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BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, April 12, 2021

Board Members

John Davis, Mayor | Frank Tursi, Mayor Pro Tem | Pat Turner, Commissioner
Harry PJ Pugliese, Commissioner | Larry Philpott, Commissioner | Laurent Meilleur, Commissioner

*Zoom Link: First Meeting of the month: <https://us02web.zoom.us/j/82680161743>

I. Call to Order and Opening Prayer

II. Budget Workshop

A working draft budget is submitted for discussion and further guidance from the Board.

Action Needed: Review, discuss, and provide guidance on further budget preparation.

III. Public Comment

Citizens have an opportunity to address the Board for no more than five minutes regarding items not listed on the Agenda.

IV. Manager's Comments

V. Board Comments

VI. Adjournment

Workbook

BUDGET FY 21/22

TOWN OF SWANSBORO

APRIL 12, 2021 BUDGET WORKSHOP

BUDGET FY 21/22

- FY 20/21 Accomplishments
- American Rescue Plan Act of 2021 (H.R. 1319) - Funding
- Tax Increases per cent
- FY 20/21 Year End Projections
- FY 21/22 Highlights
 - No medical or vision increase/2% decrease for dental
 - Pay & Classification Study (prepared by Jon Barlow)
 - Board Stipend Study
 - COLA/Pay & Classification Study Options
- FY 21/22 Departmental Requests/Manager Recommendations
- FY 21/22 Unfunded Requests/Options for Funding
- FY 21/22 Fee Schedule Changes

FY 20/21 ACCOMPLISHMENTS

- COVID-19 Responses
- Multi-Year Debris Collection and Removal Contract
- Multi-Year Debris Monitoring Contract
- Wayfinding Sign Installation
- Ward Shore Repairs and Improvements
- Sidewalk Project
- Emmerton School Recovery Grant

FY 20/21 ACCOMPLISHMENTS

- Additional Parking Lot Construction at Municipal Park
- Moore Street Dock Replacement (Hurricane Florence)
- Swansboro ADA Transition Plan
- Hurricane/Tropical Storm Isaias
- NC DCM Public Access Grant – Bicentennial Park Boardwalk Extension Project
- Section 319 NPS Pollution Control Grant Project – Walnut St. Outfall Retrofit Project (NC Coastal Federation)

FY 20/21 ACCOMPLISHMENTS

- Southeastern NC Regional Hazard Mitigation Plan
- NC DCM Resilient Coastal Communities Program Grant
- Adoption of new I60D Regulations
- Adoption of Flood Maps and Regulations

AMERICAN RESCUE PLAN ACT OF 2021 (H.R. 1319) - FUNDING

- Cities/Town to receive more than \$1.3 billion in two separate distributions
- Two Groups
 - Group 1 – entitled cities under the CDBG program
 - Group 2 – all other non-entitled cities (Swansboro)
- First payment estimate - \$490,000 June 15, 2021
- Second payment estimate – 12 months later \$490,000

AMERICAN RESCUE PLAN ACT OF 2021 (H.R. 1319) – FUNDING GUIDANCE

- Respond to the COVID-19 emergency and address its economic effects
- Provide premium pay to essential employees or grants to their employers
- Provide governmental services affected by revenue reduction resulting from COVID-19
- Make investments in water, sewer and broadband infrastructure
- Further, and more detailed, funding guidance is expected from the US Treasury Department

TAX INCREASE PER CENT

.01 = \$52,950 (100% Collection)

.01 = \$52,421 (99.0% Collection)

- Current Tax Rate = 35 cents/\$100
- No change projected in working budget

FY 20/21 YEAR END PROJECTIONS
GENERAL FUND
AS OF MARCH 31, 2021

- PROJECTED REVENUES \$4,286,869
 - PROJECTED EXPENDITURES \$4,546,776
-
- EXCESS OF REVENUES OVER EXPENDITURES (-259,907)

FY 20/21 YEAR END PROJECTIONS
STORMWATER ENTERPRISE FUND
AS OF MARCH 31, 2021

- PROJECTED REVENUES \$134,838

- PROJECTED EXPENDITURES \$134,838

- EXCESS OF REVENUES OVER EXPENDITURES \$ 0

FY 20/21 YEAR END PROJECTIONS
SOLID WASTE ENTERPRISE FUND
AS OF MARCH 31, 2021

• PROJECTED REVENUES \$393,309

• PROJECTED EXPENDITURES \$393,309

• EXCESS OF REVENUES OVER EXPENDITURES \$ 0

FY 20/21 DEPARTMENTAL PROJECTIONS

Department	Annual Budget	Projected FY 20/21	Difference	Increase/(Decrease)
GOVERNING BODY	14,098	13,593	(505)	
ADMIN SERVICES	429,255	429,563	308	PLANNING TECH-1 MONTH
FINANCE	300,825	300,187	(638)	
LEGAL	42,000	42,000	-	
PUBLIC BUILDINGS	353,752	353,401	(351)	
FIRE	909,443	883,502	(25,941)	Personnel
PERMITTING	223,915	190,837	(33,078)	Personnel
POLICE	1,050,862	990,702	(60,160)	Personnel
PUBLIC WORKS-STREETS	296,916	291,756	(5,160)	
POWELL BILL-STREETS	90,318	90,318	-	
PARKS & RECREATION	291,304	264,621	(26,683)	
CHURCH STREET DOCK	8,230	8,153	(77)	
EMERGENCY MANAGEMENT	169,212	166,740	(2,472)	
FESTIVALS & EVENTS	95,451	11,255	(84,197)	Events canceled due to COVID-19
NON DEPARTMENTAL	510,206	510,149	(58)	
TOTAL PROJECTION FY 20/21	\$ 4,785,787	\$ 4,546,776	\$ (239,011)	

FY 20/21 YEAR END PROJECTIONS
PERMIT FEES
AS OF MARCH 31, 2021

- PROJECTED REVENUES \$210,259

- PROJECTED EXPENDITURES \$190,837

- EXCESS OF REVENUES OVER EXPENDITURES \$ 19,422

FY 21/22 HIGHLIGHTS

- NCLM Reports NO increase for medical and vision and a 2% decrease for dental
- Pay & Classification Study (reference tabbed attachment)
 - Prepared by Jon Barlow
 - \$2500 versus \$12K w. Maps Group
- Board Stipend Increase
- COLA/Pay & Classification Study Options
- Website Improvements
- Assigned fund balance of \$450K

PAY & CLASSIFICATION STUDY

PREPARED BY JON BARLOW

- Refer to tabbed document

PROPOSED BOARD STIPEND INCREASE FY 21/22

	Beaufort	Emerald Isle	Southport	Ocean Isle	Jacksonville	Pine Knoll Shores	Manteo
Mayor	833	1080	750	500	850	500	850
Mayor Pro Tem	655	753	750	334	600	300	800
Board Member	612	753	750	334	600	300	800

COLA/PAY & CLASSIFICATION STUDY OPTIONS FY 21/22

- The recommendation is to adopt the Pay & Classification Study prepared by Jon Barlow which provides a 2% increase to all job descriptions and updates the 2012 plan.

(Note: there are a handful of positions that the increase is greater than 2% - refer to last page of study)



FY 21/22 HIGHLIGHTS

WEBSITE IMPROVEMENTS

- Recommendation – remain with GOVOffice for Upgrade
- Yearly Cost/Contract term (includes webhosting)
\$1,973/year for 3 years
- Cost after contract term (includes webhosting)
Rebuild: \$2,193/yr./3 yrs.
No rebuild: \$810/yr./3 yrs.
Unlimited technical support

(Current yearly cost - \$1350 yearly cost)

	GOVOffice	VC3	Find the Locals
All device types friendly	☑	☑	☑
Update Pictures	☑	☑	☑
Social Media Feeds on Website	☑	☑	☑
Content Management by Town personnel	☑	☑	☑
Hosting	☑	☑	☑
Agenda & Minutes Management	☑	☑	☑
One Time Cost	\$0	\$9,995	\$12,000.00
Yearly Cost/Contract term (includes webhosting)	\$1,973/year for 3 years	\$4,800/year for 2 years	\$900/year for 1 year
Cost after contract term (includes webhosting)	Rebuild: \$2,193/yr./3 yrs. No rebuild: \$810/yr./3 yrs. Unlimited technical support	3% annual increase \$4,944/\$5,093/\$5,246 Unlimited technical support	\$900/year for 1 year (Possible increases) Includes 12 hours/year technical support, over 12 hours = \$75/hour

FY 21/22 HIGHLIGHTS

WEBSITE EXAMPLES

GOVOffice Examples

<https://www.belitwi.gov/>

<https://www.milamn.com/>

<https://www.milamn.com/>

<https://www.epworthiowa.org/>

<https://www.philipsd.us/>

Find the Locals Examples

<https://www.townofpks.com/>

<https://www.soundsiderrestaurant.com/>

<https://www.saltairventures.com/>

<https://www.coastalvetemergency.com/>

<https://www.piksco.com/>

VC3 Examples

<https://www.knightdalenc.gov>

<https://www.rolesvillenc.gov>

<https://www.wakeforestnc.gov>

<https://www.boilingspringsnc.net>

FY 21/22 DEPARTMENTAL REQUESTS/MANAGER RECOMMENDATIONS



FY 21/22 NEW PERSONNEL FUNDED/UNFUNDED

- Funded

Admin Services - Planning Technician	\$59,803
Streets-Public Works - Maintenance Tech	\$51,799
Fire Department – Driver/Operator	\$51,236

- Unfunded

Church Street Dock - Dock Master	\$55,545
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ENTERPRISE FUND SOLID WASTE INCREASE 5.17%

- Current
 - Residential \$20.24
 - Commercial \$33.79
- Proposed New Rate
 - Residential \$21.29
 - Commercial \$35.54

FY 21/22 CAPITAL OUTLAY REQUESTS FUNDED/UNFUNDED

- Funded

Asphalt - Public Works Yard	\$8,600
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- Unfunded

Police Vehicles	\$ 72,000
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Fire (Set Aside)	\$130,500
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FY 21/22 UNFUNDED REQUESTS/ OPTIONS FOR FUNDING

DEPARTMENT	ITEM	AMOUNT	.01- \$52,421
POLICE	PARTOL VEHICLES	\$72,000	.0137
FIRE	SET ASIDE	\$130,500	.0249
CHURCH STREET DOCK	DOCK MASTER	\$55,545	.0105





QUESTIONS/COMMENTS

Town of Swansboro, North Carolina Pay and Classification Study



"FRIENDLY CITY BY THE SEA"

February 2021

Jonathan R. Barlow, Consultant

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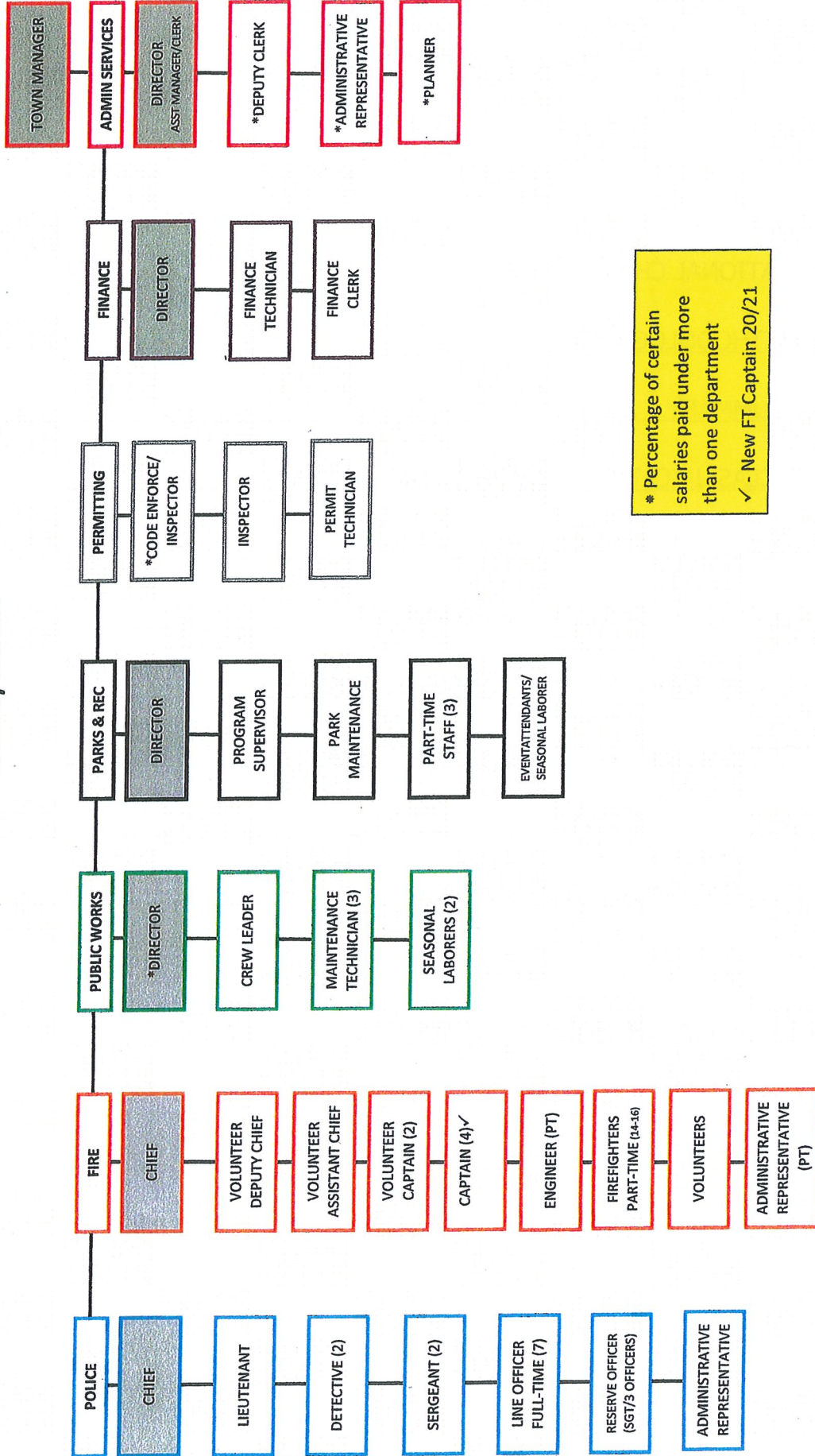
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Payroll Functionality

Chart

2020/2021



February 9, 2021

Mr. Christopher Seaberg
Town Manager
Town of Swansboro
601 W. Corbett Avenue
Swansboro, NC 28584

Dear Mr. Seaberg:

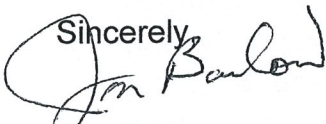
It is my pleasure to present to the Town of Swansboro an updated Pay and Classification Plan. The Plan contains the following:

- Organizational Charts
- Narrative report summary by department of positions in the Town that a reclassification or a change to a pay grade are recommended.
- An analysis of competitive salary data.
- Allocation of classes to salary grade
- A proposed salary schedule.

In addition, I am providing digital versions of spreadsheets containing a recommended salary schedule, comparative salary data, versions of salary data by grade and job class for easy updates in the future.

As always, I have enjoyed working with you and your staff on the study. I hope that you find this report useful as you consider future management decisions. If you have any further questions or need additional information regarding this preliminary report, please contact me.

Sincerely,



Jon Barlow

STUDY METHODOLOGY

This study establishes a classification and pay plan for Town of Swansboro.

Classification. The study assigns positions to classifications based on their degree of similarity and difference in the following factors:

- Difficulty of work (complexity and variety).
- Judgement and responsibility.
- Education and experience requirements.
- Nature and extent of public contact.
- Physical effort and hazards; and
- Supervision given and received.

Each job description was reviewed to clarify duties and responsibilities. Questions to accurately confirm the function of each class specification was discussed with management. Using Existing Class specifications, a market survey was conducted with seven (7) area local government employers to identify appropriate pay rates.

Compensation. As part of this study, recommendations are being made for a salary schedule, position classification plan, and costs for implementing the salary plan.

The labor market was selected to provide the following information:

- The prevailing rate of pay in the immediate geographic area.
- Comparison of jobs similar to those in the Town of Swansboro; and
- Prevailing rates of pay with employers who directly compete with the Town for the same or similar pool of workers with specific job skills.

The prevailing rate of pay in the immediate geographic area is important because these wage rates reflect the cost of living in the area and the employment rate. Employers in the same geographic area who hire for similar jobs are also those employers with whom the Town competes most directly for skilled workers. Setting competitive salaries that allow the Town to hire qualified employees and retain the experienced and valuable workforce it has are important components of any salary survey. Salary grade assignments are based on an analysis of the labor market as to which comparison positions are stronger, weaker, and the closest match, and on reporting relationships of which positions within the Town are stronger, weaker, and similar and the degree of these differences.

Report Summary

Administration

Because the Town Manager role is not classified, we have provided a separate letter with a salary range recommendation.

One position performs a combination of the Assistant Town Manager and Town Clerk roles. Work includes performing the statutory responsibilities of Town Clerk including taking and preparing minutes and serving as official custodian of all Town records; This role supervises the other 3 positions located in Administration; Deputy Clerk, Permit Technician, and Administrative Services Representative. Last, this position takes on the role of the Town Manager in his absence. The comparative towns did not have an exact match. The closest comparable was the Assistant Town Manager/Finance Director for the Town of Manteo. Based on these duties, recommend classification remain Assistant Town Manager/Town Clerk. Comparative salary data analysis closely aligned to this position leads to a salary grade 27.

The Planning Director position was reclassified in 2019 for statutory compliance. Work includes the overall responsibility of long-term and daily planning activities related to growth as well as directing permitting and inspections, and zoning code compliance. In the event this position is reestablished, the salary grade data analysis for this position leads to a salary grade 22.

The Human Resources and Benefits Manager position was dissolved in 2016. Its functions were divided between the Finance Director and the Assistant Town Manager/Town Clerk. In the event this position is reauthorized the comparative salary data analysis for this position leads to an increase in salary grade from 17 to 20.

Finance

The Finance Officer role includes maintaining the general ledger, processing payroll and accounts payable, preparing various financial records and reports and participating in customer service and accounts receivable. The role also supervises the Finance Technician and Finance Clerk. The role requires strong financial, advanced administrative support, and fiscal knowledges, advanced office technology skill, and broad knowledge of municipal functions. Additional Human Resource functions were added when the HR and Benefits manager position was dissolved. Based on these duties, recommend classification to remain Finance Director. Salary data analysis for this position leads to a salary grade increase from 22 to 24.

The Finance Clerk supports the financial management of the Town with tasks such as

preparing purchase orders, accounts payable, accounts receivable, collecting fees and maintaining files and records. This position involves considerable contact with other employees involving the accounting and collections functions as well as considerable public contact requiring tact and courtesy. Salary data analysis for this position leads to a salary grade increase from 11 to 12.

Parks and Recreation

The Recreation Programs Supervisor is primarily responsible for planning, organizing, and promoting recreation programs for all ages. Work involves extensive contact with participants of all ages. It also supervises the work of the part-time Recreation Coordinator. Salary data analysis for this position leads to a salary grade increase from 11 to 12.

Fire Department

The Fire Chief is responsible for all managerial, administrative, and supervisory functions for both paid and volunteer staff. The Chief prepares and monitors departmental budget; ensures equipment functionality and safety and may participate in the operation of the equipment. The position requires extensive communication with employees from other departments and the public as well. Salary data analysis for this position leads to a salary grade increase from 22 to 24.

The Fire Captain is responsible for overseeing all operational matters on each respective 24-hour shift. Work involves supervising all paid and volunteer staff in preparing for and responding to departmental activities. Position has a number of distinguishing special requirements. Salary data analysis for this position leads to a salary grade increase from 15 to 17.

The Fire Equipment operator is responsible for responding to fire and rescue related incidents as well as operating equipment on the scene. Requires thorough knowledge of fire suppression techniques and rescue operations. Required to make decisions under pressure particularly related to the operation of equipment. This class is staffed with both full-time and part time employees. Salary data analysis for this position leads to a salary grade increase from 12 to 13.

The Firefighter position responds to fire, medical, rescue and other emergency calls with the fire department. This position requires extensive training and certification including emergency vehicle operator, NC firefighter level II certification, EMT-B certification, and NIMS incident command training. This class is staffed with 8 part-time firefighters. Salary data analysis for this position leads to an hourly rate range increase from a minimum of \$12/hr. to a maximum of \$14.71 to a range of \$14.42/hr. to \$21.63.

Police Department

The Police Chief is responsible for all activities of the Police Department and acts as the Emergency Manager for the Town during major incidents. Work involves extensive law enforcement skill and knowledge, ability to think critically and independently and exercise sound judgement particularly during times of crisis. Work requires considerable public contact and the ability to build and maintain relationships internal and external to the Police Department. Salary data analysis for this position leads to a salary grade increase from 22 to 24.

The Police Lieutenant/Investigator position is no longer a combined position but none the less it remains on the Pay and Classification Plan. This position is responsible for overseeing both the patrol division and the investigative division as well as the lead investigator on major crimes. This class acts as the Chief of Police in his absence. Salary data analysis for this position leads to a salary grade increase from 17 to 19.

The Lieutenant is responsible for supervising the patrol division and serves as the evidence custodian. Work requires extensive skill and law enforcement knowledge. Work assumes the responsibilities of the Chief of Police in his absences. Salary data analysis for this position leads to a salary grade increase from 17 to 19.

The Investigator is responsible for overseeing all aspects of investigations as well as serving as the investigator for major crimes. Work requires considerable knowledge of modern investigative techniques. Requires extensive contact with other law enforcement agencies and interaction with the public. Salary data analysis for this position leads to a salary grade increase from 16 to 18.

The Sergeant class performs a full range of law enforcement work within the patrol division. This class may also assist in the investigation of crimes. Special requirements include the ability to supervise at least two other officers on a shift and 120 hours of commission approved training. Salary data analysis for this position leads to a salary grade increase from 15 to 17.

The Corporal class is essentially the same as the Sergeant expect that it only requires the ability to supervise junior officers and 100 hours of commission approved training. Currently there are not any staff assigned to the class. Salary data analysis for this position leads to a salary grade increase from 14 to 16.

The Police Officer II class essentially described the same as the Sergeant and Corporal only differenced by the lack of supervisory ability and requiring 2+ years of experience. Currently there are not any staff assigned to the class. Recommendation is to move those police officers

that meet to standards into the class. Salary data analysis for this position leads to a salary grade increase from 14 to 15.

Public Works

The Public Works Director/Building Inspector is responsible for a wide range of activities critical in the operation of the Town. Work is highly technically in both fields of responsibility requiring knowledge and certification to conduct inspections within the scope of State Building codes. This class is unique to the Town of Swansboro. Use of the comparative salary data did not give an exact match. Based on the complexity of the class and the level of responsibility and decision-making necessary my analysis would increase the salary grade from 23 to 26.

The Public Works Maintenance Technician II class is primarily responsible for the repair and maintenance of Town buildings, grounds, streets and operation of heavy equipment as needed. Class does need to possess the ability to lead a small crew of staff in the perform of operations. Class requires valid class A NC driver's license. Salary data analysis for this position leads to a salary grade increase from 12 to 13.

PAY PLAN IMPLEMENTATION

The salary ranges in the recommended pay table are approximately 50% from minimum to maximum salary. The hiring rate or probationary rate is 5% less than the minimum. This reflects the prevailing trend for municipalities in the state. Grades 5% apart have been established. The ranges are divided into hiring rate, minimum rate (where employees should move upon probation completion), midpoint, and maximum rates. These ranges allow for merit pay increases and allow flexibility in implementing and administering the system. The range provides for employee advancement because of increased value to the Town because of increased experience, and as an incentive and reward for increased performance.

Implementation Strategy

I have recommended a new pay table reflecting a 2% increase for all salary grades. This recommendation is the result of a comprehensive market survey with 7 other local municipal jurisdictions. These recommendations put Swansboro in a better position with salary grades that are competitive with the market. An implementation strategy is presented below:

- Employee salaries are placed in the range to meet the following criteria: 1) at least to the new hiring rate for the recommended salary grade for employees who have not completed probation; 2) at least to the minimum of the range for employees who have passed probation as of 2/1/2021; and 3) In the event an employee's position was reclassified, the employee's salary will be at least the minimum of the range or 2%, whichever is greater. No employees were reclassified to a lower grade or received a salary reduction.

Cost to implement

\$55,052

Important Notes:

1. The costs reflected above represent salary cost only and do not reflect the cost of benefits associated with salaries.
2. Because the Town Manager role is not a classified position, any cost for that role, or for other new positions, is not included in the total above.
3. The recommendations are for fiscal year 2021-22. In July, other competitors will adjust their salary ranges and Swansboro will need to do the same.

**Town of Swansboro
Recommended Salary Schedule
2021-2022**

Grade	HIRING RATE	MINIMUM	MIDPOINT	MAXIMUM
3	20,999.25	22,104.48	27,630.60	33,156.72
4	22,049.21	23,209.70	29,012.13	34,814.56
5	23,151.67	24,370.19	30,462.74	36,555.28
6	24,309.26	25,588.70	31,985.87	38,383.05
7	25,524.72	26,868.13	33,585.17	40,302.20
8	26,800.96	28,211.54	35,264.43	42,317.31
9	28,141.00	29,622.12	37,027.65	44,433.18
10	29,548.05	31,103.22	38,879.03	46,654.83
11	31,025.46	32,658.38	40,822.98	48,987.58
12	32,576.73	34,291.30	42,864.13	51,436.96
13	34,205.57	36,005.87	45,007.34	54,008.80
14	35,915.84	37,806.16	47,257.70	56,709.24
15	37,711.64	39,696.47	49,620.59	59,544.71
16	39,597.22	41,681.29	52,101.62	62,521.94
17	41,577.08	43,765.36	54,706.70	65,648.04
18	43,655.93	45,953.63	57,442.03	68,930.44
19	45,838.73	48,251.31	60,314.13	72,376.96
20	48,130.67	50,663.87	63,329.84	75,995.81
21	50,537.20	53,197.07	66,496.33	79,795.60
22	53,064.06	55,856.92	69,821.15	83,785.38
23	55,717.26	58,649.77	73,312.21	87,974.65
24	58,503.12	61,582.25	76,977.82	92,373.38
25	61,428.28	64,661.37	80,826.71	96,992.05
26	64,499.70	67,894.44	84,868.04	101,841.65
27	67,724.68	71,289.16	89,111.45	106,933.74
28	71,110.91	74,853.62	93,567.02	112,280.42
29	74,666.46	78,596.30	98,245.37	117,894.44
30	78,399.78	82,526.11	103,157.64	123,789.17

**Town of Swansboro
List of Classes
Proposed Salary Grade and Salary Range
Arranged by Title**

<u>Job Title</u>	<u>Salary Grade</u>	<u>Min. Rate</u>	<u>Maximum Rate</u>
Assistant Town Manager/Town Clerk	27	\$71,289	\$106,993
Town Clerk/ Admin. Services Director (see Assistant Town Manager above)	22	\$55,856	\$83,785
Deputy Town Clerk	14	\$37,806	\$56,709
Permit Technician	13	\$36,005	\$54,008
Administrative Services Representative	11	\$32,658	\$48,987
Town Planner	21	\$53,197	\$79,795
Planning Director	22	\$55,856	\$83,785
Finance Director	24	\$61,582	\$92,373
Finance Technician	14	\$37,806	\$56,709
Finance Clerk	12	\$34,291	\$51,436
HR/Payroll & Benefits Manager (Position Dissolved)	20	\$50,663	\$75,995
Parks & Recreation Director	21	\$53,197	\$79,795
Recreation Program Supervisor	12	\$34,291	\$51,436
Rec. Maintenance Technician	11	\$32,658	\$48,987
Recreation Coordinator	PT	\$9.18/hr.	\$13.77
Recreation Assistant	PT	\$9.18/hr.	\$13.77

**Town of Swansboro
List of Classes
Proposed Salary Grade and Salary Range
Arranged by Title**

<u>Job Title</u>	<u>Salary Grade</u>	<u>Min. Rate</u>	<u>Maximum Rate</u>
Rec. Special Event Attendant	PT	\$9.18/hr.	\$13.77/hr.
Recreation Intern	PT	\$1000/yr.	
Fire Chief	24	\$61,582	\$92,373
Fire Captain	16	\$41,681	\$62,521
Fire Driver/Operator	13	\$36,005	\$54,008
Firefighter	PT	\$14.42	\$21.63
Fire Administrative Representative	PT	\$12.00	\$18.00
Police Chief	24	\$61,582	\$92,373
Police Lieutenant/Investigator	19	\$48,251	\$72,376
Lieutenant	19	\$48,251	\$72,376
Police Investigator	18	\$45,953	\$68,930
Sergeant	17	\$43,765	\$65,648
Corporal	16	\$41,681	\$62,521
Police Officer II	15	\$39,696	\$59,544
Police Officer I	14	\$37,806	\$56,709
Police Admin. Representative	11	\$32,658	\$48,987
Public Works Dir. /Building Inspector	26	\$67,894	\$101,841
Building Inspector/Code Enf. Officer	19	\$48,251	\$72,376

**Town of Swansboro
List of Classes
Proposed Salary Grade and Salary Range
Arranged by Title**

<u>Job Title</u>	<u>Salary Grade</u>	<u>Minimum Rate</u>	<u>Maximum Rate</u>
Public Works Crew Leader	14	\$37,806	\$56,709
Public Works Maintenance Tech. II	13	\$36,005	\$54,008
Public Works Maintenance Tech. I	12	\$34,291	\$51,436

**Town of Swansboro
Proposed Salary Grade and Range
Arranged by Grade**

<u>Job Title</u>	<u>Salary Grade</u>	<u>Minimum Rate</u>	<u>Maximum Rate</u>
Assistant Town Manager/Town Clerk	27	\$71,289	\$106,993
Public Works Dir. /Building Inspector	26	\$67,894	\$101,841
Finance Director	24	\$61,582	\$92,373
Fire Chief	24	\$61,582	\$92,373
Police Chief	24	\$61,582	\$92,373
Planning Director	22	\$55,856	\$83,785
Town Clerk/ Admin. Services Director (See Assistant Town Manager above)	22	\$55,856	\$83,785
Town Planner	21	\$53,197	\$79,795
Parks & Recreation Director	21	\$53,197	\$79,795
HR/Payroll & Benefits Manager (Position Dissolved)	20	\$50,663	\$75,995
Building Inspector/Code Enf. Officer	19	\$48,251	\$72,376
Police Lieutenant/Investigator	19	\$48,251	\$72,376
Lieutenant	19	\$48,251	\$72,376
Police Investigator	18	\$45,953	\$68,930
Sergeant	17	\$43,765	\$65,648
Corporal	16	\$41,681	\$62,521

**Town of Swansboro
Proposed Salary Grade and Range
Arranged by Grade**

<u>Job Title</u>	<u>Salary Grade</u>	<u>Minimum Rate</u>	<u>Maximum Rate</u>
Fire Captain	16	\$41,681	\$62,521
Police Officer II	15	\$39,696	\$59,544
Finance Technician	14	\$37,806	\$56,709
Deputy Town Clerk	14	\$37,806	\$56,709
Police Officer I	14	\$37,806	\$56,709
Public Works Crew Leader	14	\$37,806	\$56,709
Fire Driver/Operator	13	\$36,005	\$54,008
Permit Technician	13	\$36,005	\$54,008
Public Works Maintenance Tech. II	13	\$36,005	\$54,008
Finance Clerk	12	\$34,291	\$51,436
Public Works Maintenance Tech. I	12	\$34,291	\$51,436
Recreation Program Supervisor	12	\$34,291	\$51,436
Rec. Maintenance Technician	11	\$32,658	\$48,987
Administrative Services Representative	11	\$32,658	\$48,987
Police Administrative Representative	11	\$32,658	\$48,987

**Town of Swansboro
Proposed Salary Grade and Range
Arranged by Grade**

<u>Job Title</u>	<u>Salary Grade</u>	<u>Minimum Rate</u>	<u>Maximum Rate</u>
Rec Special Event Attendant	PT	\$ 9.13/hr.	\$13.77/hr.
Recreation Coordinator	PT	\$ 9.13/hr.	\$13.77/hr.
Recreation Assistant	PT	\$ 9.13/hr.	\$13.77/hr.
Recreation Intern	PT	\$1000/yr.	
Firefighter	PT	\$14.42/hr.	\$21.63/hr.
Fire Administrative Representative	PT	\$12.00/hr.	\$18.00/hr.

