and effectiveness of those operations.

7. Minimum Qualifications

a. Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.

b. Sufficient experience to understand the basic principles relevant to the major duties of the position, usually interpreted to require three to five years of related experience.

8. Supervisory Controls

a. The Mayor assigns work in terms of general instructions. The supervisor spot-checks

completed work for compliance with procedures, accuracy, and the nature and propriety of the results.

DRAFT

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Special Project Coordinator with the City of Holly Springs.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date