SALARY SURVEY
Town of Swansboro
Data on Selected Classes from the Public Sector

The salaries we surveyed represent the local market which provides a reflection of the actual cost of living in this geographic area. The comparisons from larger jurisdictions were carefully considered to determine when the scopes of the jobs were similar or different because of the substantially greater numbers in the workforce.

Salary quotes are for beginning or minimum and the maximum of the salary range. Per Town of Swansboro Personnel Policy, hiring rate salaries are 5% less than the minimum salary. Upon successful completion of the employee's probationary period, the employee will move up to the minimum salary rate.

Population figures are from the N. C. League of Municipalities Salary Survey/U.S. Census.

As with most salary surveys, exact matches among positions are rare. This was the case with the organizations surveyed for comparison with the Town of Swansboro positions. Based on information obtained from these employers, the best possible matches of positions were made. Few, however, were identical.

Use of Averages

The salary data on the next several pages include a line that identifies the average of the collected salaries. It is important to note how this salary data is used. For **non-supervisory** jobs, unless there is a skewed market or a job that deviates from the others in the salary data, jobs are placed in the salary grade closest to the average. A skewed market would be a market where only large or small jurisdictions rather than a mix of both large and small reported salary data.

For **supervisory** jobs, averages were not used exclusively. Instead, jobs were placed at a market level that reflects the scope and responsibility levels of the jobs in relation to the other jurisdictions. The salaries represent the local market which provides a reflection of the actual cost of living in this geographic area. Obviously, the comparisons from larger jurisdictions were carefully considered to determine when the scope of the jobs were similar or different because of the substantially greater numbers in the workforce.

Town of Swansboro, NC - Pay Study Jurisdiction Comparisons by Population

Data Source: 2020 NCLM Salary Survey/US Census

Municipality	Population
Swansboro	3,143
Emerald Isle	3,822
Southport	3,739
Beaufort	4,281
Jacksonville	80,328
Ocean Isle Beach	687
Manteo	1,518
Pine Knoll Shores	1,341

Town of Swansboro
Salary Survey

	A	B	C	D	E	F	G	H	I	J	
1	Organization	Assistant Town Manager			Town Clerk			Deputy			
2					Adm. Serv. Director						
3		Minimum	Maximum	Average	Minimum	Maximum	Average	Minimum	Maximum	Average	
4											
5	Emerald Isle				\$56,661	\$83,858	\$60,000				
6											
7	Southport				\$55,183	\$82,925		\$33,938	\$50,907		
8											
9	Beaufort				\$57,151	\$85,727	\$67,683				
10											
11	Jacksonville	\$98,896	\$158,234	\$143,544	\$49,949	\$79,919	\$72,813	\$30,665	\$49,062	\$40,653	
12											
13	Ocean Isle Beach				\$48,134	\$72,201	\$58,395				
14											
15	Manteo	\$80,677	\$140,137	\$131,726	\$47,170	\$81,935	\$74,859				
16											
17	Pine Knoll Shores	\$71,198	\$106,679	\$96,000	\$40,660	\$58,087	\$41,200				
18											
19	Averages	\$83,590	\$135,017	\$123,757	\$50,701	\$77,807	\$62,492	\$32,302	\$49,985	\$40,653	
20											
21											
22	Swansboro Current	\$66,591	\$95,092	\$71,524	\$52,155	\$78,200	\$52,155	\$35,300	\$52,929	\$38,376	
23											
24	Recommended Range	\$71,289	\$106,993		\$55,856	\$83,785	*	\$37,806	\$56,709		
25	Recommended Grade	27			22			14			
26											
27	*Reclassified as Assistant Town Manager/Town Clerk 2019										

[illegible]

Town of Swansboro
Salary Survey

	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF
1	Organization			Planning			Finance			Finance	
2				Director			Director			Technician	
3			Minimum	Maximum	Average	Minimum	Maximum	Average	Minimum	Maximum	Average
4											
5	Emerald Isle					\$56,661	\$83,858	\$83,858			
6											
7	Southport										
8											
9	Beaufort		\$69,648	\$104,202	\$100,724	\$69,648	\$104,202	\$91,780			
10											
11	Jacksonville		\$63,749	\$101,998	\$84,679	\$71,362	\$130,180	\$130,000	\$33,808	\$54,091	\$37,258
12											
13	Ocean Isle Beach										
14											
15	Manteo		\$69,692	\$121,056	\$81,598	\$80,677	\$140,137	\$131,726			
16											
17	Pine Knoll Shores		\$54,488	\$77,841	\$76,100				\$40,660	\$58,087	\$48,500
18											
19	Averages		\$64,394	\$101,274	\$85,775	\$69,587	\$114,594	\$109,341	\$37,234	\$56,089	\$42,879
20											
21											
22	Swansboro Current		\$52,154	\$74,477	*	\$54,762	\$78,200	\$67,088	\$37,065	\$52,929	\$37,523
23											
24	Recommended Range		\$55,856	\$83,785		\$61,582	\$92,373		\$37,806	\$56,709	
25	Recommended Grade		22			24			14		
26											
27	* Reclassified as Town Planner in 2019										

[illegible]

Town of Swansboro
Salary Survey

	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA
1	Organization									
2		Recreation Program			Recreation Maintenance			Recreation		
3		Supervisor			Technician			Coordinator (PT Hourly)		
4		Minimum	Maximum	Average	Minimum	Maximum	Average	Minimum	Maximum	Average
5	Emerald Isle	\$40,268	\$59,597	\$42,281						
6										
7	Southport									
8										
9	Beaufort				\$33,415	\$50,123	\$36,150			
10										
11	Jacksonville				\$25,228	\$40,364	\$27,417			
12										
13	Ocean Isle Beach	\$41,580	\$62,370	\$44,283	\$37,714	\$56,571	\$48,564			
14										
15	Manteo									
16										
17	Pine Knoll Shores									
18										
19	Averages	\$40,924	\$60,984	\$43,282	\$32,119	\$49,019	\$37,377	#DIV/0!	#DIV/0!	#DIV/0!
20										
21										
22	Swansboro Current	\$32,018	\$45,722	\$33,785	\$32,018	\$45,722	\$36,958			\$9/hr.
23										
24	Recommended Range	\$34,291	\$51,436		\$32,658	\$48,987		\$9.18/hr.	\$13.77/hr.	
25	Recommended Grade	12			11			Part-Time		
26										
27										

[illegible]

Town of Swansboro
Salary Survey

	BM	BN	BO	BP	BQ	BR	BS	BT	BU	BV	BW
1	Organization										
2											
3											
4											
5	Emerald Isle										
6											
7	Southport										
8											
9	Beaufort										
10											
11	Jacksonville										
12											
13	Ocean Isle Beach										
14											
15	Manteo										
16											
17	Pine Knoll Shores										
18											
19	Averages										
20											
21											
22	Swansboro Current										
23											
24	Recommended Range										
25	Recommended Grade										
26											
27											

Town of Swansboro Salary Survey

[illegible]

Town of Swansboro
Salary Survey

	CJ	CK	CL	CM	CN	CO	CP	CQ	CR	CS	CT
Organization											
1											
2											
3											
4											
5	Emerald Isle										
6											
7	Southport										
8						\$45,481	\$68,222		\$41,252	\$61,878	
9	Beaufort										
10			\$42,647	\$63,971	\$56,129	\$47,018	\$58,773	\$54,098			
11	Jacksonville										
12						\$52,000	\$72,489	\$54,384			
13	Ocean Isle Beach										
14			\$43,659	\$65,489	\$55,542	\$43,659	\$65,489	\$57,045			
15	Manteo										
16			\$44,924	\$78,034	\$50,079						
17	Pine Knoll Shores										
18			\$49,423	\$70,604	\$54,400	\$49,423	\$70,604				
19	Averages										
20			\$45,163	\$69,525	\$54,038	\$47,516	\$67,115	\$55,176	\$41,252	\$61,878	
21											
22	Swansboro Current										
23			\$40,865	\$58,355	\$47,873	\$38,919	\$55,576	\$43,677	\$37,065	\$52,929	
24	Recommended Range										
25			\$45,953	\$68,930		\$43,765	\$65,648		\$41,681	\$62,521	
26	Recommended Grade										
27			18			17			16		

Town of Swansboro Salary Survey

[illegible]

Town of Swansboro
Salary Survey

	DF	DG	DH	DI	DJ	DK	DL	DM	DN	DO	DP
1	Organization										
2				Public Wks. Dir./			Building Inspector			Public Works	
3				Building Inspector (1)			Code Enf. Officer (0)			Crew Leader (2)	
4			Minimum	Maximum	Average	Minimum	Maximum	Average	Minimum	Maximum	Average
5	Emerald Isle		\$56,661	\$83,858	\$80,000						
6											
7	Southport		\$63,996	\$95,994							
8											
9	Beaufort		\$66,160	\$99,240	\$82,810				\$36,840	\$55,260	\$43,077
10											
11	Jacksonville		\$85,430	\$136,689	\$125,000	\$35,499	\$56,796	\$44,056	\$33,808	\$54,092	\$40,976
12											
13	Ocean Isle Beach										
14											
15	Manteo		\$69,692	\$121,055	\$69,701						
16											
17	Pine Knoll Shores		\$66,231	\$94,615	\$85,000						
18											
19	Averages		\$68,028	\$105,242	\$88,502	\$35,499	\$56,796	\$44,056	\$35,324	\$54,676	\$42,027
20											
21											
22	Swansboro Current		\$57,500	\$82,110	\$71,357	\$47,305	\$67,552		\$37,065	\$52,929	\$37,669
23											
24	Recommended Range		\$67,894	\$101,841		\$48,251	\$72,376		\$37,806	\$56,709	
25	Recommended Grade		26			19			14		
26											
27											

Town of Swansboro
Salary Survey

	DQ	DR	DS	DT	DU	DV	DW	DX	DY	DZ	EA	EB
1	Organization											
2				Public Works			Public Works			Recreation Special (6)		
3				Maint. Tech II			Miant. Tech I			Event Attendant (PT Hourly)		
4			Minimum	Maximum	Average	Minimum	Maximum	Average	Minimum	Maximum	Average	
5	Emerald Isle											
6												
7	Southport											
8												
9	Beaufort											
10			\$33,415	\$50,123	\$36,150	\$31,824	\$47,736	\$33,821				
11	Jacksonville											
12			\$25,228	\$40,364	\$27,428	\$24,027	\$38,442	\$24,446				
13	Ocean Isle Beach											
14			\$37,714	\$56,571	\$48,564	\$32,579	\$48,869	\$37,355				
15	Manteo											
16						\$35,214	\$61,149	\$38,293				
17	Pine Knoll Shores											
18												
19	Averages											
20			\$32,119	\$49,019	\$37,381	\$30,911	\$49,049	\$33,479				
21												
22	Swansboro Current											
23			\$33,619	\$48,008		\$33,619	\$48,008	\$32,843	\$9/hr.	\$9.6/hr.	\$9.27/hr.	
24	Recommended Range											
25	Recommended Grade											
26			36,005	54,008		34,291	51,436		\$9.18/hr.	\$13.77/hr.		
27			13			12			Part-time			

RECOMMENDED SALARY IMPLEMENTATION SCHEDULE

Employee	Title	Current Salary	2 % Increase	Adjustment Due to Reclassification	Total Increase	Recommended Salary
Administration						
Ansell, Jennifer	Planner	\$61,316.22	\$62,542.54		\$1,226.32	\$62,542.54
Fender, Allisa	Deputy Clerk	\$38,376.00	\$39,143.52		\$767.52	\$39,143.52
Howard, Darla	Permit Tech****	\$35,484.80	\$36,194.50		\$709.70	\$36,194.50
Sparr, Lisa	Administrative Representative	\$31,408.00	\$32,036.16		\$628.16	\$32,036.16
Webb, Paula	Assistant Town Manager/Clerk	\$71,523.92	\$72,954.40		\$1,430.48	\$72,954.40
Fire **						
Bellamy, Chase	Firefighter - PT	\$14.71	\$15.00		\$204.45	\$15.00/hr
Cecil, Matt	Fire Driver/Operator - PT	\$15.37	\$15.68		\$218.55	\$15.68/hr
Degnan, David	Fire Engineer - PT	\$14.51	\$14.80		\$204.45	\$14.80/hr
Earles, Bettie Ashleigh	Fire Captain	\$37,807.38	\$38,563.53	\$41,681.00	\$3,874.62	\$41,681.00
Forty, Raysiel	Firefighter - PT	\$12.00	\$12.24	\$14.42	\$1,706.10	\$14.42/hr
Hannon, Robert J.	Fire Captain	\$37,066.12	\$37,807.44	\$41,681.00	\$4,614.88	\$41,681.00
Jones, Corey	Firefighter - PT	\$13.00	\$13.26	\$14.42	\$1,001.10	\$14.42/hr
Manley, Darrell	Firefighter - PT	\$12.00	\$12.24	\$14.42	\$1,706.10	\$14.42/hr
Mathis, Pat	Firefighter - PT	\$14.10	\$14.38	\$14.42	\$225.60	\$14.42/hr
Matthias, Travis	Fire Driver/Operator - PT	\$15.08	\$15.38		\$211.50	\$15.38/hr
Odham, Gary	Fire Driver/Operator - PT	\$14.92	\$15.22		\$211.50	\$15.22/hr
Pimenta, David	Firefighter - PT	\$12.24	\$12.48	\$14.42	\$1,536.90	\$14.42/hr
Polk, Ethan	Fire Driver/Operator - PT	\$14.78	\$15.08		\$211.50	\$15.08/hr
Roberts, Jr., Roberts R.	Fire Driver/Operator - FT	\$32,818.76	\$33,475.14	\$36,005.00	\$3,186.24	\$36,005.00
Stanley, Jr., William	Fire Engineer - PT	\$15.37	\$15.68		\$218.55	\$15.68/hr
Taverine, Kevin	Fire Captain	\$44,846.62	\$45,743.55		\$896.93	\$45,743.55
Tessing, Linda	Fire Department Assistant- PT	\$11.76	\$12.00		\$240.00	\$12.00/hr
Tessing, Mark	Fire Chief	\$60,843.00	\$62,059.86		\$1,216.86	\$62,059.86
Watson, Christopher	Firefighter - PT	\$12.00	\$12.24	\$14.42	\$1,706.10	\$14.42
Webster, Clayton A.	Firefighter - PT	\$13.50	\$13.77	\$14.42	\$648.60	\$14.42
West, Joseph	Fire Driver/Operator - PT	\$13.68	\$13.95	\$14.42	\$521.70	\$14.42
Finance						
Ashley Mastracco	Finance Clerk	\$33,654.40	\$34,327.49		\$673.09	\$34,327.49
Johnson, Sonia	Finance Director	\$67,087.80	\$68,429.56		\$1,226.32	\$68,429.56
Stewart, Angela	Finance Technican	\$37,523.00	\$38,273.46		\$750.46	\$38,273.46
Parks and Recreation						
Botinovich, Jamie	Event Attendant - PT	\$9.32	\$9.51		\$19.00	\$9.51/hr
Brinkley, Scott	Maintainance Tech	\$36,857.60	\$37,594.75		\$737.15	\$37,594.75
Creasy, Jessica	Event Attendant - PT	\$9.51	\$9.70		\$19.00	\$9.70/hr
Fellows, Robert	Programs Supervisor	\$33,779.20	\$34,454.78		\$675.58	\$34,454.78
Fickey, Christopher	Event Attendant - PT	\$9.23	\$9.41		\$18.00	\$9.41/hr
Pylypiw, Debra S.	Event Attendant - PT	\$9.60	\$9.79		\$19.00	\$9.79/hr
Simmons, Kathryn R.	Recreation Assistance - PT	\$9.00	\$9.18		\$18.00	\$9.18/hr
Stanely, Anna	Parks and Recreation Director	\$57,500.82	\$58,650.84		\$1,150.02	\$58,650.84
Police						
Brim, Benjamin M.	Police Officer	\$36,183.16	\$36,906.82	\$37,806.00	\$1,622.84	\$37,806.00
Fickey, Anton	Detective	\$50,861.02	\$51,878.24		\$1,017.22	\$51,878.24
Jackson, Ken	Police Chief	\$66,637.22	\$67,969.96		\$1,332.74	\$67,969.96
Kackiemister, Kyle	Police Sergeant	\$42,141.80	\$42,984.64		\$1,623.20	\$42,984.64
McLean, John	Police Officer	\$34,951.28	\$35,650.31	\$37,806.00	\$2,854.72	\$37,806.00
McNeil, Jeremy J	Police Sergeant	\$44,211.70	\$45,095.93		\$884.23	\$45,095.93
Morin, Krystal	Police Officer	\$37,065.60	\$37,806.91		\$741.31	\$37,806.91
Stanley, Teresa	Administrative Representative	\$35,880.00	\$36,597.60		\$717.60	\$36,597.60
Tallman, Ryan	Police Officer	\$39,688.74	\$40,482.51		\$793.77	\$40,482.51
Taylor, Dwayne	Police Lieutenant	\$60,465.86	\$61,675.18		\$1,209.32	\$61,675.18
Watts, Brenda	Detective	\$45,065.02	\$45,966.32		\$901.30	\$45,966.32
Wellmer, Kyle M.	Police Officer	\$37,428.04	\$38,176.60		\$748.56	\$38,176.60
Public Works						
Bates, Gerald	Public Works Crew Leader (Solid Waste)	\$37,086.40	\$37,828.13		\$741.73	\$37,828.13
Brown, III, Paul	Inspector / Maintenance Tech ****	\$37,523.20	\$38,273.66		\$750.46	\$38,273.66
Conklin, Kurt	Maintenance Tech (Public Buildings)	\$42,182.40	\$43,026.05		\$843.65	\$43,026.05
Herring, Fred A.	Maintenance Tech (Streets)	\$32,843.20	\$33,500.06	\$34,291.00	\$1,448.00	\$34,291.00
Stipe, Jim	Public Works Director/Inspector L-3	\$71,357.26	\$72,784.41		\$1,427.15	\$72,784.41
Webb, Justin B.	Public Works Crew Leader	\$38,252.00	\$39,017.04		\$765.04	\$39,017.04
Totals					\$55,052.89	\$1,489,552.67

** Fire Department Allocated 12,000 PT Hours Annually. 17 positions estimated working approx. 705 hours each.

*** Recreation Event Attendants estimated to work 100 hours annually.

**** 100% Paid from Permitting

APPENDIX



TOWN OF SWANSBORO

CLASSIFICATION SPECIFICATIONS

Source: *Town of Swansboro Classification and Pay Plan*

Amended April 7, 2014: Public Works Director/Building Inspector position description

Amended April 17, 2014: Lieutenant/Investigator position description; Parks and Recreation Maintenance Technician position description

Amended April 28, 2015: Fire Lieutenant and Fire Equipment Operator- removed preferred EMT Basic and added Required EMT Basic

Amended June 30, 2015: Permit Technician description added

Amended January 1, 2016: Town Clerk and Finance Director position descriptions modified – Note: changes highlighted in yellow in case the additional duties need to be broken back out.

Amended July 20, 2016: Fire Equipment Operator position changed to Full time, Grade 12 Firefighter position added PT – Grade 9

Amended October 11, 2016: Public Works Maintenance Technician II added – Grade 12

Amended December 22, 2016 Recreation Programs Supervisor – description

Amended/Added Back to Plan February 10, 2017 Building Inspector/Codes Official – description – Grade 19

Amended May 3, 2017: adding Seasonal Laborer description

Amended June 16, 2017: Fire Lieutenant job description

Amended January 17, 2018: Police Investigator job description added back

Amended February 12, 2018 Finance Tech job description

Amended 2017: Parks and Recreation Director

Amended 2017: Recreation Programs Supervisor

Added February 20, 2018: Parks and Recreation Intern

Added February 20, 2018: Parks and Recreation Special Event Attendant

Amended February 20, 2018: Public Works Director/ Building Inspector

Amended February 20, 2018: Public Works Maintenance Technician

Amended February 20, 2018: Fire Department Equipment Operator

Amended June 4, 2018: Public Works Maintenance Technician

Added July 27, 2018: Recreation Coordinator

Amended July 27, 2018: Recreation Assistant

Updated July 1, 2019: Finance Clerk as FT

Updated May 22, 2019 Administrative Assistant

*Revised May 30, 2019 Town Clerk/Admin Services Director to Assistant Manager/Town Clerk
Note: changes typed in red.*

Effective 7/1/19 P/R Maintenance Technician moved under PWorks Director for supervision

Updated July 25, 2019 Special Event Attendant to include CPR certification preferred or ability to obtain

Switched titles Fire Lieutenant to Fire Captain September 30, 2019

Added Police Lieutenant back in separate from Investigator Nov 23, 2019 – removed acts as Police Chief in absence of Chief. (Lieutenant over line officers, Investigator over investigations.)

Updated Public Works Maintenance Worker I and II – June 15, 2020

Updated Recreation Assistant – July 27, 2020

Updated Recreation Assistant & Event Attendant 10/2020 – see email attached in Classification Plan Notebook – multiple updates

Position and Classification Plan

Purpose

As noted in the Town of Swansboro Personnel Policy, the position classification plan provides a complete inventory of all authorized and permanent full-time positions in the Town service, and an accurate description and specification for each class of employment. The plan standardizes job titles, each of which is indicative of a definite range of duties and responsibilities.

Composition of the Position Classification Plan

The classification plan shall consist of a grouping of positions in classes which are approximately equal in difficulty and responsibility which call for the same general qualifications, and which can be equitably compensated within the same range of pay under similar working conditions; class titles descriptive of the work of the class; written specifications for each class of positions; and an allocation list showing the class title of each position in the classified service.

Use of the Position Classification Plan

The classification plan is to be used as a guide in recruiting and examining applicants for employment; in determining lines of promotion and in developing employee training programs; determining salary to be paid for various types of work; providing uniform job terminology; and determining personnel service items in departmental budgets.

Administration of the Position Classification Plan

The Town Manager shall allocate each position covered by the classification plan to its appropriate class, and shall be responsible for the administration of the plan and recommend appropriate changes to the Town Board of Commissioners.

Adoption of the Position Classification Plan

The position classification plan shall be adopted by the Town Board of Commissioners and shall be on file with the Assistant Town Manager/Town Clerk. Copies will be available to all Town employees for review upon request. New positions shall be established upon recommendation of the Town Manager and approval of the Town Board of Commissioners after which the Town Manager shall either allocate the new position into the appropriate existing class, or revise the position classification plan to establish a new class to which the new position may be allocated.

Request for Reclassification

Any employee who considers the position in which classified to be improper shall submit a request in writing for reclassification to such employee's immediate supervisor, who shall immediately transmit the request to the Town Manager.

The Pay Plan

Definition

The pay plan includes the basic salary schedule and the "Assignment of Classes to Grades and Ranges" adopted by the Board of Commissioners. The salary schedule consists of steps for minimum or beginning, maximum, and may include intervening rates of pay for all classes of positions, and a designation of the standard hours in the work week for each position. For a complete description see the Personnel Policy.

Administration and Maintenance

The Town Manager shall be responsible for the administration and maintenance of the pay plan. All employees covered by the pay plan shall be paid at a rate listed within the salary range established for the respective position classification, except for employees in trainee status or employees whose existing salaries are above the established maximum rate following transition to a new pay plan.

The pay plan is intended to provide equitable compensation for all positions, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the cost of living, the financial conditions of the Town, and other factors. To this end, each budget year the Town Manager shall make comparative studies of all factors affecting the level of salary ranges including the consumer price index, anticipated changes in surrounding employer plans, and other relevant factors, and will recommend to the Town Board of Commissioners such changes in salary ranges as appear to be pertinent. Such changes shall be made in the salary ranges such that the hiring rate, all intervening rates and the maximum change according to the market.

Periodically, the Town Manager shall recommend that individual salary ranges be studied and adjusted as necessary to maintain market competitiveness. Such adjustments will be made by increasing or decreasing the assigned salary grade for the class when the action is approved by the Town Board of Commissioners.

Starting Salaries

All persons employed in positions approved in the position classification plan shall be employed at the minimum salary for the classification in which they are employed; however, exceptionally well qualified applicants may be employed above the minimum of the established salary range upon approval of the Town Manager.

Probationary Pay Increases

Subject to the availability of funds, employees hired, promoted, or reclassified into the minimum rate of the pay range shall receive a salary increase within the pay range of up to 5% upon successful completion of the probationary period, or upon completion of six months of satisfactory service if the employee is not on probation. Employees hired or promoted more than 5% above the hiring rate of the pay table are not eligible for a probationary increase.

Adjustments to the Pay Plan

Transition to a New Salary Plan When a study has been conducted and a comprehensive revision of the pay and classification structure adopted by the Board, the following provisions shall govern the transition to the new pay plan:

- 1) No employee shall receive a salary reduction as a result of the transition to a new salary plan.
- 2) Subject to availability of funds, all employees being paid at a rate lower than the minimum rate established for their respective classes may have their salaries raised to the new minimum for their classes.
- 3) All employees being paid at a rate above the maximum rate established for their respective classes shall be maintained at that salary level until such time as the employees' salary range is increased above the employees' current salary.

Salary Range Revisions: From time to time a periodic adjustment to particular classes (salary range revisions) may be called for in accordance with labor market trends; similarly, adjustment to the entire pay plan (across the board increases) may be called for in consideration of overall economic trends. Across-the-board increases should not be substituted or used in lieu of the merit increment principle. Across-the-board increases are based upon economic factors affecting the entire salary schedule generally and are used to maintain the overall relationship of the salary schedule and wages with the labor market and economy. The Town Board shall review and may approve of all the adjustments to the pay plan upon periodic review.

Effective Date of Salary Changes

Salary changes approved after the first working day of a pay period shall become effective at the beginning of the next pay period or at such specific date as may be provided by procedures approved by the Town Manager.

Hourly Rate of Pay

Pay rate of employees working as part-time or temporary, with the same duties as full-time employees will be negotiated between the employee and the Town Manager. The work is at a rate in the same salary range as the full-time employees. The hourly rate for employees

ASSISTANT TOWN MANAGER/TOWN CLERK

Appointed by the Board of Commissioners

Grade: 26

General Statement of Duties

FLSA Status: Exempt

Performs responsible managerial, technical and administrative work providing supervision of the Administrative Service Department and Permitting, including customer service, fee and utility collections, permit issuing and provides Town information, serves as Town Clerk for the management and safekeeping of official public records and as Interim Manager in the absence of such.

Distinguishing Features of the Class

An employee in this class directs department responsible for a variety of services to citizens and visitors, with staff providing tasks such as answering Town telephone lines and providing information; utility account set-up and collections; privilege license billing and collections; fire and building inspections scheduling; permit issuance following Town ordinances; and communications on Town services via e-mail, print, and Town website. The employee also serves in the statutory role of Town Clerk, which includes preparing agendas and detailed minutes of Board meetings and for the publication, indexing, filing and safekeeping of all proceedings in accordance with General Statutes and local ordinances, and assisting the public with information in those records; Town Clerk work includes supervising staff involved in support of a variety of other regulatory and advisory boards and groups, including attending meetings, compiling agendas, and taking minutes. Work is performed in accordance with North Carolina General Statutes, Town ordinances, codes, and policies, and regulations, and standard office procedures governing the responsibilities of Town Clerks. Work involves considerable broad contact with the public, federal, state and local government officials, and the media. The employee works under the regular supervision of the Town Manager and is reviewed by inspection or in conference for accuracy, effectiveness and citizen satisfaction, and based on effectiveness of departmental operations. The employee provides benefits communication, administration and reporting; assists with human resources policy development and administration; recruitment and selection; workers compensation management and safety training; and personnel records management and transaction entry; advertising positions and assisting departments in the selection process, including conducting background checks; and advising departments and the Manager on the interpretation and administration of various human resources policies and programs, including Town policies and state and federal laws and regulations; and oversees special projects as assigned. The employee serves in the absence of the Town Manager and takes on any special projects assigned by the Town Manager.

Duties and Responsibilities

Essential Duties and Tasks (Town Clerk):

Supervises staff involved in a variety of services including: citizen and visitor public contact by phone and in person; utilities collections and account opening and closeout; Town fee collections and documentation; privilege license billing and collections; facility rental; building and other permit issuance following appropriate regulation; Town work order receipt and distribution; and Town Information provision; assures accurate collections and adherence to laws, rules and regulations.

Directs Administrative Services Department and Permitting; develops and monitors departmental budgets of the Administrative Services, Governing Body, Permitting, Legal and other departments as assigned by the Manager; makes travel arrangements for Manager and Commissioners.

Serves as Public Information Officer for the Town; oversees the content on the Town website to facilitate the exchange of information to elected officials, citizens and Town staff; prepares or supervises preparation of newsletters, social media content, email distribution information, press releases and other information.

Carries specialized responsibilities including oversight of proper assignment of addresses, and providing storm plan updates.

Serves as official custodian of all public records including ordinances, proclamations, deeds, easements, resolutions, contracts, agreements, annexations and minute books; maintains up to date charter and ordinances; stores and preserves historic records; provides public access; indexes minutes, ordinances and resolutions.

Executes legal documents by affixing the proper signatures of Town officials and attesting to their compliance with general statutes and local ordinances and distribution.

Attends Council meetings and writes minutes; prepares agenda and issues notices; processes all ordinances, minutes, resolutions, proclamations, deeds, annexations, and other actions of the Council; administers oaths of office.

Serves as liaison to Chamber of Commerce, **Military Affairs Committee meetings and any others assigned.**

Provides oversight to work by other staff supporting other boards, committees, and special purpose groups, including review of minutes, agendas and follow-up activities.

Maintains records of appointments and reappointments to Town committees and boards.

Researches and compiles information as requested by the Board or Town Manager; performs special project work as requested and in the most appropriate manner; handles confidential information.

Drafts ordinances and resolutions, and prepares Council memorandums as required; drafts a variety of correspondence and reports.

Essential Duties and Tasks (Human Resource):

Orients and signs up employees for benefit programs and assists in applying for benefits.

Maintains employee personnel files documenting personnel actions; enters data for benefits changes.

Advertises vacancies and receives applications; sits in on interviews and works closely with departments on recruitment and selection issues providing consultation on policy, effective and modern practices and legal requirements where applicable; conducts background checks and verifies employee eligibility to work.

Files information for Worker's Compensation claims; monitors employee absences and return to work; encourages safe behavior with employees; plans for and tracks safety training.

Advises the Manager and departments on human resources related laws and issues such as FLSA, OSHA, ADA; confers with department heads on policy issues and interpretation, especially disciplinary actions; advises employees on personnel policy and program matters; stays abreast of changes in laws that affect personnel issues.

Assists the Town Manager and department directors with human resources matters in respective departments and Town wide to insure consistency and legal compliance.

Develops and recommends personnel programs and policies; evaluates existing and researches new programs for alternative and innovative proposals.

Additional Job Duties

Performs related tasks as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities (Assistant Manager/Town Clerk)

Considerable knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of Town Clerks, including the legal requirements relevant to preservation of official records and of Town ordinances, codes policies, and procedures

Considerable knowledge of standard and approved practices and procedures employed in the processing, safekeeping and utilization of official Town records and documents.

Considerable knowledge of principles, methods, procedures and strategies concerning public information and communications, and of policies, regulations, guidelines and legal standards pertaining to the distribution of news and public information.

Considerable knowledge of supervisory practices and the ability to implement them in an office environment, and ability to schedule, assign, review, and direct the work of a group of employees.

Considerable knowledge of office and specialized program software applications and web site maintenance.

Considerable knowledge of grammar, punctuation, composition and layout; oral and written communication skills.

Ability to coordinate and disseminate information regarding program and services to elected officials, staff, media and the community in an accurate and timely manner

Ability to work independently and to exercise sound judgment in the release and communication of public information to prioritize, organize and use diplomacy and discretion.

Ability to establish and maintain effective working relationships with members of the press, elected and appointed officials, department heads, employees, and the general public.

Ability to maintain confidentiality of information obtained during work operations

Work requires an understanding of the laws and regulations affecting the human resources management field, considerable judgment and initiative in the development of programs and policy interpretation and application, and sound judgment in maintaining confidentiality and advising employees and supervisors regarding personnel actions.

Knowledge, Skills and Abilities (Human Resource)

Working knowledge of the theory, principles and practices of human resource management in areas such as benefits, recruitment and selection, HR policy administration and safety.

Working knowledge of the laws, principles, court cases, and regulations that apply to personnel policies and practices in the public sector.

Skill in problem-solving, conflict resolution, and group facilitation.

Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.

Ability to work independently and to use judgment and discretion in handling human resources related issues.

Ability to establish and maintain effective working relationship with other officials, department heads, employees, and the general public.

Ability to analyze facts, programs, and benefits costs and make recommendations and reports in oral and written forms.

Ability to maintain the confidentiality of personnel records and discussions.

Ability to be innovative and creative in designing new programs, proposing policy changes, and recommending motivational and organizational development to managers.

Physical Requirements

Must be able to perform the basic life operational functions of climbing, reaching, walking, pushing, pulling, lifting, grasping, talking and hearing.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to compile and compute data and information, to perform transcription tasks, operate a computer, do extensive reading and research, and proof and inspect finished written material.

Desirable Education and Experience

Bachelor's degree from an accredited four-year college or university in business, public

administration, human resource or related field preferred; member of the North Carolina Association of Municipal Clerks or ability to obtain membership; and/or an equivalent combination of education and experience. Society for Human Resource Management (SHRM) Certification and ICMA Credentials a plus.

Special Requirement

Possession of a valid North Carolina driver's license.

Possession of or ability to obtain Town Clerk Certification through the NC School of Government.

Swansboro 2019

TOWN CLERK / ADMINISTRATIVE SERVICES DIRECTOR

Appointed by the Board of Commissioners

Grade: 22

General Statement of Duties

FLSA Status: Exempt

Performs responsible managerial, technical and administrative work providing supervision of the Administrative Service Department, including customer service, fee and utility collections, permit issuing and provision Town information, and serves as Town Clerk for the management and safekeeping of official public records.

Distinguishing Features of the Class

An employee in this class directs a department responsible for a variety of services to citizens and visitors, with staff providing tasks such as answering Town telephone lines and providing information; utility account set-up and collections; privilege license billing and collections; fire and building inspections scheduling; permit issuance following Town ordinances; and communications on Town services via e-mail, print, and Town website. The employee also serves in the statutory role of Town Clerk, which includes preparing agendas and detailed minutes of Board meetings and for the publication, indexing, filing and safekeeping of all proceedings in accordance with General Statutes and local ordinances, and assisting the public with information in those records; Town Clerk work includes supervising staff involved in support of a variety of other regulatory and advisory boards and groups, including attending meetings, compiling agendas, and taking minutes. Work is performed in accordance with North Carolina General Statutes, Town ordinances, codes, and policies, and regulations, and standard office procedures governing the responsibilities of Town Clerks. Work involves considerable broad contact with the public, federal, state and local government officials, and the media. The employee works under the regular supervision of the Town Manager and is reviewed by inspection or in conference for accuracy, effectiveness and citizen satisfaction, and based on effectiveness of departmental operations. The Town Clerk provides benefits communication, administration and reporting; assists with human resources policy development and administration; recruitment and selection; workers compensation management and safety training; and personnel records management and transaction entry; advertising positions and assisting departments in the selection process, including conducting background checks; and advising departments and the Manager on the interpretation and administration of various human resources policies and programs, including Town policies and state and federal laws and regulations; and oversees special projects as assigned.

Duties and Responsibilities

Essential Duties and Tasks (Town Clerk):

Supervises staff involved in a variety of services including: citizen and visitor public contact by phone and in person; utilities collections and account opening and closeout; Town fee collections and documentation; privilege license billing and collections; facility rental; building and other permit issuance following appropriate regulation; Town work order receipt and distribution; and Town Information provision; assures accurate collections and adherence to laws, rules and regulations.

Directs Administrative Services Department; develops and monitors departmental budgets of the Administrative Services, Governing Body, Human Resources, Legal and other departments as assigned by the Manager; makes travel arrangements for Manager and Commissioners.

Serves as Public Information Officer for the Town; oversees the content on the Town website to facilitate the exchange of information to elected officials, citizens and Town staff; prepares or supervises preparation of newsletters, social media content, email distribution information, press releases and other information.

Carries specialized responsibilities including oversight of proper assignment of addresses, and providing storm plan updates.

Serves as official custodian of all public records including ordinances, proclamations, deeds, easements, resolutions, contracts, agreements, annexations and minute books; maintains up to date charter and ordinances; stores and preserves historic records; provides public access; indexes minutes, ordinances and resolutions.

Executes legal documents by affixing the proper signatures of Town officials and attesting to their compliance with general statutes and local ordinances and distribution.

Attends Council meetings and writes minutes; prepares agenda and issues notices; processes all ordinances, minutes, resolutions, proclamations, deeds, annexations, and other actions of the Council; administers oaths of office.

Serves as liaison to festival committees and Chamber of Commerce meetings.

Provides oversight to work by other staff supporting other boards, committees, and special purpose groups, including review of minutes, agendas and follow-up activities.

Maintains records of appointments and reappointments to Town committees and boards.

Researches and compiles information as requested by the Board or Town Manager; performs special project work as requested and in the most appropriate manner; handles confidential information.

Drafts ordinances and resolutions, and prepares Council memorandums as required; drafts a variety of correspondence and reports.

Essential Duties and Tasks (Human Resource):

Orients and signs up employees for benefit programs and assists in applying for benefits.

Maintains employee personnel files documenting personnel actions; enters data for benefits changes.

Advertises vacancies and receives applications; sits in on interviews and works closely with departments on recruitment and selection issues providing consultation on policy, effective and modern practices and legal requirements where applicable; conducts background checks and verifies employee eligibility to work.

Files information for Worker's Compensation claims; monitors employee absences and return to work; encourages safe behavior with employees; plans for and tracks safety training.

Advises the Manager and departments on human resources related laws and issues such as FLSA, OSHA, ADA; confers with department heads on policy issues and interpretation, especially disciplinary actions; advises employees on personnel policy and program matters; stays abreast of changes in laws that affect personnel issues.

Assists the Town Manager and department directors with human resources matters in respective departments and Town wide to insure consistency and legal compliance.

Develops and recommends personnel programs and policies; evaluates existing and researches new programs for alternative and innovative proposals.

Additional Job Duties

Performs related tasks as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities (Town Clerk)

Considerable knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of Town Clerks, including the legal requirements relevant to preservation of official records and of Town ordinances, codes policies, and procedures

Considerable knowledge of standard and approved practices and procedures employed in the processing, safekeeping and utilization of official Town records and documents.

Considerable knowledge the principles, methods, procedures and strategies concerning a public information and communications, and of policies, regulations, guidelines and legal standards pertaining to the distribution of news and public information.

Considerable knowledge of supervisory practices and the ability to implement them in an office environment, and ability to schedule, assign, review, and direct the work of a group of employees.

Considerable knowledge of office and specialized program software applications and web site maintenance.

Considerable knowledge of grammar, punctuation, composition and layout; oral and written communication skills.

Ability to coordinate and disseminate information regarding program and services to elected officials, staff, media and the community in an accurate and timely manner

Ability to work independently and to exercise sound judgment in the release and communication of public information to prioritize, organize and use diplomacy and discretion.

Ability to establish and maintain effective working relationships with members of the press, elected and appointed officials, department heads, employees, and general public.

Ability to maintain confidentiality of information obtained during work operations

Work requires an understanding of the laws and regulations affecting the human resources management field, considerable judgment and initiative in the development of programs and policy interpretation and application, and sound judgment in maintaining confidentiality and advising employees and supervisors regarding personnel actions.

Knowledge, Skills and Abilities (Human Resource)

Working knowledge of the theory, principles and practices of human resource management in areas such as benefits, recruitment and selection, HR policy administration and safety.

Working knowledge of the laws, principles, court cases, and regulations that apply to personnel policies and practices in the public sector.

Skill in problem-solving, conflict resolution, and group facilitation.

Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.

Ability to work independently and to use judgment and discretion in handling human resources related issues.

Ability to establish and maintain effective working relationship with other officials, department heads, employees, and the general public.

Ability to analyze facts, programs, and benefits costs and make recommendations and reports in oral and written forms.

Ability to maintain the confidentiality of personnel records and discussions.

Ability to be innovative and creative in designing new programs, proposing policy changes, and recommending motivational and organizational development to managers.

Physical Requirements

Must be able to perform the basic life operational functions of climbing, reaching, walking, pushing, pulling, lifting, grasping, talking and hearing.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to compile and compute data and information, to perform transcription tasks, operate a computer, do extensive reading and research, and proof and inspect finished written material.

Desirable Education and Experience

Bachelor's degree from an accredited four year college or university in business, public administration, human resource or related field preferred; member of the North Carolina Association of Municipal Clerks or ability to obtain membership; and/or an equivalent combination of education and experience. Society for Human Resource Management (SHRM) Certification a plus.

Special Requirement

Possession of a valid North Carolina driver's license.

Possession of or ability to obtain Notary Public designation and certification as a Town Clerk through the NC School of Government.

Swansboro 2016

(See Assistant Town Manager/Town Clerk) 2019

DEPUTY TOWN CLERK

Grade: 14

General Statement of Duties

FLSA Status: Non-Exempt

Performs administrative duties by assisting the Town Clerk in all regards from preparing for and setting up meetings and events to resolving issues during the meetings and events to following up on matters afterwards; managing the database and documentation for specified boards and committees; updating the website and coordinating other tasks as detailed below. Work is performed under the direction of the Town Clerk.

Distinguishing Features of the Class

An employee in this class works directly under the Town Clerk; work involves attending meetings of the Board of Commissioners as necessary and drafts minutes for approval; prepares agendas for Board meetings; posts meeting notices as required; receives information from the Mayor, Commissioners, citizens, Town Manager, and staff concerning agendas; compiles information for meeting agendas; and posts agenda and related documents to the Town's website. Employee will assist in maintaining official Board minutes, ordinances, and resolutions by keeping organized and up to date files; answer inquiries regarding Board actions; maintain public records including contracts, agreements, deeds, easements etc. in permanent and electronic files; maintains listings of Board members and tracks term limits; maintains files of ordinances and resolutions for ease of reference; responds to public correspondence and refers to appropriate department if applicable.

Duties and Responsibilities

Essential Duties and Tasks

This position is responsible for completing questionnaires from organizations and agencies and performs related research in connection therewith;

Assists in coordinating publication of Town Code and Charter and all supplements thereto;

Answers the main telephone and greeting incoming traffic to Town Hall;

Oversees and directs the front desk staff;

Purchases office supplies for Admin Services and Governing Board budgets;

Aids the Town Manager with any special projects or correspondence;

Privilege license administration/issuance;

Takes payments for a variety of Town services such as recreation services, payments for Police reports, and facility rentals and documents reservations.

Maintains accurate documentation for and handles the administrative duties for boards and committees.

Attendance at meetings day/night required.

Serves as Clerk to the Board in the absence of the Town Clerk.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge Skills and Abilities

Thorough knowledge of the functions and organization of town government;

Thorough knowledge of standard office procedures, practices and equipment;
 General understanding of state and local laws and statues;
 General understanding of the rules of order as related to public hearings;
 General understanding of the town codes and ordinances;
 Skill in the use of computers, software systems like Microsoft Office, hardware and other equipment such as speakers, recording devices, lights;
 Skilled in organization, in being detail orientated and in multi-tasking;
 Ability to take an oath of office and administer the oath of office to elected and appointed town officials;
 Ability to be a self-starter and take initiative on projects;
 Ability to communicate ideas effectively both orally and in writing;
 Ability to gather and analyze facts on a variety of matters to assemble and present reports;
 Ability to establish and maintain effective working relationships with town employees, officials, vendors, contractors and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of reaching, lifting, grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to prepare and use figures and statistics, operate a computer terminal, process bills, perform visual inspections and proofread materials.

Desirable Education and Experience

Associates degree from an accredited college or university with a concentration in business; considerable experience in an administrative support role preferably in a municipal or government office or an equivalent combination of education and experience.

Special Requirements

Possession of Notary Public License

Valid driver's license in the State of North Carolina

CMC certification a plus

Swansboro 2013

PERMIT TECHNICIAN

General Statement of Duties

Grade: 13

FLSA Status: Non-Exempt

Performs specialized administrative and recordkeeping in processing a variety of permit applications and related work as required. Assists citizens and visitors with a variety of Town services and information; provides support to assigned regulatory or advisory boards.

Distinguishing Features of the Class

An employee in this class works at the customer service area in Town Hall and assists citizens and visitors with a variety of different needs and services; work involves tasks such as zoning and flood verifications; prepares building permits for issuance; consults with individual property owners, developers, builders, engineers, architects and planners in addressing residential/commercial development as needed; schedules building inspections, inputting inspection results and issuing permits; and attends technical review committee meetings to prepare summaries for project files/correspondence.

Greets callers and visitors and directs them to appropriate staff; receives and enters fees and payments, preparing deposits and issuing receipts; type documents; handles customer inquiries; maintains office files; and prepares summary reports. Employee assists customers with a variety of services which include: utility account set up and payments; taking work orders of public works services; taking payments for Town rentals and services; billing and collecting privilege licenses.

Employee also provide support to assigned Town boards and committees including preparing agendas, attending evening meetings, taking minutes and conducting requested follow-up activities.

Employee may have specialty assignments on an on-going or temporary basis, such as website updates, special correspondence and newsletters, or special projects. Work involves public contact functions and coordination with other departments within the Town's organizational structure. Considerable tact and courtesy are required in these public contact functions. Work is performed under the supervision of the Administrative Service Director and is evaluated through conferences, by courtesy, accuracy and timeliness of customer service contacts and records maintained, and skill in dealing with a variety of public contact, board support and recordkeeping responsibilities.

Duties and Responsibilities

Essential Duties and Tasks

Provides zoning and flood verifications; prepares building permits for issuance; consults with individual property owners, developers, builders, engineers, architects and planners in addressing residential/commercial development as needed.

Provides support for the permitting process; sends notices for fire inspections; receipts permit applications and verifies information; calculates fees and collects payments for a variety of different types of permits; schedules building and fire inspections and re-inspections; issues certificates of occupancy; maintains permit files.

Provides support to assigned regulatory boards and advisory groups; compiles and copies agenda materials; assist Clerk and other officials in typing, formatting and preparing agenda materials; attend day or evening meetings and takes minutes; compiles information on actions taken at meeting and provides requested follow-up actions.

Answers the phone and greets visitors to Town Hall; directs caller to appropriate department or provides requested information; takes messages; provides directions.

Takes information for work orders and passes information on to Public Works staff; alerts Public Works, ONWASA or other agencies of citizen concerns; documents completed orders.

Takes payments for a variety Town services such as recreation services, payments for Police reports, and facility rentals and documents reservations.

Receives and receipts payments from customers for Town services and ONWASA bills, including drop box; enters payment information into computer system and generates receipts; answers questions about bills; prepares deposit;

Collects needed information and develops new service applications and service disconnections for ONWASA; answers questions relating to utility services.

Compiles information to send privilege license bills; processes applications and payments

Compiles statistics and prepares monthly reports of collections and of services provided.

Provides support to assigned regulatory boards and advisory groups; compiles and copies agenda materials; assist Clerk and other officials in typing, formatting and preparing agenda materials; attend day or evening meetings and takes minutes; compiles information on actions taken at meeting and provides requested follow-up actions.

Updates information on Town website; compiles and composes information for Town print and newsletter; maintains email distribution list.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of the Town Code of Ordinances and Unified Development Ordinance.

Considerable knowledge in determining Flood Area Identification

Considerable knowledge of computer operations and their application to recordkeeping, minute-taking, fee collections and accounts maintenance.

Considerable knowledge of Town programs and services.

Working knowledge of the policies, procedures, and processes of the town in handling customer services issues and concerns, including utility, privilege license and permit fee collection, and in taking work orders from the public.

Accuracy in the entry of data and compilation of records and attention to detail.

Ability to provide technical information to the public on program activities and to explain rules and regulations concerning Town and ONWASA services.

Ability to plan and organize administrative support activities and tasks and to handle multiple priorities utilizing sound judgment and based on knowledge of departmental issues and needs.

Ability to deal effectively with the public in a tactful and effective manner in order to provide quick and efficient customer services, and to communicate effectively in oral and written forms.

Ability to create and maintain accurate records, reports, and files in support of a customer oriented operation, and to take accurate minutes of board meetings.

Ability to operate calculator, computer, and related office equipment, including Office software, at the desired level of speed and accuracy.

Ability to establish and maintain effective working relationships with coworkers, public officials, and customers.

Physical Requirements

Must be able to physically perform the basic life operational functions of reaching, lifting, grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to prepare and use figures and statistics, operate a computer terminal, process bills, perform visual inspections and proofread materials.

Desirable Education and Experience

Graduation from high school and experience in a customer service in a customer service and collections setting, preferably in a governmental setting; education preferably supplemented by courses in business or accounting; or an equivalent combination of education and experience.

Special Requirements Possession of a valid North Carolina driver's license

Notary public certification or ability to obtain

Attend Course on Legal Aspects of the Building Code Enforcement

Attend Planning and Zoning courses through UNC School of Government

Attend Flood Management Course through FEMA

Swansboro 2018

ADMINISTRATIVE SERVICES REPRESENTATIVE

Grade: 11

General Statement of Duties

FLSA Status: Non-Exempt

Performs administrative, recordkeeping and public contact work in assisting citizens and visitors access a variety of Town services and information; provides support to assigned regulatory or advisory boards.

Distinguishing Features of the Class

An employee in this class works at the customer service desk in Town Hall and assists citizens and visitors with a variety of different needs and services; work involves tasks such as greeting callers and visitors and directing to appropriate staff; receiving fees and payments, entering payments and deposits into computer system and issuing receipts; typing documents; handling customer inquiries relating to billings and town services; maintaining office files; and preparing summary reports. Employees answer the phone and answer questions or direct to the appropriate other department and assist customers with a variety of services which include: utility account set up and payments; taking work orders of public works services; taking payments for Town rentals and services; scheduling building inspections, inputting inspection results and issuing permits following Town rules and ordinances. Employees also provide support to assigned Town boards and committees including preparing agendas, attending evening meetings, taking minutes and conducting requested follow-up activities. Employees may have specialty assignments on an on-going or temporary basis, such as website updates, special correspondence and newsletters, or special projects. Work involves public contact functions and coordination with other departments within the Town's organizational structure. Considerable tact and courtesy are required in these public contact functions. Work is performed under the supervision of the Administrative Service Director and is evaluated through conferences, by courtesy, accuracy and timeliness of customer service contacts and records maintained, and skill in dealing with a variety of public contact, board support and recordkeeping responsibilities.

Duties and ResponsibilitiesEssential Duties and Tasks

Answers the phone and greets visitors to Town Hall; directs caller to appropriate department or provides requested information; takes messages; provides directions.

Takes information for work orders and passes information on to Public Works staff; alerts Public Works, ONWASA or other agencies of citizen concerns; documents completed orders.

Takes payments for a variety Town services such as recreation services, payments for Police reports, and facility rentals and documents reservations.

Receives and receipts payments from customers for Town services and ONWASA bills, including drop box; enters payment information into computer system and generates receipts; answers questions about bills; prepares deposit;

Collects needed information and develops new service applications and service disconnections for ONWASA; answers questions relating to utility services.

Provides support for the permitting process; sends notices for fire inspections; receipts permit applications and verifies information; calculates fees and collects payments for a variety of different types of permits; schedules building and fire inspections and re-inspections; issues certificates of occupancy; maintains permit files.

Compiles statistics and prepares monthly reports of collections and of services provided.

Provides support to assigned regulatory boards and advisory groups; compiles and copies agenda materials; assists Clerk or other officials in typing, formatting and preparing agenda materials; attends day or evening meetings and takes minutes; compiles information on actions taken at meeting and provides requested follow-up actions.

Updates information on Town website; compiles and composes information for Town print and newsletter; maintains email distribution list.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of computer operations and their application to recordkeeping, minute-taking, fee collections and accounts maintenance.

Considerable knowledge of Town programs and services.

Working knowledge of the policies, procedures, and processes of the town in handling customer services issues and concerns, including utility, privilege license and permit fee collection, and in taking work orders from the public.

Accuracy in the entry of data and compilation of records and attention to detail.

Ability to provide technical information to the public on program activities and to explain rules and regulations concerning Town and ONWASA services.

Ability to plan and organize administrative support activities and tasks and to handle multiple priorities utilizing sound judgment and based on knowledge of departmental issues and needs.

Ability to deal effectively with the public in a tactful and effective manner in order to provide quick and efficient customer services, and to communicate effectively in oral and written forms.

Ability to create and maintain accurate records, reports, and files in support of a customer-oriented operation, and to take accurate minutes of board meetings.

Ability to operate calculator, computer, and related office equipment, including Office software, at the desired level of speed and accuracy.

Ability to establish and maintain effective working relationships with coworkers, public officials, and customers.

Physical Requirements

Must be able to physically perform the basic life operational functions of reaching, lifting, grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to prepare and use figures and statistics, operate a computer terminal, process bills, perform visual inspections and proofread materials.

Desirable Education and Experience

Graduation from high school and experience in a customer service in a customer service and collections setting, preferably in a governmental setting; education preferably supplemented by courses in business or accounting; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

Notary public certification or ability to obtain

See Town Planner

PLANNING DIRECTOR

Grade: 21

General Statement of Duties

FLSA Status: Exempt

Performs administrative and technical planning duties in directing the activities of the Town's planning, inspections and code enforcement functions.

Distinguishing Features of the Class

An employee in this class directs the Planning Department and the work of staff responsible for the guided development in the community as well as building permitting and inspections, and zoning code and other regulatory compliance, and other related programs for the Town. Work involves providing guidance for the orderly long-range growth and current development of the Town and enforcement of zoning and related codes, and includes representing the Town in intergovernmental activities such as working with infrastructure, environmental, and land use issues with other governmental officials. Work involves extensive public contact explaining potential and allowable land uses, and requires coordination with other departments, boards, commissions, and the public. Extensive judgment and initiative are required in conducting research projects, compiling reports and making presentations, and making recommendations for various programs and functions of the Town. Knowledge and skill in process design and facilitation to obtain citizen and developer input and develop consensus among conflicted parties is required. Considerable tact and courtesy must be exercised in the public contact functions. Work is performed under general administrative direction of the Town Administrator and is evaluated through conferences, review of work, and overall acceptance of the programs by the Town's citizens.

Duties and ResponsibilitiesEssential Duties and Tasks

Reviews submitted plans and elements relating to a broad spectrum of community economic and social concerns; review plans of developers and property owners to ensure compliance with approved codes.

Consults with and coordinates activities with property owners, developers, residents, builders, engineers, architects and planners in addressing residential and commercial development issues; acts as subdivision review officer for projects.

Provides guidance to Manager, Planning Board and Board of Commissioners in design, interpretation, and direction for planning studies and documents, and for local state and federal compliance requirements.

Supervises staff involved in building and fire code enforcement and related regulatory compliance, and in compliance with zoning, sign, nuisance and other codes; oversees scheduling of inspections and re-inspections, and the issuances of permits.

Staffs the Planning Board, Board of Adjustment, Historic Preservation Committee and related advisory boards; advertises meetings; develops agenda materials and keeps minutes; follows up on decisions or questions.

Researches, drafts, and makes recommendations in policies, programs, activities, processes, and procedures.

Coordinates work of department with other Town departments, the community, regional, state, and federal officials; represents the Town to and with a wide variety of local, state, and federal officials.

Uses Geographic Information System (GIS) to develop maps of town planning related areas.

Designs and manages a variety of processes to obtain input from the community and develop consensus among conflicted parties.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection GuidelinesKnowledge's, Skills, and Abilities

Considerable knowledge of laws, regulations, policies and procedures related to land use planning, zoning, subdivision ordinances, community development, and local governments.

Considerable knowledge of the laws, principles, theories, and practices related to modern land use planning and growth management.

Considerable knowledge of the environmental and socio-economics implications of the planning process and statutes, laws, rules, and regulations affecting these functions.

Considerable knowledge of management techniques and practices including supervisory principles, budget, purchasing, and related administrative tasks.

Considerable knowledge and skill in the design and facilitation of public input processes designed to build consensus among conflicted parties.

Considerable skill in the collection, analysis, and presentation of data, recommendations, policies, and systems.

Working knowledge of the principles and practices of community and economic development and public-sector planning.

Working knowledge of public management and organization theories, principles, practices, and techniques.

Skill in building consensus, in collaborative problem-solving, and in conflict management.

Ability to plan, organize, motivate, communicate, and evaluate the work of employees effectively.

Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and Town officials, and the general public.

Ability to prepare comprehensive reports and studies.

Ability to express ideas effectively in oral and written forms.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, kneeling, grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, examine and work with maps, charts, and detailed materials, perform visual inspections, operate a computer, and do extensive reading.

Desirable Education and Experience

Bachelor's degree from an accredited college or university in planning, public administration or related field and some professional and management experience in urban planning, Master's degree preferred; AICP desired; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

TOWN PLANNER

General Statement of Duties

Grade: 21

FLSA Status: Exempt

Performs administrative and technical planning duties in directing the activities of the Town's planning, code enforcement, and certain inspections functions.

Distinguishing Features of the Class

An employee in this class is responsible for the guided development of the community as well as coordinating with others the building permitting and inspections, and zoning code and other regulatory compliance, and other related programs for the Town. Work involves providing guidance for the orderly long-range growth and current development of the Town and enforcement of zoning and related codes, and includes representing the Town in intergovernmental activities such as working with infrastructure, environmental, and land use issues with other governmental officials. Work involves extensive public contact explaining potential and allowable land uses, and requires coordination with other departments, boards, commissions, and the public. Extensive judgment and initiative are required in conducting research projects, compiling reports and making presentations, and making recommendations for various programs and functions of the Town. Knowledge and skill in process design and facilitation to obtain citizen and developer input and develop consensus among conflicted parties is required. Considerable tact and courtesy must be exercised in the public contact functions. Work is performed under general administrative direction of the Town Manager and is evaluated through conferences, review of work, and overall acceptance of the programs by the Town's citizens.

Duties and Responsibilities

Essential Duties and Tasks

Reviews submitted plans and elements relating to a broad spectrum of community economic and social concerns; review plan of developers and property owners to ensure compliance with approved codes.

Consults with and coordinates activities with property owners, developers, residents, builders, engineers, architects, planners and consultants in addressing residential and commercial development issues; acts as subdivision review officer for projects.

Provides, guidance to the Manager, Planning Board and Board of Commissioners in design, interpretation, and direction for planning studies and documents, and for local state and federal compliance requirements.

Collaborates with staff involved in building and fire code enforcement, scheduling of inspections, reinspection's, and the issuance of permits and related regulatory compliance, and in compliance with zoning, sign, nuisance and other codes.

Staff Liaison to the Planning Board, Board of Adjustment, Historic Preservation Committee, Technical Review Committee and related advisory boards; advertises meetings; develops agenda materials and keeps minutes; follows up on decisions or questions.

Responsible for attending regional meetings such as the Down East RPO (DERPO), coordination meetings with the NCDOT, Camp Lejeune Community Plans and Liaison Office, ONWASA, Local Chapter of the NCAPA Section meetings and others as promoted from time to time in coordination with the Town Manager.

Researches, drafts, and makes recommendations in policies, programs, activities, processes, and procedures.

Coordinates work of department with other Town departments, the community, regional, state, and federal officials.

Uses Geographic Information System (GIS) to develop maps of town planning related areas.

Designs and manages a variety of processes to obtain input from the community and develop consensus among conflicted parties.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge's, Skills, and Abilities

Considerable knowledge of laws, regulations, policies and procedures related to land use planning, zoning, subdivision ordinances, community development, and local governments.

Considerable knowledge of the laws, principles, theories, and practices related to modern land use planning and growth management.

Considerable knowledge of the environmental and socio-economics implications of the planning process and statutes, laws, rules, and regulations affecting these functions.

Considerable knowledge of management techniques and practices including supervisory/coordination principles, budget, purchasing, and related administrative tasks.

Considerable knowledge and skill in the design and facilitation of public input processes designed to build consensus among conflicted parties.

Considerable skill in the collection, analysis, and presentation of data, recommendations, policies, and systems.

Working knowledge of the principles and practices of community and economic development and public sector planning.

Working knowledge of public management and organization theories, principles, practices, and techniques.

Skill in building consensus, in collaborative problem-solving, and in conflict management.

Ability to plan, organize, motivate, communicate, coordinate and evaluate the work of employees effectively.

Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and Town officials, and the general public.

Ability to prepare comprehensive reports and studies.

Ability to express ideas effectively in oral and written forms.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, kneeling, grasping, talking; hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, examine and work with maps, charts, and detailed materials, perform visual inspections, operate a computer, and do extensive reading.

Desirable Education and Experience

Bachelor's degree from an accredited college or university in planning, public administration or related field and some professional and management experience in urban planning; a minimum of 3-5 years' experience leading planning initiatives for a similar size community with experience in coastal and historic planning; AICP, CZO and CFM desired; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

2019

FINANCE DIRECTOR

General Statement of DutiesGrade: 22
FLSA Status: Exempt

Performs professional, technical administrative work in planning, organizing, and directing the financial activities of the Town.

Distinguishing Features of the Class

An employee in this class plans and directs the disbursement and accounting of revenues and expenditures for the Town and monitors accounting systems for compliance with internal control policies and accounting principles. Work involves supervision of the accounts payable, purchasing and general revenue collections, budget preparation and tracking, grants management and reporting, development and application of financial policies, and of payroll operations. The employee must exercise considerable independent judgment and initiative in planning and directing the fiscal control system. Work is performed in accordance with established municipal finance procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government accountants. Work is performed under the direction of the Town Manager and is evaluated through conferences, reports, and by an independent audit of financial records. The Finance Director processing payroll; verifies timesheets; enters pay and benefits changes and leave taken, and calculates payroll; produces payroll and sends to SAGE; distributes to departments; runs payroll reports for various agencies such as retirement system, benefits agencies; checks ESC reports; implements garnishments; explains payroll issues to employees; submits NC sales and use taxes to the NC Department of Revenue; provides data for Town employee benefit costs and options and employee salaries; any related duties as required.

Duties and ResponsibilitiesEssential Duties and Tasks (Finance Director)

Plans, organizes, and directs the operations of the Finance Department, including disbursement and accounting of municipal funds, revenue collections, receivables, payables and investments; supervises staff assigned to these functions; oversees financial aspects of payroll.

Prepares periodic reports for department heads, Town Manager and Board, and annual reports for state, federal and private agencies; attends Board meetings.

Manages receipt and investment of all Town revenues.

Reviews and monitors ongoing administration of budget; monitors revenues and expenditures; monitors posting of billing and collections to the general ledger and makes corrections as needed; Advises the Manager and assists department heads in the preparation of the general operating and capital improvements budget; reviews budget system and financial conditions and develops methods of improvement; prepares budget amendments as needed.

Assists the auditors during the annual audit of Town financial records; follows up on findings to improve financial systems; prepares portions of the Comprehensive Annual Financial Report.

Works with the Town Manager in the preparation of the general operating and capital improvements budgets; reviews departmental budget requests for accuracy and justification of resource allocation and expenditures; works with the Manager in directing the formulation of Town financial policies and in the preparation of the annual budget; advises Board on fiscal matters.

Maintains a general accounting system for the Town; maintains financial records; prepares budget amendments as necessary; maintains general ledger; oversees capital project budgets including preparation of ordinance, establishing of fund in general ledger, and monitoring for budget compliance.

Reviews property and liability insurance for adequate coverage, claims and changes.

Oversees Town purchasing activities, assuring compliance with state purchasing requirements and for adherence to bid procedures.

Hires staff; provides performance counseling and evaluation, training, direction, and provides

relevant information and a motivational environment.

Oversees grant applications and grant paperwork.

Oversees Tourism and Development Agency budget and prepares quarterly financial reports.

Essential Duties Related to Human Resource

Processing payroll; verifies timesheets; enters pay and benefits changes and leave taken, and calculates payroll; produces payroll and sends to SAGE; distributes to departments; runs payroll reports for various agencies such as retirement system, benefits agencies; checks ESC reports; implements garnishments; explains payroll issues to employees; submits NC sales and use taxes to the NC Department of Revenue; provides data for Town employee benefit costs and options and employee salaries; any related duties as required.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities (Finance Director)

Thorough knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.

Thorough knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.

Thorough knowledge of the principles and practices of automated systems and their use in a municipal environment.

Considerable knowledge of supervision including motivation, communication, leadership, performance coaching and evaluation.

Considerable knowledge of the Town's personnel policies and procedures.

Ability to evaluate complex financial systems and formulate and install accounting methods, procedures, forms, and records.

Ability to plan, organize, direct, and evaluate the work of supervisors and employees in the specialized field of accounting and collections.

Ability to design and prepare analytical or interpretative financial statements.

Ability to establish and maintain effective working relationships with the public, department heads, governmental officials, and with other Town employees.

Ability to conduct long range fiscal planning.

Accuracy and thoroughness in the analysis and preparation of financial records and reports.

Knowledge, Skills, and Abilities (Human Resource)

Considerable knowledge in payroll practices and principles and their relationship to accounting and legal requirements, and of laws, rules, regulations, policies and practices to follow in the payroll function.

Working knowledge of the theory, principles and practices of payroll.

Ability to work independently and to use judgment and discretion in handling payroll.

Work is performed under the supervision of the Town Manager and is evaluated by discussion, reports, observation, and feedback from managers and employees.

Physical Requirements

Must be able to physically perform the basic life operational functions of feeling, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10

pounds of force frequently, and/or a negligible amount of force constantly to lift objects.

Must possess the visual acuity to prepare and analyze data and statistics, operate a computer, perform visual inspections, perform accounting duties, and do extensive reading.

Desirable Education and Experience

Bachelor's degree from an accredited four year college or university with a degree in accounting or business, and considerable experience in public finance administration and accounting, preferably Certified Public Accountant; including some supervisory experience; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

Swansboro 2018

FINANCE TECHNICIAN

Grade: 14

General Statement of Duties

FLSA Status: Non-Exempt

Performs administrative, clerical and bookkeeping work in support of financial recordkeeping and accounting functions.

Distinguishing Features of the Class

An employee in this class works in support of financial management for the Town, with tasks such as collecting various fees and payments, balancing receipts, issuing purchase orders, accounts payable, accounts receivable, and maintaining files and records. The employee also provides support for the Occupancy Tax / Tourism Authority. Work involves tasks such as tracking collections, preparing monthly accounts receivable report, performing daily deposit; posting purchase orders; pulling files for auditor, and maintaining a variety of financial and accounting records. Work involves public contact functions and coordination with other departments within the Town's organizational structure, especially in the accounting and collections functions. Considerable tact and courtesy are required in these public contact functions. Work is performed under general supervision of the Finance Director and is evaluated through conferences, by accuracy and timeliness of customer service and records, and thoroughness of assigned responsibilities.

Duties and ResponsibilitiesEssential Duties and Tasks

Manages accounts payable function; receives incoming invoices, bills and statements; verifies appropriate accounts and payments; enters information into system and runs checks and reports.

Assists departments with purchasing requirements; receives requisitions and verifies accounts and balances; issues PO; tracks PO's against invoices submitted; answers department and vendor questions.

Provides information to departments on current expenditures and balances.

Maintains a variety of financial records and files; keeps spreadsheets of certificate of insurances and of subdivision certificates and sidewalk bonds; generates letters to contractors for renewals on letters of credit.

Maintains town vehicle log book of titles, insurance and registration

Orders office supplies for Town departments.

Assists Finance Director with budget preparation; researches costs in specified accounts; prepares budget books for Commissioners.

Receives funds collected and prepares daily deposit; refunds payments when needed; generates daily cash report.

Compiles data and pulls files for CPA to assist with the conducting of the annual audit.

Types correspondence and records.

Enters information into spreadsheets such as deposits and fixed asset information.

Enters financial information in computer system.

Assists Finance Officer with accounting and financial tasks as requested.

Additional Job Duties

Backs up other staff as needed.

Performs related duties as required.

Recruitment and Selection GuidelinesKnowledge, Skills, and Abilities

Working knowledge of governmental bookkeeping practices and procedures.

Working knowledge of laws, rules, regulations, policies and practices to follow in an accounts receivable and payable function.

Working knowledge of standard operating practices involved in modern office operation and serving the public.

Working knowledge of computer operations.
Ability to understand and apply policies to the maintenance of financial records and reports.
Ability to operate calculator, computer terminal, typewriter, and related office equipment at the desired level of speed and accuracy.
Ability to work patiently with the public and to work with interruptions.
Ability to make arithmetic computations accurately and with reasonable speed.
Ability to maintain accurate records and prepare moderately complex records and reports.
Ability to communicate effectively in oral and written forms.
Ability to establish and maintain effective working relationships with coworkers, public officials, and customers.

Physical Requirements

Must be able to physically perform the basic life operational functions of reaching, lifting, grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to prepare and use figures and statistics, operate a computer terminal, process bills, and proofread materials.

Desirable Education and Experience

Graduation from high school, supplemented by courses in business or accounting, and some experience in a customer service, collections or financial recordkeeping setting; or an equivalent combination of education and experience; associates degree preferred.

Special Requirements

Possession of a valid North Carolina driver's license.

Swansboro 2018

FINANCE CLERK

FLSA Status: Non-Exempt

General Statement of Duties

Grade: 11

Performs administrative, clerical and bookkeeping work in support of financial recordkeeping and accounting functions.

Distinguishing Features of the Class

An employee in this class works in support of financial management for the Town, with tasks such as collecting various fees and payments, balancing receipts, issuing purchase orders, accounts payable, accounts receivable, and maintaining files and records. Work involves tasks such as tracking collections, preparing monthly accounts receivable report, performing daily deposit; posting purchase orders. Work involves public contact functions and coordination with other departments within the Town's organizational structure, especially in the accounting and collections functions. Considerable tact and courtesy are required in these public contact functions. Work is performed under general supervision of the Finance Director and is evaluated through conferences, by accuracy and timeliness of customer service and records, and thoroughness of assigned responsibilities.

Duties and ResponsibilitiesEssential Duties and Tasks

Manages accounts payable function; receives incoming invoices, bills and statements; verifies appropriate accounts and payments; enters information into system and runs checks and reports.

Assists departments with purchasing requirements; receives requisitions and verifies accounts and balances; issues PO; tracks PO's against invoices submitted; answers department and vendor questions.

Provides information to departments on current expenditures and balances.

Assists Finance Director with budget preparation; researches costs in specified accounts; prepares budget books for Commissioners.

Types correspondence and records.

Enters financial information in computer system.

Assists Finance Director with accounting and financial tasks as requested.

Additional Job Duties

Backs up other staff as needed.

Performs related duties as required.

Recruitment and Selection GuidelinesKnowledge, Skills, and Abilities

Working knowledge of governmental bookkeeping practices and procedures.

Working knowledge of laws, rules, regulations, policies and practices to follow in an accounts receivable and payable function.

Working knowledge of standard operating practices involved in modern office operation and serving the public.

Working knowledge of computer operations.

Ability to understand and apply policies to the maintenance of financial records and reports.

Ability to operate calculator, computer terminal, typewriter, and related office equipment at the desired level of speed and accuracy.

Ability to work patiently with the public and to work with interruptions.

Ability to make arithmetic computations accurately and with reasonable speed.

Ability to maintain accurate records and prepare moderately complex records and reports.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with coworkers, public officials, and customers.

Physical Requirements

Must be able to physically perform the basic life operational functions of reaching, lifting, grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to prepare and use figures and statistics, operate a computer terminal, process bills, and proofread materials.

Desirable Education and Experience

Graduation from high school, supplemented by courses in business or accounting, and some experience in a customer service, collections or financial recordkeeping setting; or an equivalent combination of education and experience; associates degree preferred.

Special Requirements

Possession of a valid North Carolina driver's license.

Swansboro 2019

HUMAN RESOURCES/
PAYROLL & BENEFITS MANAGER Grade: 17
General Statement of Duties FLSA Status: Exempt

Performs specialized and technical administrative work in managing the human resources systems and programs for the Town.

Distinguishing Features of the Class

An employee in this class plans, organizes, develops, and implements a variety of human resources programs designed to support employees and management in the achievement of the Town's goals and objectives. Functions include payroll; benefits communication, administration and reporting; human resources policy development and administration; recruitment and selection; workers compensation management and safety training; and personnel records management. Work includes verifying work time, entering payroll changes, and processing payroll and the related reports; personnel records management and transaction entry; advertising positions and assisting departments in the selection process, including conducting background checks; and advising departments and the Manager on the interpretation and administration of various human resources policies and programs, including Town policies and state and federal laws and regulations. Work requires an understanding of the laws and regulations affecting the human resources management field, considerable judgment and initiative in the development of programs and policy interpretation and application, and sound judgment in maintaining confidentiality and advising employees and supervisors regarding personnel actions. Work is performed under the supervision of the Town Manager and is evaluated by discussion, reports, observation, and feedback from managers and employees.

Duties and Responsibilities

Essential Duties and Tasks

Processes payroll; verifies timesheets; enters pay and benefits changes and leave taken, and calculates payroll; produces payroll and sends to bank; distributes to departments; runs payroll reports for various agencies such as taxes, retirement system, benefits agencies; checks ESC reports; implements garnishments; explains benefits and payroll issues to employees.

Orients and signs up employees for benefit programs and assists in applying for benefits.

Maintains employee personnel files documenting personnel actions; enters data for payroll and benefits changes.

Advertises vacancies and receives applications; sits in on interviews and works closely with departments on recruitment and selection issues providing consultation on policy, effective and modern practices and legal requirements where applicable; conducts background checks and verifies employee eligibility to work.

Files information for Worker's Compensation claims; monitors employee absences and return to work; staffs Safety Committee and encourages safe behavior with employees; plans for and tracks safety training.

Advises the Manager and departments on human resources related laws and issues such as FLSA, OSHA, ADA; confers with department heads on policy issues and interpretation, especially disciplinary actions; advises employees on personnel policy and program matters; stays abreast of changes in laws that affect personnel issues.

Oversees departmental budget; provides data for Town employees' benefits cost and options and employee salaries.

Assists the Town Manager and department directors with human resources matters in respective departments and Town wide to insure consistency and legal compliance.

Develops and recommends personnel programs and policies; evaluates existing and researches new programs for alternative and innovative proposals.

Attends Board of Commissioner meetings to report on human resources issues as needed.

Additional Job Duties

Submits NC sales and use taxes to the NC Department of Revenue.
Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of human resources payroll practices and principles and their relationship to accounting and legal requirements, and of laws, rules, regulations, policies and practices to follow in the payroll function.

Working knowledge of the theory, principles and practices of human resource management in areas such as payroll, benefits, recruitment and selection, HR policy administration and safety.

Working knowledge of the laws, principles, court cases, and regulations that apply to personnel policies and practices in the public sector.

Working knowledge of computer capabilities as related to numerous personnel programs, office suite software and payroll systems

Skill in problem-solving, conflict resolution, and group facilitation.

Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.

Ability to work independently and to use judgment and discretion in handling payroll and human resources related issues.

Ability to establish and maintain effective working relationship with other officials, department heads, employees, and the general public.

Ability to analyze facts, programs, and benefits costs and make recommendations and reports in oral and written forms.

Ability to maintain the confidentiality of personnel records and discussions.

Ability to be innovative and creative in designing new programs, proposing policy changes, and recommending motivational and organizational development to managers.

Physical Requirements

Must be able to perform the basic life operational skills of climbing, stooping, kneeling, crouching, reaching, standing, walking, grasping, talking, hearing and repetitive motions.

Must be able to perform light work, exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently to lift objects.

Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer, and do extensive reading.

Desirable Education and Experience

Bachelor's degree from an accredited college or university with a major in personnel, business or related human service field with experience in human resources management including payroll production; or an equivalent combination of education and experience. **Certification with SHRM preferred.**

Special Requirements

Possession of a valid North Carolina driver's license.

Swansboro 2018

(Position not currently utilized)

PARKS AND RECREATION DIRECTOR

Grade: 21

General Statement of Duties

FSLA Status: Exempt

Performs administrative and managerial duties in planning, developing, and organizing the Town's operation of a comprehensive parks and recreation program. Provide direct management oversight of the day to day operations of the 10-slip transient boat docks at Church Street. Weekend, evening and holiday work is required as well as "on-call" status.

Distinguishing Features of the Class

An employee in this class performs a variety of administrative and professional duties in the management of all parks and recreation activities and facilities for the Town. The employee develops and plans work operations; researches programs and facilities to meet community needs and interests and projects program growth and development; develops new and modifies existing policies and procedures; supervises day-to-day activities through program supervisors including the selection, training, appraisal, and supervision of regular and contracted staff and seasonal workers. Work requires extensive public contact with private groups, civic organizations, local officials, and the general public in the promotion, development, and maintenance of the parks and recreation program. Employee is subject to hazards in parks and recreation work including working in both inside and outside environments. Work is performed under the general supervision of the Town Manager and reviewed through periodic conferences, reports, and results.

Duties and Responsibilities

Essential Duties and Tasks

Plans, directs and participates in providing an expanding and flexible program of recreational activities for various interests and age groups the community; develops and implements policies and procedures for operations including programming, facilities operation and facilities maintenance.

Develops long range plans for the provision of recreational facilities and parks for the leisure time enjoyment of the public; develops short and long-term capital improvement plans.

Reviews, plans, and supervises the various programs of the department; hires, trains, evaluates and sets priorities for work of staff. Prepares schedules and assignments for personnel.

Oversees maintenance of park buildings and grounds and other recreation sites; recommends the acquisition and development and maintenance of park and playground areas and of structures and facilities so as to best serve the wide interests of the community.

Counsels and receives input from community groups, neighborhood groups and individuals with regard to the parks and recreation needs, problems, and utilizes such input for overall planning and programming.; establishes and maintains relationships with outside agencies, schools, businesses and individuals. Evaluates special event requests and coordinates with other department heads necessary for event logistics. Presents to the Board of Commissioners and acts as liaison to organization.

Supports advisory committees and works with civic and community groups on recreation, development and community issues.

Develops, supports, controls and administers the budget for the department; recommends fees and charges; assures proper accounting of collected funds.

Assures appropriate maintenance of facilities, fitness and other equipment, parks and trails; participates in facility maintenance as needed.

Interprets the recreational and parks program to individuals and groups; maintains effective working relationships with other community agencies and groups, public and private.

Establishes and manages strategies to increase community awareness of programs.

Keeps schedules and reports concerning the use and maintenance of all facilities and equipment;

prepares and directs the preparation of periodic and special activity and program reports.

Maintains close relationships with school officials and other public agencies.

Prepares and manages annual budget for parks and recreation department and Church Street Dock. Approves purchases of supplies and submits necessary requests for approval to the Finance Department. Maintains a record of annual expenditures. Monitors revenue stream through reports.

Manages operations of Church Street Dock – 10-slip transient docking facility with 30/50/100 AMP power and sewage pump station. Implements and enforces dock rules and regulations consistently with all patrons. Processes reservations and performs sewage pump outs as needed.

Negotiates contracts.

Stays abreast of national trends and issues.

Applies for and manages grants.

Deals with complaints and concerns.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of all phases of municipal recreation and administration.

Thorough knowledge of the principles and methods of parks and playground planning and development,

Considerable knowledge of land use ordinance and resulting recreational effects.

Working knowledge of methods and equipment used in propagation and care of trees, plants, shrubs and other landscaped areas.

Working knowledge of the application of information technology to departmental activities, including social media platforms.

Ability to develop and execute a program of recreational activities.

Ability to organize and direct work of clerical, technical, and professional employees, including seasonal, part-time, and volunteer arrangements.

Ability to develop and maintain effective relationships with local officials, the general public, and employees.

Ability to communicate effectively in oral and written forms.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, walking, pulling, talking, and hearing.

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently; and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, perform visual inspections, and use a computer.

Desirable Education and Experience

Bachelor's degree from an accredited college or university in recreation administration, physical education or related field and considerable experience in the management of a municipal recreation program; or an equivalent combination of training and experience. NCRPA certification preferred.

Special Requirements

Possession or ability to obtain CPR, First Aid and Certified Playground Inspector certifications.

Possession of a valid North Carolina driver's license.

Swansboro 2018

RECREATION PROGRAMS SUPERVISOR

Grade: 11

General Statement of Duties

FLSA Status: Non-Exempt

Plans, coordinates, implements, and supervises a variety of cultural, educational, recreational and special events activities for the Town.

Distinguishing Features of the Class

An employee in this class plans, coordinates, and supervises a variety of recreational and leisure time activities for the citizens of the community and for visitors. Work involves considerable planning and scheduling of activities and contact with participants and instructional personnel. The employee researches community needs and interests and develops or modifies recreational programs and activities; recruits part-time, seasonal and volunteer staff as well as participants; publicizes program activities; coordinates activities with center staff; and oversees the successful implementation of such programs. The employee also is responsible for ordering equipment and supplies and maintaining the safety of assigned grounds, buildings, and other facilities. Work is performed in accordance with departmental rules and policies and requires judgmental discretion in the application and interpretation of programs, game rules, and procedures. Employee is subject to hazards in parks and recreation including working in both inside and outside environments and in extreme temperatures, and noise. Duties may also expose the employee to human body fluids and the work is covered by the OSHA requirements on bloodborne pathogens. Work is performed under the general supervision of the Parks and Recreation Director and is evaluated in terms of program effectiveness and through observation and discussions surrounding public acceptance.

Duties and Responsibilities

Essential Duties and Tasks

Plans, organizes, and promotes recreation activities for various age groups including such programs as leisure arts and activities classes, special events, after school and pre-school programs, summer day camps, and other activities; arranges schedules, locations, and personnel to staff such activities.

Recruits, hires, trains, assigns, and supervises volunteers and paid staff; reviews and assures standards and requirements are being met.

Promotes programs and events; contacts media and makes personal appearances before civic and business groups; prepares press release, flyers, brochures for promotions; activities; keeps bulletin boards and outside sign boards current. Develop sponsorship packets and secures funding for events and programs.

Registers participants for various recreational programs and events; collects fees and completes proper forms; maintains various records of events; schedules times and secures locations for a variety of programs.

Maintain comprehensive record of program and event expenditures through reports and keeping an up to date inventory of supplies. Recommend budget requests to the director annually.

Assists in the oversight of day to day operations of the community center, including activity set-up and cleaning, program registration and collection of fees, and compliance to Town policies; monitors and assures clean and neat appearance of the recreation center.

Assists in the formulation and execution of departmental rules and policies.

Provides necessary liaison with other public and private groups and agencies. Foster a positive working relationship with legal agencies and non-profit organizations.

Assures safe operation of programs for children and youth, including obtaining proper insurances and maintaining registration and liability documentation.

Additional Job Duties

Assists Director with other departmental programs and activities, as needed.

Assists in the preparation of regular and special reports as required.
Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of principles, practices, and methods of recreational and leisure time programs.

Considerable knowledge of current literature, trends, and developments in the field of public recreation, cultural and sports programs.

Knowledge of standard resources, materials, and facilities utilized in a public recreational program.

Working knowledge of town personnel, purchasing, and budget policies and procedures.

Ability to effectively plan and execute a year-round program of recreational activities.

Ability to plan and coordinate the work of permanent part-time, seasonal and contracted employees and volunteers and parents.

Ability to express ideas effectively and communicate effectively in oral and written forms.

Ability to deal tactfully and courteously with the public.

Ability to establish and maintain effective working relationships with officials, citizens, employees, supervisors, and participants.

Working knowledge of the application of information technology, recreation software and department related programs as well as social media platforms.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping feeling, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds amount of force frequently; and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data, operate a computer, utilize measuring devices, operate a motor vehicle, and inspect work of others.

Desirable Education and Experience

Bachelor's degree from an accredit college or university with a degree in recreation administration, physical education, or related degree and some experience in recreational programming, preferably including supervision; or an equivalent combination of education and experience. Certified Park and Recreation Professional (CPRP) preferred.

Special Requirements

Possession of a valid North Carolina driver's license. First Aid, CPR certification; playground safety certification preferred.

Swansboro 2016

RECREATION ASSISTANT

Part-time
FLSA Status: Non-ExemptGeneral Statement of Duties

Performs a variety of public contact, building maintenance, and clerical duties relating to the operation and maintenance of the Recreation Center, Town facilities, and assistance with programs, special events, and festivals.

Distinguishing Features of the Class

An employee in this class performs a variety of public contact, building and facility oversight, and clerical duties to support the operation of the Swansboro Parks and Recreation Department. Work includes serving as receptionist, assisting the public with information and enrollment in programs or about building rentals, taking fees, setting up rooms for programming, overseeing the public in the use of the center, enforcing policies, making copies, answering the telephone, and assuring building security and participant safety. The employee assists in facilitating youth programs such as the After-School Program, Summer Camp, and other camp programs, and adult/senior programs. The employee is expected to have knowledge of the departmental operations, policies, and its services to respond to inquiries and perform the daily functions; non-routine questions or situations are referred to others. Specific oral and/or written instructions are available to apply to most work situations. Work is performed under regular supervision and is evaluated through observation, conferences, feedback from building users, and the quality, timeliness, and effectiveness of work completed.

Duties and Responsibilities

Essential Duties and Tasks-These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides general administrative duties including but not limited to answering telephone calls; taking messages, forwarding calls, making copies, filing, and preparing and writing reports as requested.
- Assists visitors with a variety of information about programming, center activities, and Swansboro events.
- Assist with facility rental procedures and paperwork.
- Assist in program registration and maintaining accurate program records.
- Opening and closing of Recreation Center, and other Town facilities.
- Perform routine cleaning and maintenance of Recreation Center, Town facilities, and equipment.
- Provides supervision during rental events at the Recreation Center and Town facilities.
- Assist with set-up and break-down of activities and cleaning of program area.
- Maintain positive and appropriate relations with program participants and facility visitors.
- Comprehend and follow oral and written instructions.
- Assists with the planning, organization, and facilitation of various recreation programs including youth and adult programs.
- Occasionally drive town bus/van for programming needs.
- Assists with special events, festivals, and other program areas.

- May assist the Director or Program Supervisor with various program responsibilities such as developing fliers for programs, mailings, maintaining program statistics, and other activities.

Additional Job Duties

- Provide excellent customer service.
- Ability to work as a team member.
- Ability to participate in activities that include but are not limited to hiking, swimming, physical games and activities.
- Ability to work, weekdays, nights, and weekends.
- Performs additional duties and responsibilities as necessary.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Working knowledge of office practices and procedures.
- Working knowledge of town and departmental program policies, regulations and procedures.
- Skill in customer service including problem-solving and conflict resolution.
- Ability to communicate effectively in person and by telephone.
- Working knowledge of Microsoft Office, specifically Word, Excel, and Publisher.
- Ability to set up tables and chairs and other equipment.
- Ability to follow oral and written instructions and procedures.
- Ability to establish and maintain effective working relationships with the general public and other employees.
- Working knowledge of application of information technology and social media platforms.
- Be enthusiastic and make programs fun and safe.

Physical Requirements

- Must be able to physically perform the basic life operational functions of standing, walking, hand mobility, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally and/or a 10 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- Must possess the visual acuity to inspect activities and work in progress, collect fees, fill out forms, and operate a computer terminal.

Desirable Education and Experience

- High school diploma or course work in recreation, child development, or any related field/course work.
- Six months to two years' experience or any combination of education, training, and experience in organized recreational activities, working with youth, adults, and/or seniors.

Special Requirement

- Requires possession of a valid North Carolina driver's license.
- Possess CPR/First aid certification or willing to obtain.

Revised 2020

PARKS AND RECREATION MAINTENANCE TECHNICIAN

Grade 11

General Statement of Duties

FLSA Status: Non-Exempt

Performs a variety of responsible semi-skilled and skilled trades work within the Parks and Recreation Department in maintenance and repair of Town buildings, grounds, parks and related facilities, including equipment operation as needed. Conduct daily facility, grounds, and dock inspections and maintenance as needed.

Distinguishing Features of the Class

An employee in this class performs a variety of skilled and semi-skilled work in the maintenance and repair of Town facilities and grounds in the parks and recreation department. Employees often work independently, completing daily assignments and work orders while supervising an assigned inmate, performing work in a specialty area such as buildings maintenance, parks and grounds maintenance, and public facilities maintenance and service provision. However, depending on needs and assignments employees may work with Public Works staff for all or portions of the day. Work tasks may change frequently based on daily and seasonal needs, and include tasks such as cutting grass at parks and grounds; performing electrical, plumbing, carpentry and related tasks at Town facilities; replacing or repairing signs; setting up facilities for meetings and for special Town events; cleaning storm drains and rights of way; assuring playground safety. Work includes purchasing supplies, driving to work sites, operating needed equipment, and maintaining work logs or documenting work performed on work orders. Employees are subject to working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, odors, dusts, mists, gases, poor ventilation, and oils. Employees must be able to perform strenuous work over extended periods of time and are subject to call-back for after hour repair. Work is performed under the direction of the Recreation Director and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

Duties and Responsibilities

Essential Duties and Tasks

Drives with assigned inmate to work site; makes assignments and assures work is performed within prison-system requirements; works with other Public Works staff on larger projects as needed.

Carries out regular assignments in area of specialization, looking for issues in need of repair or performing preventive maintenance; receives special work orders from Director; performs necessary varied maintenance functions required to maintain facilities and park grounds; cuts grass, limbs and brush; cleans ditches; sprays pesticides; moves furniture.

Checks park grounds, facilities, equipment etc. regularly and lists required maintenance and repair jobs; provides input to supervisor on budget and supply needs; may purchase needed supplies at local hardware stores; checks park structures and playground equipment; replaces items as needed.

Operates a variety of light equipment such as tractor, weed eater, mower, edger, pesticide sprayer, and hand tools such as shovels, rakes and brooms.

Sets up streets, facilities and parks for special events; takes down after the event is over; responds to callback for clean-up after weather events.

Performs preventive maintenance on vehicles and equipment; maintains tools and equipment in good working order.

Responds to citizen questions in the field concerning municipal services; calls in emergency repairs to ONWASA or other agencies.

Attends training to increase skills and maintain certifications, including safety training.

Additional Job Duties

Performs other related tasks as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of the methods, tools, and equipment utilized in the parks, streets, and/or buildings maintenance issues to which generally assigned.

Working knowledge of the work hazards, related liabilities, and applicable safety standards (Occupational Safety and Health Act) and County standards.

Skill in the operation of assigned equipment and tools, such as tractor, riding mowers, weed eater, saws, and hand tools.

Ability to communicate effectively orally, and to maintain records and logs of activities.

Ability to supervise the work of assigned inmate labor and to work independently or as a part of a crew as needed.

Ability to plan and prioritize work in assigned area of specialty, and to work in other programmatic areas as needs change.

Ability to establish and maintain effective working relationships with co-workers, supervisor, and citizens involved in use of Town parks, facilities and streets.

Ability to engage in heavy manual labor for extended periods of time.

Ability to exercise courtesy and tact in dealing with the public.

Ability to understand oral and written instructions and to maintain work records.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly to move objects.

Must possess the visual acuity to operate equipment such as trucks, back hoe, mowers, tractor, tampers, and varied hand tools in a safe manner, to read gauges, to make visual inspections, and to keep basic records.

Desirable Education and Experience

Any combination of education and experience equivalent to completion of high school and experience in semi-skilled and skilled trades and equipment operation work; or an equivalent combination of experience and education.

Special Requirements

Possession of valid NC Class C driver's license; ability to obtain NC Division of Prisons Off-site Custodial Agent certification. Specialty certifications such as pesticide license, playground safety certification, CDL, or others may be required.

Swansboro
2014

Eff. July 1, 2019 position supervision moved under PW Director due to lack of supervision by Parks/Rec

PARKS AND RECREATION INTERNSHIP

Location: Swansboro Parks and Recreation Department, Swansboro, NC

Hours: 30-40 hours a week, flexible work schedule

Objective:

The Swansboro Park and Recreation Department will offer an internship program that will provide students with a well-rounded experience which introduces the intern to many different programming areas and duties. Interns will be exposed to program development and implementation, marketing, general duties of operating a recreation center, and administrative duties. This internship will provide students with a hands-on learning experience while fulfilling the internship standards of the university.

Position Summary:

Gain first-hand experience and training in community recreation. Provide exceptional customer service to Swansboro Parks and Recreation participants and visitors. Recreation Intern will plan, organize, implement, and coordinate recreation programs for youth, teens, families, and the general public.

Roles and Responsibilities:

- Assisting in planning and implementing recreation programs and summer day camp
- Assist with general office tasks. Able to work with Microsoft Office
- Maintain current and accurate records for programs, facilities and services
- Prepare written reports as requested
- Follow, and implement Swansboro Parks and Recreation guidelines
- Set up and break down of rooms before and after programs and events
- Ability to work flexible schedule including nights and weekends
- Work closely with Parks and Recreation Director and Program Supervisor
- Performs additional duties and responsibilities as necessary or assigned
- Assist with cleaning and basic maintenance of Recreation Center

Qualifications:

- Intern should be currently enrolled or have identified field in Parks and Recreation, Natural Resource Management, or related field
- Excellent Customer Service
- Strong written and oral communication skills
- Ability to work with all ages, and demographics
- Current First Aid/CPR certification or willing to obtain if hired
- Ability to work independently
- Possession of a valid North Carolina driver's license.

Desired Attributes:

- Self-motivated/initiative and ability to take direction
- Successfully able to problem solve in a wide range of situations
- Ability to communicate effectively with a diverse audience
- Desire to work as a team member

Application: Send a letter of inquiry, current resume, and completed application to Town of Swansboro Attn: Paula Webb/Town Clerk-Admin Services Director 601 W. Corbett Avenue Swansboro, NC 28584. The application form can be downloaded at www.swansboro-nc.org. 2018

SPECIAL EVENT ATTENDANT

Part Time
FLSA Status: Non-Exempt

General Statement of Duties

Provide support to the Parks and Recreation Department. Position assists in different areas throughout the Parks and Recreation Department. Work requires public contact with private groups, civic organizations, Town officials, and the general public. Performs a variety of public contact, building janitorial duties, program and special event assistance and securing town buildings relating to the rental of rooms for public use especially in the late afternoon, evening and weekend hours in a limited service position. Work is performed under the general supervision of the Recreation and Parks Director.

Distinguishing Features of the Class

As stated in the Town of Swansboro's personnel policy; a full or part-time employee of the Town may simultaneously hold another position with the Town if the limited service position is in a different department and clearly different program area from that of the full or part-time position. The work of the limited service position must also be performed on an occasional or sporadic basis as identified in Fair Labor Standards Act regulations. However, the work of the full or part-time position shall take precedence over the limited service position, and such work will not count toward the calculation of overtime for pay or time off.

Duties and Responsibilities

Essential Duties and Tasks-These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Opens and closes Town of Swansboro facilities including but not limited to: Recreation Center, Town Hall Community Room, Old Town Hall, and Visitors Center.
- Assist patrons renting Town facilities assuring facilities and surrounding areas are safe and secure before and after the event.
- Monitor use of building during event to ensure participant safety.
- Inspect facility after event for possible damage and cleanliness.
- Performs routine cleaning and maintenance of facilities includes cleaning and stocking bathroom facilities.
- Assists with facilitating programs and special events.

Additional Job Duties

- Substitutes for various staff, as needed.
- Provide excellent customer service.
- Maintains necessary inventory of cleaning supplies.
- Ability to work nights and weekends.

- Performs related duties as required.

Recruitment and Selection Guidelines

All employees of the Town of Swansboro are permitted to apply as an Event Attendant. Event Attendant applications are received by the Town Clerk/Admin Services Director. A listing or pool of applicants will be provided to and monitored by the Parks and Recreation Director. An attendant will be chosen by the Parks and Recreation Director from the pool only when/if a Recreation Assistant is unable or unavailable to attend an event at one of the facilities.

Knowledge, Skills, and Abilities

- Ability to set up tables and chairs and other equipment.
- Ability to obtain knowledge of facility policies and procedures and keep records as needed.
- Ability to interpret and explain rules and regulations regarding the use of the facility.
- Ability to communicate effectively in oral and written forms with a wide variety of ages, groups, and interests.
- Ability to develop and maintain effective working relationships, exercising tact, courtesy, and firmness with community groups, volunteers, contracted staff, employees, other city departments, and the general public.
- Ability to work independently, demonstrating assertiveness, self-motivation and decision-making skills for both routine and emergency situations.

Physical Requirements

- Must be able to physically perform the basic life operational functions of standing, walking, talking, hearing, and repetitive motions.
- Must possess the visual acuity to inspect activities and facilities for cleanliness and safety.

Desirable Education and Experience

- High school diploma.
- Six months to two years' experience or any combination of education, training, and experience in customer service, overseeing facilities, working with the public, and organized recreational activities, working with youth, adults, and/or seniors.

Revised 2020

RECREATION COORDINATOR

Part-time
FLSA Status: Non-Exempt

General Statement of Duties

Performs responsible paraprofessional work assisting with a variety of youth programs, special events, recreation programs and activities in a recreation center or similar facility; does related work as required. Work is performed under regular supervision of the Program Supervisor or Parks and Recreation Director.

Distinguishing Features of the Class

This is a part time position not eligible for benefits. This position requires flexibility to work evenings, weekends and holidays. Hours of work will vary depending on scheduling of recreation programs, rentals and events.

Duties and Responsibilities

Under the direction of the Program Supervisor, the Recreation Coordinator will help in planning, organizing and supervising a wide variety of Town sponsored programs. This position will implement, facilitate and provide direct oversight to the Boro Buddies (4-year old program), After School and Summer Day Camp. In addition, the Recreation Coordinator will help with set-up, break down and general execution of various programs and events of our Town parks and recreation.

Essential Duties and Tasks

- Assists with the operation and services at a recreation center; planning and supervising special events, activities and participants; preparing and maintaining records and files.
(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)
- Assists in organizing and supervising general and special recreational and leisure time programs and activities at the recreation center. Plan, organize, and supervise a variety of youth programs within the Parks and Recreation Department.
- Assists with daily operation of classes and activities.
- Assists in coordinating center activities in the areas of arts and crafts, summer, after school, educational and informational and athletic programs.
- Prepares and maintains reservation and attendance records and reports and other regular and special records and reports.
- Supervises the daily maintenance and security of the center, facilities and equipment; reports damages and losses.
- Plans and supervises special recreational events in a variety of program areas.
- Provides information to participants and citizens concerning any upcoming activities.

Recruitment and Selection Guidelines

Minimum of 1 year related to youth programming, parks and recreation, education, early childhood or other relevant experience in the field.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing, walking, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to inspect activities and facilities for cleanliness and safety.

Possession of a valid NC Driver's License required.

Swansboro 2018

FIRE CHIEF

Grade 22

FSLA Status: Exempt

General Statement of Duties

Performs responsible managerial, administrative and supervisory work in directing the activities and paid staff and volunteers for the Town's Fire Department.

Distinguishing Features of the Class

An employee in this class directs the Fire Department and provides leadership to variety of departmental activities including fire ground operations, development of pre-fire plans, fire investigation and fire prevention in protecting the lives and property of the citizens. The Chief supervises the departmental paid equipment / engine operators and supervisor, and recruits and supervises volunteers; assures training of staff; prepares and monitors the budget; plans and evaluates work operations; assures equipment and station maintenance and repair and evaluates the need for new equipment; directs and participates in fire inspections and fire investigations; and maintenance of mutual aid agreements. The Chief may operate equipment on as needed and attends major fire calls and may take command at the site; consequently, skills must be maintained in the use of firefighting and fire equipment operation. The employee is subject to hazards associated with firefighting including working in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as exposure to high heat, exposure to chemicals, and in the proximity to moving mechanical parts, electrical current, and working in high places. Employee may be exposed to atmospheric conditions and human body fluids and thus covered by the OSHA bloodborne pathogen rules and regulations, may be required to wear a respirator, and may be required to work in close quarters. Considerable judgment and expertise are required in directing departmental activities especially in training and setting and monitoring work standards. The position is considered a safety sensitive role. Work is performed under the supervision of the Town Manager and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of firefighting methods and techniques.

Duties and Responsibilities

Essential Duties and Tasks

Plans, organizes, and directs departmental operations and establishes overall departmental policies on fire and related matters; develops short and long-range goals.

Works with paid staff and volunteers to assure effective firefighting operations and to maintain sufficient level of preparedness; hires employees and assigns work.

Plans and schedules training and conducts some training; schedules departmental training to maintain skills and certifications; attends training required to maintain own certifications.

May work on a shift on a fill-in basis as needed; operates equipment to the fire scene; maintains equipment and station.

Maintains an awareness of personnel, property, and operations of the department; analyzes and takes action on such information in order to improve departmental operations; regulates and balances workload; reviews work objectives and expectations.

Seeks out and attempts to correct places and conditions dangerous to the safety of Town citizens from fire; makes required reports to Town and state officials.

Monitors and evaluates fire prevention programs, risk reductions programs, inspections, and fire investigations and ensures that programs are ongoing.

Prepares budget projections of anticipated expenditures and needs for the department; assigns personnel and equipment; evaluates the need for the repair of existing or the purchase of new apparatus and requisitions equipment and supplies.

Maintains mutual aid agreements with other agencies.

Conducts fire investigations and reports to appropriate agencies; serves as the Deputy Emergency Management Coordinator for the Town.

Prepares and reviews operational and administrative reports, and policies and procedures; attends Town Board meetings and staff meetings.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of the principles and practices of fire service management and skill in their application.

Thorough knowledge of National Fire Protection Association Codes and references as well as all applicable standards and guides.

Thorough knowledge of the laws and ordinances which pertain to fire prevention and control.

Knowledge of the types of industrial and commercial operations in the Town and the potential fire hazards; knowledge of the hazards common to the various types of construction and the storage of inflammables and explosives.

Ability to prepare clear and concise reports analyzing departmental operations and to develop and manage a departmental budget.

Ability to communicate effectively in oral and written forms.

Ability to effectively supervise and evaluate the work of staff, and to plan, assigns, and coordinates activities performed by personnel.

Ability to exercise sound judgment and react effectively in emergency situations.

Ability to speak effectively before a group, to deal tactfully and firmly with the public, and to establish and maintain effective working relationships.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Must possess the visual acuity to work with data and figures, operate computer work, operate fire equipment and apparatus, do extensive reading, and observe and inspect the work of others for thoroughness and accuracy.

Desirable Education and Experience

Completion advanced courses and seminars in fire administration and fire science and considerable experience of an increasingly responsible nature including supervisory experience in the municipal fire service; Bachelors' degree in Fire Science preferred; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid NC Class B driver's license and possession of NC Firefighter Level II certification, NC Hazardous Materials Certification, NC Emergency Vehicle Driver Certification, EMT-B certification. NC Driver Operator Pumper and Aerial, NIMS Incident Command System IS 100, 200, 700 & 800. NFA Leadership III and NC Fire Officer II.

FIRE LIEUTENANT (Volunteer)

Grade: Non-Paid

General Statement of Duties FLSA Status: Non-Exempt

Performs responsible leadership in directing the paid and volunteer staff in the Fire department to ensure proper training, planning, public education, and code enforcement are provided to the Town of Swansboro; serving as first line supervisor.

Distinguishing Features of the Class

An employee in this class is responsible for instructing subordinate fire personnel in work assignments and procedures; supervises and participates in the work of extinguishing fires and the performance of related life and property protection; responds to fire alarms as Incident Commander; directs the work of fire suppression personnel; directs the activities of the fire company in the training of all phases of firefighting and rescue; keeps records and makes operational and personnel reports; conducts program training to groups, schools, businesses, and nursing homes on topics pertaining to fire extinguishers, fire prevention, fire training and emergency management; maintains fire hydrant testing on an annual basis; maintains daily, monthly and annual testing of apparatus equipment; completes daily, monthly and annual reports as required by the National Fire Protection Association standards, maintains maintenance records; conducts daily crew training on fire procedures; trains new personnel; serves as Company Officer while on shift; the employee is subject to hazards associated with firefighting including working in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as exposure to high heat, exposure to chemicals, and in the proximity to moving mechanical parts, electrical current, and working in high places. Employee may be exposed to atmospheric conditions and human body fluids and thus covered by the OSHA bloodborne pathogen rules and regulations, may be required to wear a respirator, and may be required to work in close quarters. Considerable judgment and expertise are required in directing departmental activities especially in training and setting and monitoring work standards.

Duties and Responsibilities

Essential Duties and Tasks

Leads paid staff and volunteers on a shift, insuring effective utilization of staff, and maintenance of equipment and facilities; inspects personnel, station, and equipment for proper appearance and condition and reports the Deputy Chief; serves as incident commander on the fire scene.

Carries specialized assignments and administration work within the department such as equipment maintenance, safety, internal and external program monitoring and safety operations.

Leads and conducts company and in-service training; plans and provides training on duty.

Prepares reports on incidents and response; prepares and maintains records of pre-incident plans; participates in inspections and related record-keeping.

Supervises and conducts pre-incident fire planning and drafts plans; conducts fire education programs in the community; provides station tours.

Receives and responds to fire alarms; drives the fire vehicle to the fire scene; connects hoses to hydrants and uses hoses to apply water or chemicals to fires; serves as operator of fire equipment at fire scenes. Researches and documents pre-fire plans; checks hydrants for proper functioning.

Performs inspections and maintenance of equipment to include SCBA's, generators, power saws, fire hose, nozzles and appliances; performs building and grounds maintenance and repairs; assures proper uniforms and turnout gear is maintained.

Participates in public relations activities such as tours, classes, and open house.

Assists in field training of personnel in fire related duties; serves as specialized fire instructor.

Completes related fire and equipment and training records as required as well as related duties as

required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of fire department policies and procedures.
 Thorough knowledge of fire ground procedures including fire streams, forcible entry, fire behavior, water supplies, salvage and overhaul.
 Excellent knowledge of emergency medical care procedures primarily CPR.
 Excellent knowledge of command procedures.
 Skill in use of assigned equipment.
 Alarm and communication procedures.
 Ability to meet courteously and tactfully with the general public and citizens.
 Ability to establish and maintain effective working relationships with employees, emergency agencies, personnel, and the general public.
 Skill in the use of software programs; Microsoft Office; Emergency Reporting
 Ability to deal effectively with emergency situations.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Must possess the visual acuity to work with data and figures, operate computer work, operate fire equipment and apparatus, do extensive reading, and observe and inspect the work of others for thoroughness and accuracy.

Desirable Education and Experience

Five years full-time firefighting experience; 21 years of age, NC Class B driver's license, High School diploma. Maintain a minimum of 240 hours in fire service training, 26 hours in house training, 12 hours hazardous materials training, 3 hours of sexual harassment prevention training, 3 hours of Bloodborne pathogens training and 12 hours of Officer training.

Special Requirements

Associate's degree from and accredited college or university in related field; bachelor's degree preferred; NC Firefighter Level II certification; NC hazardous Materials Certification, NC Emergency Vehicle Driver Certification, EMT-B certification preferred, NC Driver Operator Pumper and Aerial, NIMS Incident Command System IS 100, 200, 700, 800; NFA Leadership II and NC Fire Officer II.
 No felony convictions within the past ten (10) years.

Swansboro 2013

Switched title to Lieutenant 2019

FIRE CAPTAIN

Grade: 15

General Statement of Duties

FLSA Status: Non-Exempt

Performs fire equipment operational duties on a shift in the Fire Department and oversees shift operations; supervises paid staff and volunteers in firefighting response activities and assumes command at fire scene when needed.

Distinguishing Features of the Class

An employee in this class is responsible for the maintaining and operating firefighting equipment on an assigned 24 hour shift, directing paid staff and volunteers in preparedness and response activities, performing general firefighting duties, providing first aid or first responder services to the public, training volunteers in firefighting and equipment operation activities, and serving as incident commander when needed. Work involves driving a fire vehicle to the fire scene, fighting fires, preparing the fire vehicle, lines, and equipment for use by other firefighters. Work also includes responsibilities for specialized departmental assignments such as scheduling, specialized equipment ordering and testing, overseeing hydrant testing, maintaining departmental statistics, providing training and tracking departmental safety activities. Work is often performed under stressful emergency conditions and frequently involves personal hazards. The employees are subject to hazards associated with firefighting and emergency care including working in both inside and outside environments, in extreme temperatures, and exposure to various hazards such as exposure to high heat, exposure to chemicals, and in the proximity to moving mechanical parts, electrical currents, and working in high places. Employees are also exposed to atmospheric conditions and are subject to the OSHA requirements on bloodborne pathogens, and are sometimes required to wear a respirator, and may be required to work in close quarters. The position is considered a safety sensitive role. Work is reviewed by the Deputy Fire Chief(s) through observation and discussions concerning the quality and effectiveness of fire and rescue efforts and through evaluation of the completion of training activities.

Duties and ResponsibilitiesEssential Duties and Tasks

Supervises paid staff and volunteers on a shift, insuring effective utilization of staff, and maintenance of equipment and facilities; inspects personnel, station, and equipment for proper appearance and condition; serves as incident commander on the fire scene.

Carries specialized assignments within the department such as equipment maintenance, safety, internal and external program monitoring and safety operations.

Supervises and conducts company and in-service training; plans and provides training on duty.

Prepares reports on incidents and response; prepares and maintains records of pre-incident plans; participates in inspections and related record-keeping.

Supervises and conducts pre-incident fire planning and drafts plans; conducts fire education programs in the community; provides station tours.

Receives and responds to fire alarms; drives the fire vehicle to the fire scene; connects hoses to hydrants and uses hoses to apply water or chemicals to fires; serves as operator of fire equipment at fire scenes. Researches and documents pre-fire plans; checks hydrants for proper functioning.

Performs inspections and maintenance of equipment to include SCBA's, generators, power saws, fire hose, nozzles and appliances; performs building and grounds maintenance and repairs; assures proper uniforms and turnout gear is maintained.

Participates in public relations activities such as tours, classes, and open house.

Assists in field training of personnel in fire related duties; serves as specialized fire instructor.

Completes related fire and equipment and training records as required.

NOTE: for duties when serving as firefighter and equipment operator, see that class specification.

Additional Job Duties

Maintains training hours as required by department policy
Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of modern methods of combating fires, incidence response, and of the use and maintenance of related equipment.

Thorough knowledge of departmental rules and regulations.

Thorough knowledge of the physical layout of the Town and related facilities.

Considerable knowledge of OSHA and safety requirements.

Skill in the use of firefighting equipment.

Ability to effectively plan, prepare, and conduct in-service training on firefighting, rescue, incident response, and equipment operations for public safety personnel.

Ability to provide coaching, technical advice, and training of employees, and to provide leadership and inspire calm control while supervising emergency incident scenes.

Ability to maintain effective working relationships with employees and members of the public.

Ability to exercise sound judgment in routine and emergency situations.

Ability to accept firefighting discipline and operational routine.

Ability to maintain vehicles, equipment and facilities.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and perform repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds and more of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly.

Must possess the visual acuity to operate trucks and other equipment, file reports, make inspections of equipment and apparatus, and observe and support fire personnel at fire scenes and emergency situations.

Desirable Education and Experience

Graduation from high school and considerable experience as a Fire Equipment Operator and Firefighter; or an equivalent combination of education and experience.

Special Requirements

Associated degree from and accredited college or university in related field preferred; NC Class B **non-commercial** driver's license; NC Firefighter Level II certification, NC Hazardous Materials Certification, Emergency Vehicle Driver Certification, NC Driver Operator Pumper and Aerial, NIMS Incident Command System IS 100, 200, (700 & 800 after six months of employment with the Town of Swansboro), NC Fire Officer I, and EMT-B certification required.

Swansboro **2017**

Switched title to Captain 2019

FIRE EQUIPMENT OPERATOR

General Statement of Duties

Grade: 12 Full-time
FLSA Status: Non-Exempt

Performs responsible fire suppression, rescue, and incident response activities including operating fire apparatus and participating in firefighting.

Distinguishing Features of the Class

An employee in this class, working on a full-time or part-time basis, participates in the operations of fire suppression, rescue and incident response personnel and operations at the fire station and on the fire scene. The employee participates in incident response, including rescue and emergency medical service; tasks include driving the fire vehicle to the fire scene and operation of fire apparatus, or laying hose and firefighting. The employee participates in fire suppression training and in fire education programs for the public. Work also includes equipment and facilities maintenance. Work requires that the employee stay abreast of state-of-the-art fire suppression and rescue procedures, techniques, and equipment, and requires the employee to incorporate the necessary changes into in-service training. The ability to make effective decisions under pressure is required in all aspects of work, particularly in operating apparatus during fire response. The employee is subject to the hazards associated with incidence response work including working in inside and outside environments, in extreme hot and cold temperatures, loud noise, vibration, moving parts, high heat, chemicals, fumes, odors, dusts, gases, poor ventilation, oils, wearing respirators, and working in close quarters. The employee is also subject to the final OSHA standards on bloodborne pathogens. Work is performed under regular supervision of the station supervisor or the commander at the scene, and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of work completed.

Duties and Responsibilities

Essential Duties and Tasks

Responds to calls and drives apparatus to incident scene in a safe manner; properly places apparatus to establish water supply or other needs; operates pumps and insures proper operation and pressure of hoses; issues equipment and monitors radio traffic for necessary response; returns fire apparatus and related equipment to service after incident response.

At scene operates pump and other equipment at fire scene; raises and lowers ladders; insures proper operation and pressure of hoses; issues equipment and monitors radio traffic for necessary response.

Inspects, maintains and makes minor repairs to apparatus, equipment and vehicles; ensures the cleanliness, serviceability and availability of firefighting and emergency medical equipment, tools and supplies on assigned apparatus.

Performs hazardous materials response as needed.

Inspects, cleans, and maintains fire hoses and equipment; tests for proper operation and maintains maintenance records; assists with latter testing.

Assists with the preparation fire reports; participates in special projects as required.

Performs rescue and first aid at emergency scenes.

Works with others on the shift to gather data for pre-fire plans and hydrant checks; performs other duties at the direction of supervisors.

Trains in NIMS modules and other required and voluntary fire skills and knowledge.

Conducts station tours; makes fire prevention talks at the station and in schools and other settings.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of modern methods of attacking fire emergencies and of the use and maintenance of firefighting apparatus and equipment.

Considerable knowledge of incident response including response to hazardous materials spills and emergency medical service calls.

Considerable knowledge of departmental rules and regulations.

Thorough knowledge of City streets and layout.

Ability to operate all department equipment and apparatus in a safe manner.

Ability to perform mathematical calculations necessary in pump operation.

Ability to maintain effective working relationships with employees, volunteers, officials, and members of the public, and to speak effectively before groups in public educational situations.

Ability to make sound judgments in emergency situations.

Physical Requirements

Must be able to physically perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, grasping, feeling, talking, and hearing.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess visual acuity to size up the color, volume, and extent of fire involvement at fire scenes, to operate heavy fire apparatus in emergency situations, and to prepare records and reports.

Desirable Education and Experience

Graduation from high school supplemented by completion of courses and seminars in fire service; and experience in a fire service; or an equivalent combination of experience and education.

Special Requirements

Possession of a valid NC class b driver's license. NC Firefighter Level II certification, NC Hazardous Materials Certification, NC Emergency Vehicle Driver Certification, EMT-B certification (Required). NC Driver Operator Pumper and Aerial, NIMS Incident Command System IS 100, 200, 700 & 800.

FIRE FIGHTER

Part time

FLSA Status: Non-Exempt

General Statement of Duties

Performs fire and rescue services as defined by the NC Fire & Rescue Commission. Level of service provided is maintained at the NC Technical Rescuer and Firefighter II level under the supervision of the Fire Chief or his/her designee.

Duties and Responsibilities

Responds to fires, medical, and other emergency calls with the department and performs fire suppression and rescue procedures as assigned.

Assists in ensuring evacuation of all persons at risk at fire or rescue scenes.

Connects and handles hose lines and nozzles; places or hoists ladders; turns water on and off; uses axes, bars, or hooks as appropriate; and utilizes chemical extinguishers or hoses to extinguish a fire.

Properly uses vehicle extrication equipment and assist outside agencies with the removal of trapped personnel in vehicles, buildings and other related entrapments.

Ventilates burning buildings by opening or breaking doors or windows or cutting holes through walls or floors; and forces entry by breaking glass, springing or forcing doors, windows or gates, cutting locks, bars, or wire grating, or breaking walls.

Assists in salvage and overhaul work during and after a fire has been extinguished.

Performs routine station duties as directed by company officer to maintain the cleanliness, readiness, and appearance of apparatus, equipment, station and grounds.

Attends and participates in departmental training drills and sessions in all areas of fire and rescue operations.

Conducts programs to groups of people and in schools, businesses and nursing homes on topics pertaining to fire extinguishers, fire prevention, fire training and emergency management.

Performs related duties as assigned.

Knowledge, Skills and Abilities

Ability to establish and maintain effective working relationships with other employees, emergency agencies and personnel, and the general public

Maintains a minimum of 240 hours in fire service training, 26 hours of which will be in house, 12 hours in hazardous materials, 3 hours of sexual harassment, 3 hours of Blood borne pathogens training and 12 hours of rescue training

Thorough knowledge of fire ground procedures including fire streams, forcible entry, fire behavior, water supplies, salvage and overhaul, ventilation and fire ground safety and rescue techniques

Thorough knowledge of fire department policies and procedures

Maintain Firefighter certifications

Good knowledge of emergency medical care procedures primarily CPR

Working knowledge of command procedures

Working knowledge of sprinkler systems and fire alarm systems

Ability to meet and deal courteously and tactfully with the general public

Ability to deal effectively with emergency situations

Ability to understand and follow oral and written instructions

Skill in use of assigned equipment.

Skill in the use of Microsoft Office programs and Emergency Reporting software.

Equipment Operation

Frequent use of fire, rescue and medical equipment including; hose lines, nozzles, pumps, hydrants, extinguishers, ladders, hand tools, extrication tools, air masks, CPR equipment, etc.

Physical Requirements

Employee has regular exposure to dangerous situations under adverse conditions, including IDLH atmospheres, smoke, heights, fire, fumes, heat, cold, emergency driving, medical assistance, etc.

Employee exposed to inside and outside environmental conditions, both hot and cold weather

Employee is frequently exposed to dangerous situations with medical emergencies

Must be able to respond to emergencies when available and may be in a working status for long periods of time – 12 hours in length and on occasion may be extended

Must be able to wear and work in fire department breathing apparatus and protective clothing and pass a medical clearance exam

Must be able to physically perform the basic life operational functions of reaching, standing, walking, lifting, fingering, grasping, talking, hearing, and perform repetitive motions

Must be able to perform heavy work exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects

Education and Experience

Possession of a valid NC Class B driver's license, High School Diploma, North Carolina Firefighter Level II certification, North Carolina Hazardous Materials Certification, North Carolina Emergency Vehicle Driver Certification, EMT-B certification, NC TR (VMR & General) NIMS Incident Command System IS 100, 200, 700 & 800. Three years' experience as a firefighter.

Special Requirements

This position is a paid position within the fire department. Weekends and holidays are necessary to fulfill job duties.

The minimum age to hold this position is 21.

No felony convictions within the past 10 years.

Swansboro 2016

POLICE CHIEF

Grade: 22

General Statement of Duties

FSLA Status: Exempt

Performs complex managerial and administrative, and specialized law enforcement work in directing the activities of the Police Department; also serves as Emergency Manager for the Town in planning for and responding to major incidents.

Distinguishing Features of the Class

An employee in this class plans and directs the law enforcement program of the Town. Work involves responsibility for the protection of life and property through a varied program of enforcement, detection and prevention of crime and accidents. The employee also serves as Emergency Manager, setting up and running the Emergency Operations Center when needed and planning and directing emergency response and communications activities. Work also involves a full managerial and supervisory role including the establishment of departmental mission and vision, policy, evaluation, planning for and implementing special enforcement activities, preparing special state, federal and local reports, analyzing crime and accident trends, cooperating with other law enforcement agencies, budget preparation and management and supervision of all department personnel. Work is performed in accordance with departmental policy and state and federal law. Work requires the application of advanced law enforcement knowledge and skill, extensive application of independent judgment and initiative, and ability to exercise sound judgment in emergency and unusual situations. The employee may be subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases or flammable liquids. Work in the law enforcement duties is also subject to the final standards of OSHA on bloodborne pathogens. Work is performed under the general supervision of the Town Manager and is evaluated through review of reports and conference for effectiveness of programs and acceptance of the community.

Duties and ResponsibilitiesEssential Duties and Tasks

Oversees and manages the Police Department and law enforcement services in the Town; meets with staff on a regular basis to clarify mission and objectives, build a sense of team within the department, insure that all are informed, and obtain input on decisions and issues.

Supervises all departmental personnel, some through subordinate supervisors; establishes policy; sets priorities; evaluates the department and its personnel.

Serves as Emergency Manager for the Town in planning for and responding to major incidents; sets up and runs EOC and/or portable command post and their communications to other agencies via phone, internet and other means; reviews operations and directs response; dispatches services; keeps other Town officials informed

Assesses emergency needs and places requests for assistance to county and state officials

Oversees the recruitment, selection and training of civilian and sworn personnel for the department; advises, directs, and consults with officers on matters of training, work assignments and scheduling, work performance, promotions, and discipline.

Prepares and recommends annual budget in consultation with the Manager; supervises and participates in the application for grants.

Receives and investigates inquiries or complaints from the public concerning police activities and services.

Supervises the preparation of periodic reports of crime and accident activity and police

department activities in relationship to this information; analyses data for trends.

Works with the public on difficult or unusual crime situations; cooperates with other law enforcement agencies in crime prevention, detection, and investigative activities.

Promotes the department's work and goals to the general public through individual contact and addresses to civic groups, school groups, and other organizations.

Supervises patrol, emergency response, criminal investigations, and telecommunications programs through subordinate supervisors within the department.

Performs law enforcement tasks as needed, especially in disaster and community emergency situations

Additional Job Duties

Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of law enforcement principles, practices, methods and equipment.

Thorough knowledge of state and federal laws, local ordinances and policies of the police department.

Thorough knowledge of the physical, economic, and social characteristics of the Town.

Skill in the use of firearms and other police equipment and in the application of self-defense tactics.

Ability to effectively and efficiently manage a department including all related administrative and supervisory functions (including personnel and budget administration).

Ability to provide vision and clarify mission and to lead and inspire confidence among subordinate officers; skill in team building, counseling, coaching, motivation, communication, and performance evaluation with subordinates.

Ability to act with sound judgment in routine and emergency situations.

Ability to plan and direct special programs and events related to law enforcement.

Ability to prepare clear and concise activity reports.

Ability to build and maintain cooperative and effective public relations with the citizens.

Ability to inspire confidence and calm control in emergency conditions.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing reaching, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; 10 pounds frequently and/or a negligible amount of force constantly.

Must possess the visual acuity to prepare and analyze data, operate a computer terminal, and perform extensive reading.

Desirable Education and Experience

Graduation with a bachelors degree in criminal justice or public administration supplemented by basic and advanced courses in police science and administration; and considerable managerial law enforcement experience; or an equivalent combination of education and experience.

Special Requirement

Possession of valid North Carolina driver's license.

Possession of North Carolina law enforcement certification or ability to obtain within specified time frame.

POLICE LIEUTENANT/INVESTIGATOR

Grade 17

General Statement of Duties

FLSA Status: Non-Exempt

Position not currently used – Ken Jackson former position – See Lieutenant now

Performs problem solving, investigative and undercover work in the solution of crimes with the identification, apprehension, and prosecution of persons suspected on committing criminal acts. Under the supervision of the Public Safety Director, has charge of patrol officers or performs specialized supervisory police duties; does related work as required.

Distinguishing Features of the Class of Investigator

An employee in this class serves as an investigator for felony and high graded misdemeanor crimes in areas such as property crimes, narcotics, homicide, abuse, assaults, larceny, arson, embezzlement, fraud, forgery or other issues. Investigative duties include conducting preliminary and supplementary criminal investigations; interviewing victims, complainants, witnesses, and suspects, as well as identifying, collecting, and preserving physical evidence; conducting surveillance; discussing cases or leads with other officers in the department and in other departments; preparing reports; and testifying in court. Work includes overseeing the investigations work of officers who work on misdemeanors or assist on felony investigations. This work requires the application of modern investigative techniques, sound judgment, and independent initiative in pursuit of work objectives. Work involves frequent public contact that requires tact, firmness, and decisiveness. Work is performed in accordance with departmental policy and State and Federal laws, supplemented with specific directions from superior officers. Officers may serve on-call to respond to needs for criminal investigations after-hours. The employees are subject to hazards associated with law enforcement including working in both inside and outside environments, in extreme temperature, and exposure to various hazards such as exposure to atmospheric conditions, noise, vibration, and physical conditions. The work is considered safety sensitive. Duties may expose the employee to human body fluids and subjects the work to OSHA bloodborne pathogen rules and regulations, and may require one to work in close quarters. Work is performed under the supervision of a higher level officer and is evaluated through observation, review of reports, and discussion of case management.

Distinguishing Features of the Class of Lieutenant

Gives suitable police assignments and direction to patrol officers, provides them with needed advice and assistance when difficult problems of maneuvers arise, checks their work to see that proper procedures are followed, reasonable standards of workmanship, conduct, and output are maintained, and that desired police objectives are achieved. Directs criminal and noncriminal investigations and sees that appropriate police action is taken.

Duties and ResponsibilitiesEssential Duties and Tasks

Serves as investigator for the department; investigates felony and high graded misdemeanors; investigates cases such as property crimes, narcotics, homicide, abuse, assaults, larceny, arson, embezzlement, fraud, forgery or other issues; oversees the investigations work of officers who work on misdemeanors or assist on felony investigations.

Conducts initial and follow-up investigations; interviews persons in connection with all investigated incidents; develops contacts and information sources concerning criminal activities; performs undercover operations and surveillance work as required; arrest offenders; identifies, collects, and preserves physical evidence; prepares written reports of investigative activities; testifies in court regarding investigative activities.

Cooperates with members of other local, state, and federal law enforcement and investigative agencies in the identification, location, apprehension, and arrest of offenders and in the investigation of criminal and/or drug activities.

Prepares related paperwork related to case management; prepares documents for district attorney and presentations to court;

Gathers fingerprints and other evidence; prepares evidence to go to the SBI laboratory; assures proper chain of custody of evidence collected.

Establishes a network of informants to obtain complaints or tips regarding drug and narcotics activities; makes or has other to make drug buys to obtain evidence; works closely with other drug and narcotic agents, particularly when there are indications of drug traffic and efforts across jurisdictional lines.

Gives leadership to line officers, offers assistance and guidance whenever called upon.

Works with investigators from other organizations to investigate larger crimes.

May respond to calls for service when needed.

Additional Job Duties

Attends training courses.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of the physical, economic, and social characteristics of the City and considerable knowledge of the physical, economic, and social characteristics of the County and location of potential drug cultures or buyers and sellers.

Considerable knowledge of modern investigative techniques, principles, and procedures.

Considerable knowledge of Federal, State and local laws and ordinances pertaining to police operations and investigative procedures.

Skill in investigative methods and techniques.

Skill in the use of firearms and other police equipment and in the application of self-defense tactics.

Ability to conduct complex and sensitive investigative assignments, to apply sound investigative principles to difficult cases, and to communicate the results of investigative efforts.

Ability to work calmly under conditions of high stress and physical and emotional fatigue.

Ability to prepare clear and concise records and reports and to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with employees, supervisor, other law enforcement agencies, and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium to heavy work exerting up to 50 to 100 pounds of force occasionally, and/or up to 20 to 50 pounds of force frequently, and/or up to 10 pounds of force constantly.

Must possess the visual acuity to perform extensive reading, handle administrative, computer and measurement work, operate law enforcement vehicles and equipment, and observe the accuracy and thoroughness of other employees.

Desirable Education and Experience

Experience as a law enforcement officer supplemented by special training in supervision, investigative techniques and computer skills; considerable experience in law enforcement work with demonstrated criminal investigative ability; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid driver's license and certification as a law enforcement officer in the State of NC.

LIEUTENANT

General Statement of DutiesGrade: 17
FLSA Status: Non-Exempt

Performs administrative and supervisory law enforcement work assisting the Police Chief in the operations of the Police Department.

Distinguishing Features of the Class

An employee in this class directs and supervises the activities of patrol officers in areas such as assignments, scheduling, hiring, reporting and training, assists the Chief with the operation of the department in areas such as evidence security, reporting, equipment inventory, policy development and budgeting. Work includes assuming the responsibility for departmental operations in the absence of the Police Chief, as well as being accountable for work and decisions which occur within the patrol operations. The employee processes paperwork for new hires including background checks and interviews, and supervises and participates in departmental personnel functions including coaching, discipline, and performance evaluation. Tact and decisiveness are required in frequent public contact situations involving law enforcement and complaints and inquiries from the general public. The employee must exercise considerable judgment and initiative in applying modern law enforcement principles under which the department operates. Duties are performed under the usual hazards of police work and are performed in accordance with departmental policy and State and Federal laws. Work is often performed under stressful emergency conditions and may involve personal hazards. The employee may be exposed to human body fluids and thus is subject to the OSHA bloodborne pathogen rules and regulations. Duties are performed under the supervision of the Police Chief and work is appraised through observation, conferences, reports, and general effectiveness of departmental operations.

Duties and ResponsibilitiesEssential Duties and Tasks

Supervises patrol operations for the department; schedules officers; determines work assignments and reassigns officers as needed; goes on major calls to back-up officers and to observe performance. Supervises the training and development of officers; schedules in service, firearms and special training and maintains training records.

Compiles statistics of departmental activities; maintains the department computer database system and reporting systems.

Determines priorities and needed resources; makes assignments; provides operational advice and direction; resolves and troubleshoots administrative and professional procedures; organizes work and staff to support departmental goals and objectives; and ensures compliance to departmental standards, rules, and practices.

Confers with other departmental staff and the Police Chief in designing and drafting policies and regulations for the Department.

Assists the Police Chief in recruiting, selecting, and training of personnel; advises, directs, and consults with supervisors and officers on matters of training, work assignments, scheduling, and discipline.

Serves as evidence custodian for the department; maintains chain of custody security of evidence and returns or destroys evidence when investigations are complete.

Maintains equipment inventory and vehicle maintenance logs.

Provides input into the fiscal and equipment needs of the department during the budget process.

Promotes the department to the general public through individual contact and representing the department to the press; handles complaints and problems from the public; investigates and makes recommendations for actions.

Determines work assignments and reassigns officers and other personnel as needed.

Writes and revises departmental operating policies and procedures.
 Supervises the ordering and maintenance of equipment and supplies for officers.
 Applies for grants for departmental services.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of law enforcement principles, practices and methods.
 Considerable knowledge of State and federal laws, local ordinances, and policies of the Police Department and of the physical, economic, and social characteristics of the City.

Skill in the use of firearms and other police equipment and in the application of self-defense tactics.

Ability to lead and inspire confidence among supervisors and officers and to work with supervisors to manage law enforcement operations.

Ability to develop proper training and instructional procedures for the department.

Ability to act with sound judgment in routine and emergency situations.

Ability to perform detailed internal or other investigations in an effective manner.

Ability to prepare clear and concise activity reports.

Ability to build and maintain cooperative and effective public relations with the community, staff, supervisors, other law enforcement agencies, and the general public.

Ability to communicate effectively in oral and written forms.

Physical Requirements

Must be able to physically perform all or combination of the basic life operational functions of climbing, reaching, walking, lifting, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform sedentary work of exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift objects.

Must possess the visual acuity to work with data and figures, do extensive reading and computer related work, operate law enforcement vehicles and equipment, and observe the thoroughness and accuracy of the work of others.

Desirable Education and Experience

Bachelor's degree from an accredited university, supplemented by basic and advanced course in police science and administration and considerable experience in police work including supervisory experience; or an equivalent combination of education and experience. Possession of intermediate law enforcement certificate; preference may be given to those with the advanced law enforcement certificate.

Special Requirements

NC Driver's license and certification as a law enforcement officer.

Swansboro 2019

POLICE INVESTIGATOR

General Statement of Duties

Grade: 16

FLSA Status: Non-Exempt

Performs problem solving, investigative and undercover work in the solution of crimes with the identification, apprehension, and prosecution of persons suspected on committing criminal acts.

Distinguishing Features of the Class

An employee in this class serves as an investigator for felony and high graded misdemeanor crimes in areas such as property crimes, narcotics, homicide, abuse, assaults, larceny, arson, embezzlement, fraud, forgery or other issues. Investigative duties include conducting preliminary and supplementary criminal investigations; interviewing victims, complainants, witnesses, and suspects, as well as identifying, collecting, and preserving physical evidence; conducting surveillance; discussing cases or leads with other officers in the department and in other departments; preparing reports; and testifying in court. Work includes overseeing the investigations work of officers who work on misdemeanors or assist on felony investigations. This work requires the application of modern investigative techniques, sound judgment, and independent initiative in pursuit of work objectives. Work involves frequent public contact that requires tact, firmness, and decisiveness. Work is performed in accordance with departmental policy and State and Federal laws, supplemented with specific directions from superior officers. Officers may serve on-call to respond to needs for criminal investigations after-hours. The employees are subject to hazards associated with law enforcement including working in both inside and outside environments, in extreme temperature, and exposure to various hazards such as exposure to atmospheric conditions, noise, vibration, and physical conditions. The work is considered safety sensitive. Duties may expose the employee to human body fluids and subjects the work to OSHA bloodborne pathogen rules and regulations, and may require one to work in close quarters. Work is performed under the supervision of a higher level officer and is evaluated through observation, review of reports, and discussion of case management.

Duties and ResponsibilitiesEssential Duties and Tasks

Serves as investigator for the department; investigates felony and high graded misdemeanors; investigates cases such as property crimes, narcotics, homicide, abuse, assaults, larceny, arson, embezzlement, fraud, forgery or other issues; oversees the investigations work of officers who work on misdemeanors or assist on felony investigations.

Conducts initial and follow-up investigations; interviews persons in connection with all investigated incidents; develops contacts and information sources concerning criminal activities; performs undercover operations and surveillance work as required; arrest offenders; identifies, collects, and preserves physical evidence; prepares written reports of investigative activities; testifies in court regarding investigative activities.

Cooperates with members of other local, state, and federal law enforcement and investigative agencies in the identification, location, apprehension, and arrest of offenders and in the investigation of criminal and/or drug activities.

Prepares related paperwork related to case management; prepares documents for district attorney and presentations to court;

Gathers fingerprints and other evidence; prepares evidence to go to the SBI laboratory; assures proper chain of custody of evidence collected.

Establishes a network of informants to obtain complaints or tips regarding drug and narcotics activities; makes or has other to make drug buys to obtain evidence; works closely with other drug and narcotic agents, particularly when there are indications of drug traffic and efforts across jurisdictional lines.

Works with investigators from other organizations to investigate larger crimes.

May respond to calls for service when needed.

Additional Job Duties

- Attends training courses.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of the physical, economic, and social characteristics of the City and considerable knowledge of the physical, economic, and social characteristics of the County and location of potential drug cultures or buyers and sellers.

Considerable knowledge of modern investigative techniques, principles, and procedures.

Considerable knowledge of Federal, State and local laws and ordinances pertaining to police operations and investigative procedures.

Skill in investigative methods and techniques.

Skill in the use of firearms and other police equipment and in the application of self-defense tactics.

Ability to conduct complex and sensitive investigative assignments, to apply sound investigative principles to difficult cases, and to communicate the results of investigative efforts.

Ability to work calmly under conditions of high stress and physical and emotional fatigue.

Ability to prepare clear and concise records and reports and to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with employees, supervisor, other law enforcement agencies, and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium to heavy work exerting up to 50 to 100 pounds of force occasionally, and/or up to 20 to 50 pounds of force frequently, and/or up to 10 pounds of force constantly.

Must possess the visual acuity to perform extensive reading, handle administrative, computer and measurement work, operate law enforcement vehicles and equipment, and observe the accuracy and thoroughness of other employees.

Desirable Education and Experience

Bachelor's degree from an accredited college or university; experience as a law enforcement officer supplemented by special training in supervision, investigative techniques and computer skills; considerable experience in law enforcement work with demonstrated criminal investigative ability; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid driver's license and certification as a law enforcement officer in the State of NC.

SERGEANT

Grade: 15

General Statement of Duties

FLSA Status: Non Exempt

Performs general duty law enforcement work to protect life and property in the town.

Distinguishing Features of the Class

An employee in this class performs a full range of general law enforcement duties designed to partner with the public to prevent and detect crime, address traffic safety issues, and respond to the needs of citizens. Work includes patrolling the town during an assigned rotating shift in a police car or on foot; preventing, detecting and investigating disturbances and crime; performing traffic control work; apprehending suspects; and executing related assignments. Employees may also assist in the investigation of crimes committed in the town. Work also involves frequent public contact which requires exercising collaboration, conflict management, situation control, and decisiveness. The public contact functions also include development and maintenance of rapport with visitors and citizens, business owners, and community leaders. Employees must exercise judgment, initiative and calm control when performing duties, and are sometimes the only law enforcement officer on duty; more difficult problems are normally carried out under the direction of or in conjunction with a supervisor.

Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from superior officers. Employees are subject to hazards associated with law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, heavy traffic, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work is subject to the final OSHA standards on bloodborne pathogens. Work is performed under regular supervision and is evaluated through observation, monitoring radio traffic, discussion, and review of reports for adherence to laws and department procedures, and use of proper judgment.

Duties and ResponsibilitiesEssential Duties and Tasks

Patrols streets in a police car or on foot; checks doors and windows; checks in with and talks to business owners or employees during the shift; checks schools and other properties during the shift; examines premises of unoccupied residences or buildings; detects unusual conditions, may maintain surveillance and observation for stolen cars, missing persons, or suspects; report dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.

Responds to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior; completes calls by determining true nature of the situation and taking whatever legal or persuasive action is warranted.

Investigates traffic accidents; issues traffic citation; directs traffic and participates in other emergency operation activities; provides preliminary medical assistance until advanced rescue crews arrive; assist s with loading and transport.

Performs initial investigations of accidents or possible crimes through observation, questioning witnesses, and gathering physical evidence; performs investigative tasks, arrests and processes criminal suspects;

Testifies in court in cases presented.

Apprehends and processes criminal suspects and transports to detention facilities.

Uses radio and cellphone to receive instructions and information from or to report information to police headquarters.

Logs time and field activities; uses headquarters computer to prepares records and reports of arrests and other shift activities.

Advises the public on laws and local ordinances; serves papers as needed.
Performs security checks on town property; escorts staff on bank deposits.

Additional Job Duties

Attends training to broaden knowledge and skills and to maintain certifications.
Maintains vehicle, weapons and other equipment in standards working order.
Gives information and directions to visitors and the general public.
Assists with emergency response activities such as evacuations and clean-up activities.
Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of state and federal laws, local ordinances and policies of the police department, especially relating to search and seizure, traffic control, pursuit, and arrest.
Working knowledge of law enforcement principles, practices, methods and equipment.
Some knowledge of scientific crime detection and criminal identification methods and procedures.
Skill in the use of firearms and other police equipment and in the application of self-defense tactics.
Ability to act with sound judgment in routine and emergency situations.
Ability to communicate effectively in oral and written forms.
Ability to present effective court testimony.
Ability to prepare clear and concise activity reports.
Ability to build and maintain cooperative and effective public relations with the citizens.
Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, and performing repetitive motions.

Must be able to perform medium to heavy work exerting 50 to 100 pounds of force occasionally, 20-50 pounds frequently and 10 pounds of force constantly to move objects.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol, and to use a computer.

Desirable Experience and Education

Associate's degree from an accredited college or university; Possession of a Basic Law Enforcement Certificate; or an equivalent combination of education and experience. 2+ years experience for Sergeant's level; demonstrates same abilities as Corporal; demonstrates ability to accept and follow through with more complex assignments; demonstrates ability to supervise 2 or more officers on a shift; demonstrates ability to review reports; demonstrates ability to maintain officer inventory/vehicle logs for officers assigned to shift; completed Mandatory In Service Training; seeks out job related training; accumulated 120 hours of commission approved training; demonstrates the ability to improve knowledge through completion of higher education.

Special Requirements

Before assignment to sworn duties, employees must possess a valid North Carolina driver's license and have completed at least the minimum requirements established by the North Carolina Justice Training and Standards Commission for certified law enforcement officers.

CORPORAL

Grade: 14

General Statement of Duties FLSA Status: Non Exempt

Performs general duty law enforcement work to protect life and property in the town.

Distinguishing Features of the Class

An employee in this class performs a full range of general law enforcement duties designed to partner with the public to prevent and detect crime, address traffic safety issues, and respond to the needs of citizens. Work includes patrolling the town during an assigned rotating shift in a police car or on foot; preventing, detecting and investigating disturbances and crime; performing traffic control work; apprehending suspects; and executing related assignments. Employees may also assist in the investigation of crimes committed in the town. Work also involves frequent public contact which requires exercising collaboration, conflict management, situation control, and decisiveness. The public contact functions also include development and maintenance of rapport with visitors and citizens, business owners, and community leaders. Employees must exercise judgment, initiative and calm control when performing duties, and are sometimes the only law enforcement officer on duty; more difficult problems are normally carried out under the direction of or in conjunction with a supervisor.

Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from superior officers. Employees are subject to hazards associated with law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, heavy traffic, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work is subject to the final OSHA standards on bloodborne pathogens. Work is performed under regular supervision and is evaluated through observation, monitoring radio traffic, discussion, and review of reports for adherence to laws and department procedures, and use of proper judgment.

Duties and ResponsibilitiesEssential Duties and Tasks

Patrols streets in a police car or on foot; checks doors and windows; checks in with and talks to business owners or employees during the shift; checks schools and other properties during the shift; examines premises of unoccupied residences or buildings; detects unusual conditions, may maintain surveillance and observation for stolen cars, missing persons, or suspects; report dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.

Responds to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior; completes calls by determining true nature of the situation and taking whatever legal or persuasive action is warranted.

Investigates traffic accidents; issues traffic citation; directs traffic and participates in other emergency operation activities; provides preliminary medical assistance until advanced rescue crews arrive; assist s with loading and transport.

Performs initial investigations of accidents or possible crimes through observation, questioning witnesses, and gathering physical evidence; performs investigative tasks, arrests and processes criminal suspects;

Testifies in court in cases presented.

Apprehends and processes criminal suspects and transports to detention facilities.

Uses radio and cellphone to receive instructions and information from or to report information to police headquarters.

Logs time and field activities; uses headquarters computer to prepares records and reports of arrests and other shift activities.

Advises the public on laws and local ordinances; serves papers as needed.
Performs security checks on town property; escorts staff on bank deposits.

Additional Job Duties

Attends training to broaden knowledge and skills and to maintain certifications.
Maintains vehicle, weapons and other equipment in standards working order.
Gives information and directions to visitors and the general public.
Assists with emergency response activities such as evacuations and clean-up activities.
Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of state and federal laws, local ordinances and policies of the police department, especially relating to search and seizure, traffic control, pursuit, and arrest.
Working knowledge of law enforcement principles, practices, methods and equipment.
Some knowledge of scientific crime detection and criminal identification methods and procedures.
Skill in the use of firearms and other police equipment and in the application of self-defense tactics.
Ability to act with sound judgment in routine and emergency situations.
Ability to communicate effectively in oral and written forms.
Ability to present effective court testimony.
Ability to prepare clear and concise activity reports.
Ability to build and maintain cooperative and effective public relations with the citizens.
Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, and performing repetitive motions.

Must be able to perform medium to heavy work exerting 50 to 100 pounds of force occasionally, 20-50 pounds frequently and 10 pounds of force constantly to move objects.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol, and to use a computer.

Desirable Experience and Education

Graduation from high school and possession of a Basic Law Enforcement Certificate; Associate's degree preferred; or an equivalent combination of education and experience. 2+ years experience; demonstrates same abilities as Police Officer II; demonstrates ability to be a leader for junior officers; completed Mandatory In Service Training; accumulated 100 hours of commission approved training; demonstrates the ability to improve knowledge through continuing higher education.

Special Requirements

Before assignment to sworn duties, employees must possess a valid North Carolina driver's license and have completed at least the minimum requirements established by the North Carolina Justice Training and Standards Commission for certified law enforcement officers.

Swansboro 2013

(Position not current utilized)

POLICE OFFICER II

Grade: 14

General Statement of Duties

FLSA Status: Non Exempt

Performs general duty law enforcement work to protect life and property in the town.

Distinguishing Features of the Class

An employee in this class performs a full range of general law enforcement duties designed to partner with the public to prevent and detect crime, address traffic safety issues, and respond to the needs of citizens. Work includes patrolling the town during an assigned rotating shift in a police car or on foot; preventing, detecting and investigating disturbances and crime; performing traffic control work; apprehending suspects; and executing related assignments. Employees may also assist in the investigation of crimes committed in the town. Work also involves frequent public contact which requires exercising collaboration, conflict management, situation control, and decisiveness. The public contact functions also include development and maintenance of rapport with visitors and citizens, business owners, and community leaders. Employees must exercise judgment, initiative and calm control when performing duties, and are sometimes the only law enforcement officer on duty; more difficult problems are normally carried out under the direction of or in conjunction with a supervisor.

Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from superior officers. Employees are subject to hazards associated with law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, heavy traffic, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work is subject to the final OSHA standards on bloodborne pathogens. Work is performed under regular supervision and is evaluated through observation, monitoring radio traffic, discussion, and review of reports for adherence to laws and department procedures, and use of proper judgment.

Duties and ResponsibilitiesEssential Duties and Tasks

Patrols streets in a police car or on foot; checks doors and windows; checks in with and talks to business owners or employees during the shift; checks schools and other properties during the shift; examines premises of unoccupied residences or buildings; detects unusual conditions, may maintain surveillance and observation for stolen cars, missing persons, or suspects; report dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.

Responds to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior; completes calls by determining true nature of the situation and taking whatever legal or persuasive action is warranted.

Investigates traffic accidents; issues traffic citation; directs traffic and participates in other emergency operation activities; provides preliminary medical assistance until advanced rescue crews arrive; assist s with loading and transport.

Performs initial investigations of accidents or possible crimes through observation, questioning witnesses, and gathering physical evidence; performs investigative tasks, arrests and processes criminal suspects;

Testifies in court in cases presented.

Apprehends and processes criminal suspects and transports to detention facilities.

Uses radio and cellphone to receive instructions and information from or to report information to police headquarters.

Logs time and field activities; uses headquarters computer to prepares records and reports of arrests and other shift activities.

Advises the public on laws and local ordinances; serves papers as needed.
 Performs security checks on town property; escorts staff on bank deposits.

Additional Job Duties

Attends training to broaden knowledge and skills and to maintain certifications.
 Maintains vehicle, weapons and other equipment in standards working order.
 Gives information and directions to visitors and the general public.
 Assists with emergency response activities such as evacuations and clean-up activities.
 Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of state and federal laws, local ordinances and policies of the police department, especially relating to search and seizure, traffic control, pursuit, and arrest.
 Working knowledge of law enforcement principles, practices, methods and equipment.
 Some knowledge of scientific crime detection and criminal identification methods and procedures.
 Skill in the use of firearms and other police equipment and in the application of self-defense tactics.
 Ability to act with sound judgment in routine and emergency situations.
 Ability to communicate effectively in oral and written forms.
 Ability to present effective court testimony.
 Ability to prepare clear and concise activity reports.
 Ability to build and maintain cooperative and effective public relations with the citizens.
 Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, and performing repetitive motions.

Must be able to perform medium to heavy work exerting 50 to 100 pounds of force occasionally, 20-50 pounds frequently and 10 pounds of force constantly to move objects.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol, and to use a computer.

Desirable Experience and Education

Graduation from high school and possession of a Basic Law Enforcement Certificate; or an equivalent combination of education and experience. 2+ years experience; demonstrates ability to work independently and make on scene decisions; demonstrates a willingness to further abilities by attending schools and outside training; demonstrates ability to seek out work related information; demonstrates ability to take on and learn new tasks; completed Mandatory In Service Training; accumulates 80 hours commission approved training.

Special Requirements

Before assignment to sworn duties, employees must possess a valid North Carolina driver's license and have completed at least the minimum requirements established by the North Carolina Justice Training and Standards Commission for certified law enforcement officers.

POLICE OFFICER I

Grade: 14

General Statement of Duties

FLSA Status: Non Exempt

Performs general duty law enforcement work to protect life and property in the town.

Distinguishing Features of the Class

An employee in this class performs a full range of general law enforcement duties designed to partner with the public to prevent and detect crime, address traffic safety issues, and respond to the needs of citizens. Work includes patrolling the town during an assigned rotating shift in a police car or on foot; preventing, detecting and investigating disturbances and crime; performing traffic control work; apprehending suspects; and executing related assignments. Employees may also assist in the investigation of crimes committed in the town. Work also involves frequent public contact which requires exercising collaboration, conflict management, situation control, and decisiveness. The public contact functions also include development and maintenance of rapport with visitors and citizens, business owners, and community leaders. Employees must exercise judgment, initiative and calm control when performing duties, and are sometimes the only law enforcement officer on duty; more difficult problems are normally carried out under the direction of or in conjunction with a supervisor.

Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from superior officers. Employees are subject to hazards associated with law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, heavy traffic, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work is subject to the final OSHA standards on bloodborne pathogens. Work is performed under regular supervision and is evaluated through observation, monitoring radio traffic, discussion, and review of reports for adherence to laws and department procedures, and use of proper judgment.

Duties and ResponsibilitiesEssential Duties and Tasks

Patrols streets in a police car or on foot; checks doors and windows; checks in with and talks to business owners or employees during the shift; checks schools and other properties during the shift; examines premises of unoccupied residences or buildings; detects unusual conditions, may maintain surveillance and observation for stolen cars, missing persons, or suspects; report dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.

Responds to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior; completes calls by determining true nature of the situation and taking whatever legal or persuasive action is warranted.

Investigates traffic accidents; issues traffic citation; directs traffic and participates in other emergency operation activities; provides preliminary medical assistance until advanced rescue crews arrive; assist s with loading and transport.

Performs initial investigations of accidents or possible crimes through observation, questioning witnesses, and gathering physical evidence; performs investigative tasks, arrests and processes criminal suspects;

Testifies in court in cases presented.

Apprehends and processes criminal suspects and transports to detention facilities.

Uses radio and cellphone to receive instructions and information from or to report information to police headquarters.

Logs time and field activities; uses headquarters computer to prepares records and reports of arrests and other shift activities.

Advises the public on laws and local ordinances; serves papers as needed.
Performs security checks on town property; escorts staff on bank deposits.

Additional Job Duties

Attends training to broaden knowledge and skills and to maintain certifications.
Maintains vehicle, weapons and other equipment in standards working order.
Gives information and directions to visitors and the general public.
Assists with emergency response activities such as evacuations and clean-up activities.
Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of state and federal laws, local ordinances and policies of the police department, especially relating to search and seizure, traffic control, pursuit, and arrest.
Working knowledge of law enforcement principles, practices, methods and equipment.
Some knowledge of scientific crime detection and criminal identification methods and procedures.
Skill in the use of firearms and other police equipment and in the application of self-defense tactics.
Ability to act with sound judgment in routine and emergency situations.
Ability to communicate effectively in oral and written forms.
Ability to present effective court testimony.
Ability to prepare clear and concise activity reports.
Ability to build and maintain cooperative and effective public relations with the citizens.
Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, and performing repetitive motions.

Must be able to perform medium to heavy work exerting 50 to 100 pounds of force occasionally, 20-50 pounds frequently and 10 pounds of force constantly to move objects.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol, and to use a computer.

Desirable Experience and Education

Graduation from high school and possession of a Basic Law Enforcement Certificate; or an equivalent combination of education and experience. 1-2 years experience; demonstrates ability to perform duties/tasks; demonstrates working knowledge of Department SOP's; Town Ordinances; NC General Statutes; demonstrates the ability to work unsupervised on patrol; completed Mandatory In Service Training; Completed 50 hours Commission approved training.

Special Requirements

Before assignment to sworn duties, employees must possess a valid North Carolina driver's license and have completed at least the minimum requirements established by the North Carolina Justice Training and Standards Commission for certified law enforcement officers.

POLICE OFFICER

Grade: 14

General Statement of Duties

FLSA Status: Non Exempt

Performs general duty law enforcement work to protect life and property in the town.

Distinguishing Features of the Class

An employee in this class performs a full range of general law enforcement duties designed to partner with the public to prevent and detect crime, address traffic safety issues, and respond to the needs of citizens. Work includes patrolling the town during an assigned rotating shift in a police car or on foot; preventing, detecting and investigating disturbances and crime; performing traffic control work; apprehending suspects; and executing related assignments. Employees may also assist in the investigation of crimes committed in the town. Work also involves frequent public contact which requires exercising collaboration, conflict management, situation control, and decisiveness. The public contact functions also include development and maintenance of rapport with visitors and citizens, business owners, and community leaders. Employees must exercise judgment, initiative and calm control when performing duties, and are sometimes the only law enforcement officer on duty; more difficult problems are normally carried out under the direction of or in conjunction with a supervisor.

Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from superior officers. Employees are subject to hazards associated with law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, heavy traffic, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work is subject to the final OSHA standards on bloodborne pathogens. Work is performed under regular supervision and is evaluated through observation, monitoring radio traffic, discussion, and review of reports for adherence to laws and department procedures, and use of proper judgment.

Duties and ResponsibilitiesEssential Duties and Tasks

Patrols streets in a police car or on foot; checks doors and windows; checks in with and talks to business owners or employees during the shift; checks schools and other properties during the shift; examines premises of unoccupied residences or buildings; detects unusual conditions, may maintain surveillance and observation for stolen cars, missing persons, or suspects; report dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.

Responds to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior; completes calls by determining true nature of the situation and taking whatever legal or persuasive action is warranted.

Investigates traffic accidents; issues traffic citation; directs traffic and participates in other emergency operation activities; provides preliminary medical assistance until advanced rescue crews arrive; assist s with loading and transport.

Performs initial investigations of accidents or possible crimes through observation, questioning witnesses, and gathering physical evidence; performs investigative tasks, arrests and processes criminal suspects;

Testifies in court in cases presented.

Apprehends and processes criminal suspects and transports to detention facilities.

Uses radio and cellphone to receive instructions and information from or to report information to police headquarters.

Logs time and field activities; uses headquarters computer to prepares records and reports of arrests and other shift activities.

Advises the public on laws and local ordinances; serves papers as needed.
Performs security checks on town property; escorts staff on bank deposits.

Additional Job Duties

Attends training to broaden knowledge and skills and to maintain certifications.
Maintains vehicle, weapons and other equipment in standards working order.
Gives information and directions to visitors and the general public.
Assists with emergency response activities such as evacuations and clean-up activities.
Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of state and federal laws, local ordinances and policies of the police department, especially relating to search and seizure, traffic control, pursuit, and arrest.
Working knowledge of law enforcement principles, practices, methods and equipment.
Some knowledge of scientific crime detection and criminal identification methods and procedures.
Skill in the use of firearms and other police equipment and in the application of self-defense tactics.
Ability to act with sound judgment in routine and emergency situations.
Ability to communicate effectively in oral and written forms.
Ability to present effective court testimony.
Ability to prepare clear and concise activity reports.
Ability to build and maintain cooperative and effective public relations with the citizens.
Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, and performing repetitive motions.

Must be able to perform medium to heavy work exerting 50 to 100 pounds of force occasionally, 20-50 pounds frequently and 10 pounds of force constantly to move objects.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol, and to use a computer.

Desirable Experience and Education

Graduation from high school and possession of a Basic Law Enforcement Certificate; or an equivalent combination of education and 0-1 year experience.

Special Requirements

Before assignment to sworn duties, employees must possess a valid North Carolina driver's license and have completed at least the minimum requirements established by the North Carolina Justice Training and Standards Commission for certified law enforcement officers.

ADMINISTRATIVE REPRESENTATIVE

Grade: 11

General Statement of Duties

FLSA Status: Non-Exempt

Performs administrative, recordkeeping and public contact work in assisting citizens and visitors access a variety of services and information, specifically within the Police Department.

Distinguishing Features of the Class

An employee in this class works at the customer service office within the Police Department and assists citizens and visitors with a variety of different needs and services related to the Police Department; work involves tasks such as greeting callers and visitors and directing to appropriate staff; typing documents; handling customer inquiries relating to the department; maintaining office files; and preparing summary reports. Employee answers the phone and answers questions or directs to the appropriate official or other department. Employees may have specialty assignments on an on-going or temporary basis, such as social media updates, special correspondence and newsletters, or special projects. Work involves public contact functions and coordination with other departments within the Town's organizational structure. Considerable tact and courtesy are required in these public contact functions. Work is performed under the supervision of the Police Chief and is evaluated through conferences, by courtesy, accuracy and timeliness of customer service contacts and records maintained, and skill in dealing with a variety of public contact and recordkeeping responsibilities.

Duties and ResponsibilitiesEssential Duties and Tasks

Answers the phone and greets visitors; directs caller to appropriate department staff or provides requested information; takes messages; provides directions.

Compiles statistics and data for monthly reports and services provided.

Assists the Police Chief and other staff in typing, formatting and preparing agenda materials; attends day or evening meetings as required.

Updates information on social media outlet; compiles and composes information for Town print and newsletter.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection GuidelinesKnowledge, Skills, and Abilities

Considerable knowledge of computer operations and their application to recordkeeping, Considerable knowledge of department and Town programs and services.

Working knowledge of the policies, procedures, and processes of the Town and department in order to handle customer services issues and concerns.

Accuracy in the entry of data and compilation of records and attention to detail.

Ability to provide technical information to the public on department activities and to explain rules and regulations concerning the department and the Town.

Ability to plan and organize administrative support activities and tasks and to handle multiple priorities utilizing sound judgment and based on knowledge of departmental issues and needs.

Ability to deal effectively with the public in a tactful and effective manner in order to provide quick and efficient customer services, and to communicate effectively in oral and written forms.

Ability to create and maintain accurate records, reports, and files in support of a customer-oriented operation.

Ability to operate calculator, computer, and related office equipment, including Office software, at the desired level of speed and accuracy.

Ability to establish and maintain effective working relationships with coworkers, public officials, and customers.

Physical Requirements

Must be able to physically perform the basic life operational functions of reaching, lifting, grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to prepare and use figures and statistics, operate a computer terminal, process bills, perform visual inspections and proofread materials.

Desirable Education and Experience

Graduation from high school and experience in a customer service setting, preferably in a governmental and/or police department setting; education preferably supplemented by courses in business or accounting; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

Ability to obtain DSI certification.

Swansboro 2020

PUBLIC WORKS DIRECTOR/BUILDING INSPECTOR

Grade: 23

General Statement of Duties

FLSA Status: Exempt

Performs technical, supervisory and administrative work planning, organizing, and supervising a variety of public works activities for the town. In addition, performs field inspection work of buildings and property within the town to ensure compliance with State building codes and local ordinances, and advises on code compliance issues.

Distinguishing Features of the Class

An employee in this class plans, organizes, supervises and participates in the work of employees engaged in a variety of municipal operations and services including: buildings and grounds maintenance, street maintenance and repair, right of way and storm water management; special events preparation; and oversight of contracted and utilities services. Work also includes contract management; handling citizen issues; coordination with state and federal agencies regarding projects and activities that impact the Town; ordering supplies and materials; projecting and tracking the budget; and supervising employees, volunteers, and contracted inmate labor. The employee provides technical advice and assistance to the Town Manager in the improvement of Town infrastructure, in planning for future needs, and insuring that modern, safe, effective and efficient practices are utilized by work crews. The employee represents the Town to a wide variety of citizens, developers, ONWASA, state and federal regulatory officials. Work is performed independently and in coordination with other Town officials. Work is performed under the general direction of the Town Manager and is evaluated by review of reports, conference and acceptance of the community.

In addition, an employee in this class inspects residential and commercial construction and reconstruction to enforce State codes for buildings construction, and enforces Town ordinances such as lot setbacks, sidewalks, sign regulations, nuisance ordinances and flood prevention. Work includes conducting plan review and advising on code issues, making scheduled field inspections to enforce building, electrical, mechanical and plumbing codes and also fire codes; issuing correction notices, notes of violations and stop work order; and issuing certificates of compliance and certificates of occupancy. Work also includes responding to complaints and observing potential code compliance issues in areas such as dilapidated and abandoned structures, nuisance violations, lot setbacks and other zoning issues, sign violations and flood prevention issues. Technical judgment is required to interpret provisions of the codes as applied to construction projects and circumstances.

Duties and ResponsibilitiesEssential Duties and Tasks (Public Works Director)

Supervises and plans the activities of all public works department staff; ensures coordination of activities with other departments and governmental jurisdictions and agencies; oversees work of inmates and community service workers and volunteers who supplement paid Town staff

Reports to and advises Town Manager and other officials on public works and public utilities projects and activities; prepares specifications and bid documents for Powell Bill projects and other construction and maintenance projects.

Participates in long range planning for meeting citizen service needs; researches and recommends operational changes to the Manager.

Performs selection, promotion, training, counseling and disciplining of department personnel in consultation with Town Manager; meets frequently with staff to solve more complex problems; sets priorities and deadlines, and provides guidance and direction.

Participates in and makes field inspections of public works projects to review progress and ensure

completion.

Oversees and inspects Town park buildings for maintenance and preventative measures to ensure safety compliance.

Engages in personal contact with citizens concerning service request and complaints; investigates and decides or recommends actions; coordinates projects with other departments; attends Town Commissioners meetings to represent the department and answer questions.

Prepares and reviews departmental operating budget; monitors and approves expenditures; codes personnel and supply costs to appropriate accounts.

Coordinates and monitors a variety of contracted work; oversees work of consulting engineers and contractors; and manages solid waste contract.

Coordinates and participates in the cleaning and repair of public buildings, grounds and other facilities including electrical, plumbing, carpentry, and HVAC.

Assures employees comply with safe work practices; serves on staff safety committee.

Forecasts, plans and supervises the set up for special events; supervises contractors and staff following natural disasters.

Duties and Responsibilities

Essential Duties and Tasks (Building Inspector)

Reviews site plans, blue prints, and specifications and receives applications for permits for new construction, reconstruction and demolitions; advises contractors in interpreting and applying code regulations and insures that contractors meet state requirements.

Goes to Town sites to inspect construction in progress for compliance with building, electrical, plumbing, and / or mechanical and fire codes; assures possession of correct permits; authorizes issuance of permits and Certificates of Occupancy.

Notifies responsible parties of defects and re-inspects to determine if corrective actions have been taken; issues stop orders if necessary.

Patrols the Town looking for violations of codes and responds to complaints; conducts inspections supporting other Town functions as needed, such as dilapidated house, signs, sidewalk, and lot setback and other zoning requirements. and issues enforcement orders when needed.

Maintains accurate records, logs and files of inspections activities; completes reports of activities.

Handles citizen complaints about contractors, construction quality and other issues.

Recommends judicial actions and may be required to testify in court against violators of the State building code.

In cases of severe weather works with emergency management to locate and check downed power lines, inspect and evaluate buildings to detect hazardous and dangerous conditions and evaluate for safe occupation.

Maintains mandatory continuing education credit hours and attends training to maintain certifications and assure knowledge of codes; answers questions and assists works within area of specialization to orient and advise other inspectors.

Additional Job Duties

Operates equipment and works with or supervises a crew of employees when needed.

Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities (Public Works Director)

Thorough knowledge of the principles and practices of public works administration and supervision, construction and maintenance.

Thorough knowledge of related Town policies, state and federal laws and regulations.

Thorough knowledge of the equipment and materials used in the construction, maintenance and repair

of storm water management and streets.

Thorough knowledge of modern governmental budgeting, personnel and purchasing practices.

Thorough knowledge of safety practices such as shoring, construction signing, and confined space entry.

Working knowledge of civil engineering design principles and engineering practices as applied to departmental functions.

Ability to supervise subordinate supervisors including effective communications, motivations, staffing, and coaching.

Ability to interpret and prepare detailed records and reports.

Ability to maintain effective working relationships with Town officials, other public officials, employees, contractors and the general public.

Ability to present ideas effectively in oral and written form.

Knowledges, Skills, and Abilities (Building Inspector)

Thorough knowledge of State building codes and of local codes and ordinances.

General working knowledge of construction and system installation procedures in electricity, plumbing, heating, and air conditioning systems.

Skill in the interpretation of codes and ordinances and their application to specific situations.

Skill in reading and interpreting plans and specifications.

Ability to read and analyze single family and commercial building plans and specifications for compliance with codes.

Ability to establish and maintain effective working relationships with contractors and the public.

Ability to enforce regulations tactfully and firmly and in a consistent manner.

Ability to maintain reports and records of inspections activities.

Physical Requirements

Must be able to perform the physical life functions of climbing, balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity to produce and review written reports and records including mathematical calculations, operate a computer, inspect work for quality, analyze data, and to read maps, schematic drawings and plans.

Desirable Education and Experience

Bachelor's degree from an accredited college or university; including course focus on construction management preferred; considerable experience in a responsible management and supervisory position in the public works field; or equivalent combination of education and experience; at hire, certification in Building, Electrical, Mechanical and Plumbing trades and Fire inspections at the II level minimum.

Special Requirement

Possession of a valid North Carolina driver's license.

PUBLIC WORKS CREW LEADER

Grade: 14

General Statement of Duties

FLSA Status: Non- Exempt

Assists the Public Works Director with and performs technical and supervisory work organizing and directing the day-to-day field operations of Public Works Department staff.

Distinguishing Features of the Class

An employee in this class assists the Public Works Director with planning, organizing and overseeing the day-to-day operations of employees engaged in a variety of municipal operations. Tasks supervised include streets repair; sign construction and repair; litter and trash pickup and disposal; rights of way maintenance; building and equipment maintenance; grass mowing and limb and debris removal; and storm water management system maintenance and repair. Work includes determining needs, planning daily work and making assignments, and inspecting work in progress to assure safe and quality work. Work also includes assisting in developing budget recommendations and figuring materials costs for projects; requisitioning materials and supplies; organizing materials and supplies with each crew/assignment; teaching and training employees in subject areas such as safety and work methods; handling some citizen complaints; preparation of required reports and assisting in equipment operation and other tasks as needed. The employee performs work in coordination with the Public Works Director and other town officials. The employee is subject to working in inside and outside environments in extreme weather, and exposure to various hazards such as street traffic, loud noises, vibration, moving mechanical parts, electrical current, chemicals, odors, dusts, mists, and oils. Performs work under the direction of the Public Works Director who evaluates performance by review of reports, observation of work in progress as well as completed, and by acceptance of the community and employees.

Duties and ResponsibilitiesEssential Duties and Tasks

Assists the Public Works Director and directly oversees the field activities of employees and participates in various work tasks as needed; assigns employees to crews and crews to tasks; plans for each job and determines materials required; gathers and/or ensures parts, materials, supplies, and equipment for daily work are loaded and transported to work site; makes site inspections prior to work tasks to identify supplies and equipment needs; inspects work of crews in progress and upon completion; ensures coordination with other town departments.

Monitors and assures safety measures to protect employees, the public and property from harm and liability.

Reports to and advises the Public Works Director on budget needs of the department personnel concerning equipment, materials and other resources to accomplish their work.

Under the direction of the Public Works Director, oversees full-time and contract labor; performs personnel functions such as performance coaching and training of personnel and offers assistance with hiring and discipline.

Receives and handles citizen's complaints and inquiries about public works services.

Recommends changes in procedures and programs to enable the department to meet the needs of the community.

Operates heavy equipment including the backhoe; participates in the work of the division.

Assists with locating vendors and contractors and participates in the inspection of contracted work.
 Cleans up debris after storms; boards windows; cuts down trees; keeps roads open.
 Acts in the absence of the Public Works Director.
 Acts as liaison to various community organizations – Tree Board, Chamber of Commerce, etc.

Additional Job Duties

Performs other related tasks as required.

Recruitment and Selection Guidelines

Knowledge and Abilities

Basic understanding of Microsoft Word, Excel, and Calendar.

Ability to communicate effectively via email (Outlook) and reports.

Ability to obtain quotes for materials and proposals for projects.

Considerable knowledge of the principles and practices of public works construction methods, materials, and maintenance practices involving streets, storm water, building maintenance, equipment services, and related issues.

Considerable knowledge of town policies, state and federal laws and rules and regulations in services and operations supervised.

Considerable knowledge of local government budgeting, purchasing and personnel laws, regulations, and practices.

Ability to supervise including effective delegation, communications, motivation, performance evaluation, and coaching.

Ability to evaluate and diagnose equipment problems to enable them to be repaired and returned to service in a reasonable amount of time.

Ability to negotiate with contractors and suppliers to establish cost effective service and construction contracts and assist in the development of specifications and bid evaluations.

Physical Requirements

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, and hearing.

Must be able to perform medium work exerting up to 100 pounds of force occasionally; and/or up to 20-50 pounds of force frequently to move objects,

Must possess the visual acuity to inspect work, operate motorized equipment, operate a computer, read maps and plans, compile data and figures.

Desirable Education and Experience

Associate's degree from an accredited college or university supplemented by considerable experience in building or construction trades, preferably including supervisory experience; or an equivalent combination of training and experience.

Special Requirements

Possession of a valid appropriate North Carolina Commercial Driver's License.

PUBLIC WORKS MAINTENANCE TECHNICIAN II

Grade: 12

General Statement of Duties

FLSA Status: Non-Exempt

Performs a variety of responsible semi-skilled and skilled trades work within the Public Works Department in maintenance and repair of Town buildings, grounds, streets and related facilities, including equipment operation as needed. Under general supervision, performs maintenance and construction activities on roads, drainage facilities; operate complex heavy equipment; construct and maintain street signs and traffic control signs; trim and remove trees; serve as a crew leader of a small crew; and perform other duties as required. This classification is distinguished from the higher level classification of Public Works Crew Leader in that the latter supervises the work of large crews or several small crews and acts as assistant supervisor.

Distinguishing Features of the Class

An employee in this class performs a variety of skilled and semi-skilled work in the maintenance and repair of Town facilities and streets. Employees often work independently, completing daily assignments and work orders, performing work in a specialty area such as buildings maintenance, parks and grounds maintenance, or streets and public facilities maintenance and service provision.

However, depending on needs and assignments employees may work with other Public Work staff for all or portions of the day. Work tasks may change frequently based on daily and seasonal needs, and include tasks such as cutting grass at parks and grounds; performing electrical, plumbing, carpentry and related tasks at Town facilities; replacing or repairing signs; setting up facilities for meetings and for special Town events; cleaning storm drains and rights of way; repairing streets and sidewalk issues; assuring playground and street safety; and picking of trash and yard waste. Work includes purchasing supplies, driving to work sites, operating needed equipment, and maintaining work logs or documenting work performed on work orders. Employees are subject to working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, odors, dusts, mists, gases, poor ventilation, and oils. Employees must be able to perform strenuous work over extended periods. An employee in this class performs a variety of skilled and semi-skilled work in the maintenance and repair of Town facilities and streets.

Employees often work independently, completing daily assignments and work orders, performing work in a specialty area such as buildings maintenance, parks and grounds maintenance, or streets and public facilities maintenance and service provision.

Duties and ResponsibilitiesEssential Duties and Tasks

Carries out regular assignments in area of specialization, looking for issues in need of repair or performing preventive maintenance; receives special work orders from Director or Town Hall staff; performs necessary varied maintenance functions required to maintain facilities and park grounds, streets and sidewalks, and yard waste pickup and removal; cuts grass, limbs and brush; cleans ditches; sprays pesticides; moves furniture.

Checks park grounds, facilities, equipment etc. regularly and lists required maintenance and repair jobs; provides input to supervisor on budget and supply needs; may purchase needed supplies at local hardware stores; checks park structures and playground equipment; replaces items as needed.

Operates a variety of light to heavy equipment such as backhoe, bobcat, tractor, weed eater, mower, edger, street cutter saw, pesticide sprayer, and hand tools such as shovels, rakes and brooms.

Sets up streets, facilities and parks for special events; takes down after the event is over; responds to callback for clean-up after weather events.

Performs preventive maintenance on vehicles and equipment; maintains tools and equipment in good

working order.

Responds to citizen questions in the field concerning municipal services; calls in emergency repairs to ONWASA or other agencies.

Attends training to increase skills and maintain certifications, including safety training.

Additional Job Duties

Performs other related tasks as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of the methods, tools, and equipment utilized in the parks, streets, and/or buildings maintenance issues to which generally assigned.

Working knowledge of the work hazards, related liabilities, and applicable safety standards (Occupational Safety and Health Act) and County standards.

Skill in the operation of assigned equipment and tools, such as tractor, riding mowers, backhoe, weed eater, saws, and hand tools.

Ability to communicate effectively orally, and to maintain records and logs of activities.

Ability to plan and prioritize work in assigned area of specialty, and to work in other programmatic areas as needs change.

Ability to establish and maintain effective working relationships with co-workers, supervisor, and citizens involved in use of Town parks, facilities and streets.

Ability to engage in heavy manual labor for extended periods of time.

Ability to exercise courtesy and tact in dealing with the public.

Ability to understand oral and written instructions and to maintain work records.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly to move objects.

Must possess the visual acuity to operate equipment such as trucks, backhoe, mowers, tractor, tampers, and varied hand tools in a safe manner, to read gauges, to make visual inspections, and to keep basic records.

Desirable Education and Experience

Any combination of education and experience equivalent to completion of high school and experience in semi-skilled and skilled trades and equipment operation work; or an equivalent combination of experience and education.

Special Requirements

Possession of valid NC Class A driver's license. Specialty certifications such as pesticide license, playground safety certification, or others may be required for individual positions.

Swansboro 2016 (updated 2020)

PUBLIC WORKS MAINTENANCE TECHNICIAN

Grade: 12

General Statement of Duties

FLSA Status: Non-Exempt

Performs a variety of responsible semi-skilled and skilled trades work within the Public Works Department in maintenance and repair of Town buildings, grounds, streets and related facilities, including equipment operation as needed.

Distinguishing Features of the Class

An employee in this class performs a variety of skilled and semi-skilled work in the maintenance and repair of Town facilities and streets. Employees often work independently, completing daily assignments and work orders while supervising an assigned inmate, performing work in a specialty area such as buildings maintenance, grounds maintenance, or streets and public facilities maintenance and service provision.

However, depending on needs and assignments employees may work with other Public Work staff for all or portions of the day. Work tasks may change frequently based on daily and seasonal needs, and include tasks such as cutting grass at parks and grounds; performing carpentry and related tasks at Town facilities; replacing or repairing signs; setting up facilities for meetings and for special Town events; cleaning storm drains and rights of way; repairing streets and sidewalk issues; street safety; and picking of trash and yard waste. Work includes driving to work sites, operating needed equipment, and maintaining work logs or documenting work performed on work orders. Employees are subject to working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, odors, dusts, mists, and oils. Employees must be able to perform strenuous work over extended periods. An employee in this class performs a variety of skilled and semi-skilled work in the maintenance and repair of Town facilities and streets.

Employees often work independently, completing daily assignments and work orders, performing work in a specialty area such as buildings maintenance, grounds maintenance, or streets and public facilities maintenance and service provision.

Duties and ResponsibilitiesEssential Duties and Tasks

Carries out regular assignments in area of specialization, looking for issues in need of repair or performing preventive maintenance; receives special work orders from Director or Town Hall staff; performs necessary varied maintenance functions required to maintain facilities, streets and sidewalks, and yard waste pickup and removal; cuts grass, limbs and brush; cleans ditches; sprays pesticides; moves furniture.

Checks facilities, equipment etc. regularly and lists required maintenance and repair jobs; provides input to supervisor on budget and supply needs; may purchase needed supplies at local hardware stores; replaces items as needed.

Operates a variety of light to heavy equipment such as backhoe, bobcat, tractor, weed eater, mower, edger, street cutter saw, pesticide sprayer, and hand tools such as shovels, rakes and brooms.

Sets up streets, facilities for special events; takes down after the event is over; responds to callback for clean-up after weather events.

Performs preventive maintenance on vehicles and equipment; maintains tools and equipment in good working order.

Responds to citizen questions in the field concerning municipal services; calls in emergency repairs to ONWASA or other agencies.

Attends training to increase skills and maintain certifications, including safety training.

Additional Job Duties

Performs other related tasks as required.

Recruitment and Selection GuidelinesKnowledge, Skills, and Abilities

Considerable knowledge of the methods, tools, and equipment utilized in the streets, and/or buildings maintenance issues to which generally assigned.

Working knowledge of the work hazards, related liabilities, and applicable safety standards (Occupational Safety and Health Act) and County standards.

Skill in the operation of assigned equipment and tools, such as tractor, riding mowers, backhoe, weed eater, saws, and hand tools.

Ability to communicate effectively orally, and to maintain records and logs of activities.

Ability to plan and prioritize work in assigned area of specialty, and to work in other programmatic areas as needs change.

Ability to establish and maintain effective working relationships with co-workers, supervisor, and citizens involved in use of Town parks, facilities and streets.

Ability to engage in heavy manual labor for extended periods of time.

Ability to exercise courtesy and tact in dealing with the public.

Ability to understand oral and written instructions and to maintain work records.

Skill in the operation of heavy equipment, excavator, skid steer.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly to move objects.

Must possess the visual acuity to operate equipment such as trucks, backhoe, mowers, tractor, tampers, and varied hand tools in a safe manner, to read gauges, to make visual inspections, and to keep basic records.

Desirable Education and Experience

Any combination of education and experience equivalent to completion of high school and experience in semi-skilled and skilled trades and equipment operation work; or an equivalent combination of experience and education.

Special Requirements

Possession of valid NC Class C driver's license. Specialty certifications such as pesticide license, or others may be required for individual positions.

BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER

Grade: 19

General Statement of Duties

FLSA Status: Non-Exempt

Performs field inspection work of buildings and property within the Town and the Town's ETJ to ensure compliance with State building codes and local ordinances, and advises on code compliance issues.

Distinguishing Features of the Class

An employee in this class inspects residential and commercial construction and reconstruction to enforce State codes for buildings construction, and enforces Town ordinances such as lot setbacks, sidewalks, sign regulations, nuisance ordinances and flood prevention. Work includes conducting plan review and advising on code issues, making scheduled field inspections to enforce building, electrical, mechanical and plumbing codes and also fire codes; issuing correction notices, notes of violations and stop work orders; and issuing certificates of compliance and certificates of occupancy. Work also includes responding to complaints and observing potential code compliance issues in areas such as dilapidated and abandoned structures, nuisance violations, lot setbacks and other zoning issues, sign violations and flood prevention issues. It is expected during periods of downtime for inspections that individual proactively seeks to remedy nuisance violations for signs, dilapidated and abandoned structures and other zoning issues that may exist. Technical judgment is required to interpret provisions of the codes as applied to construction projects and circumstances. Inspections may require some physical effort and are performed under hazards present in dealing with construction work in progress. The employee is subject to inside and outside environmental conditions and extremely hot and cold temperatures. Work is also subject to noise and dusts. Tact, courtesy, and firmness must be exercised in dealing with contractors and the general public. Work is performed under the general supervision of the Chief Codes Official and in coordination with the Town Manager and/or Town Planner and is evaluated through conferences, review of reports and records, and contractor and citizen reactions.

Duties and ResponsibilitiesEssential Duties and Tasks

Reviews site plans, blue prints, and specifications and receives applications for permits for new construction, reconstruction and demolitions; advises contractors in interpreting and applying code regulations and insures that contractors meet state requirements.

Goes to Town sites to inspect construction in progress for compliance with building, electrical, plumbing, and / or mechanical and fire codes; assures possession of correct permits; authorizes issuance of permits and Certificates of Occupancy.

Notifies responsible parties of defects and re-inspects to determine if corrective actions have been taken; issues stop orders if necessary.

Proactively patrols the Town looking for violations of codes and responds to complaints; conducts inspections supporting other Town functions as needed, such as dilapidated house, signs, sidewalk, and lot setback and other zoning requirements. and issues enforcement orders when needed.

Maintains accurate records, logs and files of inspections activities; completes reports of activities.

Handles citizen complaints about contractors, construction quality and other issues.

Recommends judicial actions and may be required to testify in court against violators of the State building code.

In cases of severe weather works with emergency management to locate and check downed power lines, inspect and evaluate buildings to detect hazardous and dangerous conditions and evaluate for safe occupation.

Maintains mandatory continuing education credit hours and attends training to maintain certifications and assure knowledge of codes; answers questions and assists works within area of specialization to orient and

advise other inspectors.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of State building codes and of local codes and ordinances.

General working knowledge of construction and system installation procedures in electricity, plumbing, heating, and air conditioning systems.

Skill in the interpretation of codes and ordinances and their application to specific situations.

Skill in reading and interpreting plans and specifications.

Ability to read and analyze single family and commercial building plans and specifications for compliance with codes.

Ability to establish and maintain effective working relationships with contractors and the public.

Ability to enforce regulations tactfully and firmly and in a consistent manner.

Ability to maintain reports and records of inspections activities.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, grasping, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to inspect details of construction, prepare reports, and do extensive reading.

Desirable Education and Experience

Graduation from high school supplemented by trade school course work in the building construction trades and considerable experience in construction trades or trades inspection work; or equivalent combination of education and experience; at hire, certification in Building, Electrical, Mechanical and Plumbing trades and Fire inspections at the II level minimum.

Special Requirement

Possession of a valid North Carolina driver's license.

Swansboro 2013

Updated 2017

SEASONAL LABORER

General Statement of Duties

FLSA Status: Non-Exempt

Performs a variety of responsible semi-skilled work within the Public Works and Parks and Recreation Departments in maintenance and repair of Town buildings, grounds, streets, parks, and related facilities, including equipment operation as needed.

Distinguishing Features of the Class

An employee of this class performs a variety of semi-skilled work in the maintenance and repair of Town facilities. Employees often work independently, performing work in a specialty area such as buildings maintenance, parks and grounds maintenance, or streets and public facilities maintenance.

However, depending on needs and assignments employees may work with other Public Works or Parks staff for some or all portions of the day. Work tasks may change frequently based on daily and seasonal needs, and include tasks such as cutting grass at parks and facility grounds; replacing or repairing signs; setting up facilities for meetings and for special Town events; cleaning storm drains and right of ways; and picking up of trash and yard waste. Work includes driving to work sites, operating needed equipment, documenting work performed on work orders. Employees are subject to working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, odors, dusts, mists, gases, poor ventilation and oils. Employees must be able to perform strenuous work over extended periods an employee in this class performs a variety of semi-skilled work in the maintenance of Town facilities.

Employees often work independently, completing daily assignments and work orders, performing work in a specialty area such as buildings maintenance, parks and grounds maintenance, or streets and public facilities maintenance and service provision.

Duties and Responsibilities

Carries out regular assignments in area of specialization, performing preventive maintenance; receives special work orders from Director; performs necessary varied maintenance functions required to maintain facilities and park grounds, streets and sidewalks, and yard waste pickup and removal; cuts grass, limbs and brush; cleans ditches; sprays pesticides; moves furniture.

Operates a variety of light equipment such as weed eater, mower, edger, street cutter saw, pesticide sprayer, and hand tools such as shovels, rakes and brooms.

Sets up streets, facilities and parks for special events; takes down after the event is over; responds to callback for clean-up after weather events.

Knowledge, Skills, and Abilities

Working knowledge of the work hazards, related liabilities, and applicable safety standards (Occupational Safety and Health Act) and County standards.

Skill in the operation of assigned equipment and tools, such as riding mowers, weed eater, saws, and hand tools.

Ability to establish and maintain effective working relationships with co-workers, supervisor, and citizens involved in use of Town parks, facilities and streets.

Ability to engage in heavy manual labor for extended periods of time.

Ability to exercise courtesy and tact in dealing with the public.

Ability to understand oral and written instructions.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly to move objects.

Special Requirements

Possession of valid NC Class C driver's license.

May 2017

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

EXPENDITURES							
	DEPARTMENT	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22
#	Name	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
411	Governing Body	13,432	28,474	14,098	13,593	54,886	54,886
412	Admin Services	553,983	368,626	429,255	429,563	459,526	459,526
414	Finance	176,440	228,695	300,825	300,187	260,278	260,295
415	Legal	37,228	36,705	42,000	42,000	42,000	42,000
426	Public Buildings	1,632,760	449,422	353,752	353,401	360,130	361,130
430	Fire	621,456	649,863	909,443	883,502	1,006,181	818,003
435	Permitting	288,078	167,043	223,915	190,837	251,036	249,536
450	Police	851,194	967,910	1,050,863	990,702	1,130,707	1,050,908
451	Streets-Public Works	146,693	161,585	296,916	291,756	218,504	217,004
452	Streets - State Aid	94,623	90,291	90,318	90,318	88,841	88,841
613	Parks & Recreation	250,184	251,543	291,304	264,621	331,812	327,562
615	Church Street Town Dock	7,288	4,574	8,230	8,153	69,878	13,708
620	Emergency Mgmt	1,125	334,342	169,212	166,740	1,125	1,125
621	Festivals & Events	74,537	73,841	95,451	11,255	116,087	116,087
900	Non-Departmental	374,860	488,137	510,206	510,149	337,625	337,625
TOTAL GENERAL FUND EXPENDITURES		\$ 5,123,881	\$ 4,301,051	\$ 4,785,788	\$ 4,546,776	\$ 4,728,614	\$ 4,398,234
	Excess Revenue over Expenditures				\$ (259,907)	\$ (968,756)	\$ (0.00)
	ENTERPRISE FUNDS						
30	STORM WATER ENTERPRISE FUND				\$ 134,838	\$ 149,451	\$ 149,451
31	SOLID WASTE ENTERPRISE FUND				\$ 392,457	\$ 435,525	\$ 435,525
	TOTAL ENTERPRISE FUND EXPENDITURES				\$ 527,295	\$ 584,975	\$ 584,975
	Excess Revenue over Expenditures				\$ -	\$ -	\$ -
	Total Annual Budget				\$ 5,074,071	\$ 5,313,590	\$ 4,983,210

TOWN OF SWANSBORO
REVENUES FY 2021-2022

REVENUES							
Revised 05-29-20							
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
11-300-0100	TAXES-AD VALOREM - CURRENT F/Y	1,689,551	1,726,445	1,773,964	1,757,998	1,816,185	1,834,718
11-300-0110	TAXES-AD VALOREM - PRIOR YEARS	24,910	6,867	10,000	13,105	10,000	10,000
11-300-0120	TAXES-PENALTIES/INTEREST	8,129	3,971	5,000	5,675	5,000	5,000
11-310-0200	TAXES-SALES & USE TAX	881,457	951,259	750,000	1,000,000	900,000	1,050,000
11-310-0210	TAXES-PRIVILEGE LICENSE	-	-	-	-	-	-
11-310-0250	TAXES-OCCUPANCY	98,783	71,088	36,050	51,782	50,000	50,000
11-310-0260	TAXES-BEER & WINE	13,722	14,018	14,000	14,000	14,000	14,000
11-310-0270	TAXES-UTILITY FRANCHISE	239,265	238,640	230,000	222,976	230,000	230,000
11-310-0300	POLICE DONATIONS	6,352	4,320	3,000	1,500	1,500	1,500
11-320-0310	FIRE DONATIONS	225	550	650	225	300	300
11-320-0320	PARK DONATIONS	1,188	-	-	-	-	-
11-320-0340	DONATIONS-MEMORIAL TREE	-	-	-	-	-	-
11-330-0400	SIDEWALK DEVELOPMENT FEE	-	8,927	-	-	-	-
11-330-0405	FEES/COURT FACILITIES	9,470	5,518	5,000	3,370	3,000	3,000
11-330-0410	TDA ADMINISTRATIVE FEE	3,600	4,100	4,100	4,100	4,100	9,410
11-330-0415	TOWN MARINA FEES	19,575	17,090	15,000	15,000	19,000	19,000
11-330-0430	FEES-BLDG PERMITS,INSPECTIONS, PLANNING & ZONING	209,632	243,208	150,000	210,259	200,000	215,000
11-330-0440	HOMEOWNER'S RECOVERY FEES	360	830	1,000	1,070	500	500
11-330-0460	LEASES (TIME WARNER;106 Church St., 502 Church St.)	86,354	55,818	50,000	48,370	62,255	62,255
11-340-0500	RENTAL FEES-OTHER ROOMS	625	230	1,000	613	1,500	1,500
11-340-0501	RENTAL FEES - PARKS	3,630	2,298	2,200	587	2,200	2,200
11-340-0502	RENTAL FEES - RECREATION ROOMS	20,340	14,380	19,000	4,747	10,000	10,000
11-340-0503	REC PROGRAM/CONTRACT FEES	30,627	21,221	30,000	14,072	50,430	20,000
11-340-0504	RENTAL FEES-OLD TOWN HALL	-	-	-	-	500	500
11-350-0525	SOLID WASTE DISPOSAL TAX	2,086	2,307	2,079	2,300	2,079	2,079
11-355-0550	REFUNDS-GAS TAX	12,230	8,999	9,600	9,600	9,600	9,600
11-360-0600	STATE RD - POWELL BILL	81,993	82,342	82,342	80,205	80,205	80,205
11-365-0700	COUNTY FUNDING/FIRE DEPT	169,945	175,445	170,995	170,995	170,995	192,087
11-365-0701	TAXES-ABC DISTRIBUTION	52,907	45,657	37,000	47,271	45,000	50,000
11-370-0800	INVESTMENT EARNINGS/GF	42,378	41,710	25,000	989	1,000	1,000
11-370-0810	SALE OF FIXED ASSETS	20,200	3,190	-	1,306	-	-
11-370-0820	ONWASA-SATELLITE OFFICE PAYMENT	35,000	35,000	35,000	35,000	35,000	35,000
11-370-0830	MISCELLANEOUS INCOME	42,532	27,689	12,000	7,230	8,064	8,064
11-370-0840	HOOK & BONES REDFISH TOURNAMENT	950	-	-	-	-	-
11-370-0843	PARADE	875	1,900	1,500	-	500	1,000
11-370-0845	FESTIVALS & EVENTS	85,812	45,010	46,450	953	18,050	18,050
11-370-0855	POLICE REIMBURSEMENT	2,380	2,922	3,700	2,467	-	-
11-370-0860	POLICE DRUG SUBSTANCE	409	3,087	-	-	-	-
11-370-0870	LOAN PROCEEDS/GENERAL FUND	-	227,700	149,200	149,200	-	-

TOWN OF SWANSBORO
REVENUES FY 2021-2022

11-370-0880	INSURANCE PROCEEDS	996,574	180,646	5,259	9,126	-	-
11-380-0900	POLICE GRANTS	-	11,278	-	-	-	-
11-380-0910	FIRE GRANTS	-	-	-	-	-	-
11-380-0920	GRANT - WELLNESS/WORKERS' COMP(NCLM)	1,754	-	5,000	5,000	-	-
11-380-0927	GRANT-SWANSBORO TDA	5,000	13,000	-	-	-	-
11-380-0930	GRANTS-VARIOUS	681,285	240,666	140,773	264,236	-	-
11-390-0950	TRANSFER FROM OTHER FUNDS	21,266	-	-	-	-	-
11-390-0951	TRANSFER FROM CAPITAL RESERVE	-	31,458	123,634	123,634	-	-
11-390-0952	TRANSFER FROM PARK & REC RESERVE	7,500	-	-	-	-	-
11-399-0990	FUND BAL-POWELL BILL	-	-	7,909	7,909	7,861	7,861
11-399-0991	GF FUND BALANCE APPROPRIATED	-	-	669,715	-	-	454,406
	TOTAL GENERAL FUND REVENUES	\$ 5,610,868	\$ 4,570,781	\$ 4,627,120	\$ 4,286,869	\$ 3,758,824	\$ 4,398,234
	ENTERPRISE FUNDS						
	REVENUES						
	SOLID WASTE						
	USER FEES		\$ 328,044	\$ 378,720	\$ 393,309	\$ 435,525	\$ 435,525
	TRANSFER FROM GENERAL FUND		\$ 154,465	\$ 12,250	\$ 12,250	\$ -	\$ -
	APPROPRIATED FUND BALANCE		\$ -	\$ 1,147	\$ -		
	TOTAL:SOLID WASTE		\$ 482,509	\$ 392,117	\$ 405,559	\$ 435,525	\$ 435,525
	STORMWATER						
	USER FEES		\$ 102,549	\$ 109,686	\$ 109,686	\$ 119,431	\$ 119,430
	NCDOT-STREET SWEEPING/STREET MAINTENANCE		\$ 6,038	\$ 7,638	\$ 5,415	\$ 5,415	\$ 5,415
	TRANSFER FROM GENERAL FUND		\$ 9,337	\$ 15,425	\$ 12,250	\$ -	\$ -
	APPROPRIATED FUND BALANCE		\$ -		\$ 7,487	\$ 24,605	\$ 24,605
	TOTAL:STORMWATER		\$ 117,924	\$ 132,749	\$ 134,838	\$ 149,451	\$ 149,450
	TOTAL REVENUES FOR ENTERPRISE FUNDS		\$ 600,432	\$ 524,866	\$ 540,397	\$ 584,975	\$ 584,975
	TOTAL REVENUES		\$ 5,171,213	\$ 5,151,987	\$ 4,827,266	\$ 4,343,799	\$ 4,983,210

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

GOVERNING BODY							
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
11-411-1700	SALARIES-ELECTED OFFICIALS	8,893	8,819	8,963	8,968	24,000	24,000
11-411-1810	FICA	680	674	685	686	1,836	1,836
11-411-2010	SUPPLIES - DEPARTMENT	1,162	2,206	1,600	221	2,000	2,000
11-411-3100	TRAVEL/CONFERENCE/TRAINING	258	1,961	200	70	8,600	8,600
11-411-3125	SUBSISTENCE	1,243	790	1,500	112	1,150	1,150
11-411-3910	ADS/NOTICES	520	606	1,000	736	1,000	1,000
11-411-4140	EXPENSE-RECORDATIONS	26	78	200	-	200	200
11-411-6900	CONTRIBUTIONS-AGENCIES	650	8,100	(50)	2,800	10,600	10,600
11-411-6920	EXPENSE-ELECTION	-	5,241		-	5,500	5,500
DEPARTMENT TOTAL		\$ 13,432	\$ 28,474	\$ 14,098	\$ 13,593	\$ 54,886	\$ 54,886
Mayor	500						
5 Commissioners	300						

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

ADMINISTRATIVE SERVICES							
LINE ITEM	DESCRIPTION	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22
		ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
11-412-1210	SALARIES-FULL TIME	169,209	246,392	267,638	272,510	302,428	302,428
11-412-1220	SALARIES-OVERTIME	-	39	-	218	-	-
11-412-1230	SALARIES-PART TIME	44,848	422	-	446	-	-
11-412-1231	LONGEVITY	1,363	1,319	1,425	446	1,681	1,681
11-412-1232	CELL PHONE STIPEND	1,000	1,938	2,250	2,250	2,475	2,475
11-412-1234	AUTO ALLOWANCE	5,497	3,000	3,600	3,600	3,600	3,600
11-412-1235	LIVING EXPENSES	6,541	(220)	-	-	-	-
11-412-1810	FICA	17,666	18,464	20,515	20,745	23,729	23,729
11-412-1815	FEES-OTHER	-	1,410	-	2,500	-	-
11-412-1820	RETIREMENT	15,027	23,686	31,482	30,081	43,640	43,640
11-412-1830	INSURANCE - GROUP	22,087	27,230	35,829	37,605	42,126	42,126
11-412-1930	SERVICES-PROFESSIONAL	181,632	25,039	28,915	25,584	3,000	3,000
11-412-1940	SERVICES-PLANNING CONSULTANT	-	-	5,000	3,368	5,000	5,000
11-412-1950	SERVICES-SOFTWARE SUPPORT	-	-	-	-	1,500	1,500
11-412-1990	SERVICES-OTHER	72,113	2,644	9,500	8,081	9,680	9,680
11-412-2010	SUPPLIES-DEPARTMENT	1,287	1,062	2,101	895	2,500	2,500
11-412-3100	TRAVEL/CONFERENCE/TRAINING	4,972	5,522	2,000	4,548	6,700	6,700
11-412-3150	TRANSPORTATION EXPENSE	-	-	-	-	500	500
11-412-3125	SUBSISTENCE	209	392	500	420	500	500
11-412-3520	R/M EQUIPMENT	29	-	100	-	-	-
11-412-3910	ADS/NOTICES	1,210	487	500	365	500	500
11-412-4910	DUES/PROF SUBSCRIPTIONS	9,294	9,801	12,500	10,500	9,966	9,966
11-412-5000	CAPITAL OUTLAY	-	-	5,399	5,399		
DEPARTMENT TOTAL		\$ 553,983	\$ 368,626	\$ 429,255	\$ 429,563	\$ 459,526	\$ 459,526
Town Manager							
Assistant Manager							
Deputy Clerk-75%							
Admin Services Representative-75%							
Planner-75%							
Planning Tech-75%							

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

FINANCE							
LINE ITEM	DESCRIPTION	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22
		ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
11-414-1210	SALARIES-FULL TIME	93,766	133,797	137,024	136155	141,042	141,042
11-414-1230	SALARIES-PART TIME	4,392	-	-	0	-	-
11-414-1231	LONGEVITY	475	675	750	675	750	750
11-414-1232	CELL PHONE STIPEND	600	600	600	600	600	600
11-414-1810	FICA	7,479	9,620	10,311	9903	10,893	10,893
11-414-1815	FEES OTHER	2,092	4,780	4,500	1693	4,560	4,560
11-414-1816	MERCHANT FEES	(530)	(3,128)	-	0	-	-
11-414-1820	RETIREMENT	8,185	12,840	16,119	15073	20,352	20,352
11-414-1830	INSURANCE-GROUP	6,921	12,930	9,496	11878	17,179	17,179
11-414-1910	SERVICES-AUDITOR	10,800	14,800	11,800	11800	12,500	12,500
11-414-1930	SERVICES -PROFESSIONAL	7,204	6,153	6,280	7221	6,840	6,840
11-414-1950	SERVICES-SOFTWARE SUPPORT	6,362	6,680	7,035	6715	7,051	7,068
11-414-1990	SERVICES - OTHER	2,344	2,939	4,700	4900	-	-
11-414-2010	SUPPLIES-DEPARTMENT	1,183	1,262	2,000	1102	2,000	2,000
11-414-2600	SUPPLIES-OFFICE	2,258	2,882	7,500	2218	7,500	7,500
11-414-3100	TRAVEL/CONFERENCE/TRAINING	1,716	515	-	4810	3,400	3,400
11-414-3150	TRANSPORTATION EXPENSE	-	-	-	17	300	300
11-414-4910	DUES/PROF SUBSCRIPTIONS	255	260	310	427	310	310
11-414-5000	CAPITAL OUTLAY	-	-	60,000	60000	-	-
11-414-6910	EXPENSE-TAX COLLECTION	20,939	\$ 21,089.95	\$ 22,400.00	25000	\$ 25,000	\$ 25,000
DEPARTMENT TOTAL		\$ 176,440	\$ 228,695	\$ 300,825	\$ 300,187	\$ 260,278	\$ 260,295
Finance Director							
Finance Technician							
Finance Clerk							

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

LEGAL							
LINE ITEM	DESCRIPTION	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22
		ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
11-415-1920	Services-Legal General	27,750	29,360	29,000	29,000	29,000	29,000
11-415-1924	Services-Legal Special Meetings	-	1,253	1,000	1,000	1,000	1,000
11-415-1926	Services-Legal-Loans/Grants/Property	-	1,685	2,000	2,000	2,000	2,000
11-415-1927	Services-Legal Litigation	9,478	4,408	10,000	10,000	10,000	10,000
11-415-6930	Contingency	-	-	-	-	-	-
DEPARTMENT TOTAL		\$ 37,228	\$ 36,705	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

PUBLIC BUILDINGS							
LINE ITEM	DESCRIPTION	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22
		ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
11-426-1210	SALARIES-FULL TIME	40,469	41,653	43,745	47,063	54,837	54,837
11-426-1230	SALARIES-PART TIME	2,130	-	-	-	-	-
11-426-1231	LONGEVITY	425	450	475	475	150	150
11-426-1232	CELL PHONE STIPEND	300	300	300	300	375	375
11-426-1810	FICA	3,192	3,253	3,318	3,652	4,235	4,235
11-426-1820	RETIREMENT	3,044	3,552	4,943	4,632	7,913	7,913
11-426-1830	INSURANCE-GROUP	120	101	-	831	8,410	8,410
11-426-1930	SERVICES-PROFESSIONAL	499,785	5,700	6,500	6,500	6,500	10,000
11-426-2010	SUPPLIES-DEPARTMENT	1,348	1,576	2,800	2,800	2,800	2,800
11-426-2120	UNIFORMS	920	226	980	705	980	980
11-426-2130	JANITORIAL SUPPLIES	3,935	4,856	5,000	5,000	5,000	5,000
11-426-2500	SUPPLIES-GAS/OIL	1,093	1,774	2,600	2,667	3,500	2,500
11-426-3100	TRAVEL/CONFERENCE/TRAINING	-	275	-	-	-	-
11-426-3310	UTILITIES	56,584	56,517	57,300	57,300	58,000	58,000
11-426-3315	TIME WARNER	-	-	-	393	-	-
11-426-3520	R/M EQUIPMENT	1,682	4,527	1,800	1,173	2,500	2,500
11-426-3530	R/M VEHICLES	1,351	1,267	1,800	1,585	2,500	2,500
11-426-3540	REPAIRS/MAINT-BUILDING/GROUNDS	685,297	8,833	41,400	23,213	5,300	5,300
11-426-3542	REPAIRS/MAINT-TOWN HALL	37,706	5,089	15,411	2,067	5,300	5,300
11-426-3543	REPAIRS/MAINT-VISITOR CENTER	16,845	595		1,584	5,300	5,300
11-426-3544	REPAIRS/MAINT-CIGAR SHOP	-	4,818		-	5,300	5,300
11-426-3545	REPAIRS/MAINT-OLD TOWN HALL	-	871		403	5,300	5,300
11-426-3546	REPAIRS/MAINT-PSB	102,061	2,277		21,353	5,300	5,300
11-426-3547	REPAIRS/MAINT-PUBLIC WORKS OFFICE	-	743	12,250	3,102	5,300	5,300
11-426-3548	REPAIRS/MAINT-PARKS & RECREATION	545	5,770		1,463	5,300	5,300
11-426-5000	CAPITAL OUTLAY	40,000	163,335	5,100	14,977	10,100	8,600
11-426-5001	NON-CAPITALIZED OUTLAY	3,043	-	2,133	2,133	1,900	1,900
11-426-7900	LOAN REPAYMENT - LAND/BLDGS	130,884	131,063	148,030	148,030	148,030	148,030
DEPARTMENT TOTAL		\$ 1,632,760	\$ 449,422	\$ 353,752	\$ 353,401	\$ 360,130	\$ 361,130
Current Maintenance Tech-2.5 months							
Vacant Maintenance Tech							
Loan Repayment							
Town Hall Annex-\$72,862.57							
Public Safety Building-\$44,128							
Public Works Equipment Debt Service/Lease-\$15,715.43							
Town Hall Generator-\$15,324							

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

FIRE							
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
11-430-1210	SALARIES-FULL TIME	177,246	157,091	254,652	225,000.00	303,874	303,874
11-430-1220	SALARIES-OVERTIME	5,759	7,106	6,500	8,925.35	9,000	9,000
11-430-1230	SALARIES-PART TIME	185,245	180,765	170,000	170,000.00	170,000	135,000
11-430-1231	LONGEVITY	5,375	5,069	5,938	4,112.50	6,375	6,375
11-430-1710	VOLUNTEERS/RETENTION	4,145	2,623	8,000	10,000.00	12,000	12,000
11-430-1810	FICA	28,530	26,334	31,121	26,968.16	38,346	35,668
11-430-1815	FEES OTHER	13	-	1,500	630.00	1,500	1,500
11-430-1820	RETIREMENT	14,152	15,559	26,873	24,240.86	45,148	45,148
11-430-1830	INSURANCE-GROUP	19,373	17,064	31,747	42,732.60	60,830	60,830
11-430-1930	SERVICES-PROFESSIONAL	-	-	-	2,000.00	1,500	1,500
11-430-1950	SERVIVCES-SOFTWARE SUPPORT	2,391	2,604	3,500	3,872.00	3,500	3,500
11-430-1990	SERVICES-OTHER	711	830	-	868.00	1,000	1,000
11-430-2010	SUPPLIES-DEPARTMENT	2,834	1,947	7,800	7,800.00	7,000	7,000
11-430-2014	EMS-SUPPLIES	2,055	3,881	3,000	3,000.00	4,000	4,000
11-430-2015	FIRE PREVENTION	3,664	962	3,000	3,000.00	3,000	3,000
11-430-2120	UNIFORMS	1,500	2,516	4,500	4,500.00	4,000	4,000
11-430-2350	MEDICAL EXAMS	-	1,400	4,625	2,000.00	2,000	2,000
11-430-2500	SUPPLIES-GAS/OIL	9,147	7,444	15,000	15,000.00	15,000	15,000
11-430-3100	TRAVEL/CONF/TRAINING	529	1,140	350	-	2,000	2,000
11-430-3125	SUBSISTENCE	1,482	1,326	-	-	1,000	1,000
11-430-3210	TELEPHONE	1,617	4,518	1,600	2,584.71	2,900	2,900
11-430-3250	POSTAGE	-	-	100	-	100	100
11-430-3315	TIME WARNER	-	-	-	90.00	90	90
11-430-3520	R/M EQUIPMENT	14,495	11,278	13,000	13,000.00	13,000	13,000
11-430-3530	R/M VEHICLES	22,778	5,942	15,259	18,034.25	20,000	20,000
11-430-3540	R/M BUILDINGS	-	161	1,500	-	1,500	1,500
11-430-4910	DUES/PROF SUBSCRIPTIONS	2,304	1,677	6,100	3,249.33	6,000	6,000
11-430-5000	CAPITAL OUTLAY	5,812	-	76,570	76,570.00	-	-
11-430-5001	NON-CAPITALIZED OUTLAY	20,458	26,394	49,737	49,737.00	50,000	30,000
11-430-7900	LOAN REPAYMENTS	89,841	89,233	90,587	90,587.00	88,018	88,018
11-430-7922	GRANT - EQUIPMENT	-	-	1,883	-	3,000	3,000
	CAPITAL RESERVE	-	75,000	75,000	75,000.00	130,500	-
DEPARTMENT TOTAL		\$ 621,456	\$ 649,863	\$ 909,443	883,501.76	\$ 1,006,181	\$ 818,003
	Current Fire Chief-2 months						
	New Fire Chief						
	3 Captains-Fire Inspector 75%						
	2 Drivers						
	CIP Set Aside						
	1705 Replacement-\$20,500						
	Ladder Truck 1717-\$110,000						
	Loan Repayment						
	Sleeping Quarters-\$28,645.00						
	Fire Truck-\$47,512.03						
	Ladder Truck-\$11,861.37						

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

PERMITTING							
LINE ITEM	DESCRIPTION	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22
		ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
11-435-1210	SALARIES-FULL TIME	181,086	119,055	157,082	134,530	168,174	168,174
11-435-1220	SALARIES-OVERTIME	-	13			-	-
11-435-1230	SALARIES-PART TIME	1,398	-	-	-	-	-
11-435-1231	LONGEVITY	938	663	907	831	1,032	1,032
11-435-1232	CELL PHONE STIPEND	1,475	788	450	1,050	525	525
11-435-1234	AUTO ALLOWANCE	1,350	-	-	-	-	-
11-435-1810	FICA	12,197	8,560	11,832	9,616	12,984	12,984
11-435-1815	FEES-OTHER	-	3				
11-435-1820	RETIREMENT	16,503	11,549	18,331	14,425	24,268	24,268
11-435-1830	GROUP INSURANCE	20,403	19,068	27,338	23,643	31,453	31,453
11-435-1930	SERVICES-PROFESSIONAL	13,037	2,202	-	-	-	-
11-435-1940	SERVICES-PLANNING CONSULTANT	27,475	-	-	-	-	-
11-435-1990	SERVICES-OTHER	5,944	1,035	3,000	3,000	6,500	5,000
11-435-2010	SUPPLIES-DEPARTMENT	1,900	206	300	300	300	300
11-435-2120	UNIFORMS	-	225	200	323	500	500
11-435-2500	SUPPLIES-GAS/OIL	902	8	25	38	500	500
11-435-3100	TRAVEL/CONFERENCE/TRAINING	830	905	2,500	1,382	2,500	2,500
11-435-3125	SUBSISTENCE	219	-	-	-	-	-
11-435-3150	TRANSPORTATION EXPENSE	420	338	-	283	-	-
11-435-3210	TELEPHONE	456	1,266	1,100	852	1,000	1,000
11-435-3530	REPAIRS/MAINT-VEHICLES	6	-	-	-	-	-
11-435-4910	DUES/PROF SUBSCRIPTIONS	1,002	358	300	-	100	100
11-435-6000	BOARD EXPENSES	98	-	-	-	-	-
11-435-6990	HOMEOWNERS RECOVERY FUND	440	801	550	564	1,200	1,200
DEPARTMENT TOTAL		\$ 288,078	\$ 167,043	\$ 223,915	\$ 190,837	\$ 251,036	\$ 249,536
Permitting Clerk-100%							
Inspector/Code Enforcement-100%							
Public Works Director-50%							
Deputy Clerk-25%							
Admin Services Representative-25%							
Planning Tech-25%							
Fire Captain-25%							

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

POLICE							
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
11-450-1210	SALARIES-FULL TIME	511,398	575,644	621,537	587,670	628,730	628,730
11-450-1220	SALARIES-OVERTIME	27,669	22,567	15,000	17,452	15,000	15,000
11-450-1230	SALARIES-PART TIME	-	-	2,400	-	2,400	2,400
11-450-1231	LONGEVITY	2,650	3,700	3,675	3,175	3,900	3,900
11-450-1300	SEPARATION ALLOW (Parrish)	16,726	17,316	18,500	18,500	18,500	18,500
11-450-1810	FICA	41,762	45,640	49,511	45,810	51,143	51,143
11-450-1820	RETIREMENT	68,569	84,951	99,858	92,067	105,976	105,976
11-450-1830	INSURANCE-GROUP	65,086	84,669	100,636	91,298	100,992	100,992
11-450-1930	SERVICES-PROFESSIONAL	900	-	1,200	1,200	1,200	1,200
11-450-1950	SERVIVCES-SOFTWARE SUPPORT	4,026	4,092	3,500	5,456	3,500	3,500
11-450-1990	SERVICES-OTHER	726	768	3,200	835	4,550	4,550
11-450-2010	SUPPLIES-DEPARTMENT	6,494	2,812	8,700	8,700	9,000	9,000
11-450-2120	UNIFORMS	2,095	989	5,000	2,523	5,000	5,000
11-450-2350	MEDICAL EXAMS	450	-	3,500	733	2,500	1,500
11-450-2500	SUPPLIES-GAS/OIL	28,885	24,708	32,000	32,000	43,000	43,000
11-450-3100	TRAVEL/CONF/TRAINING	97	275	1,500	1,500	5,000	5,000
11-450-3125	SUBSISTENCE	31	-	-	-	-	-
11-450-3210	TELEPHONE	4,818	5,377	7,500	7,500	7,500	7,500
11-450-3520	R/M EQUIPMENT	1,285	1,217	3,800	3,800	5,500	5,500
11-450-3530	R/M VEHICLES	14,392	16,761	14,605	15,242	18,000	18,000
11-450-4910	DUES/PROF SUBSCRIPTIONS	-	-	400	400	500	500
11-450-5000	CAPITAL OUTLAY	36,039	59,095	19,200	19,200	72,000	-
11-450-5001	NON-CAPITALIZED OUTLAY	2,079	2,312	20,624	20,624	11,799	5,000
11-450-7900	LOAN REPAYMENTS	15,017	15,017	15,017	15,017	15,017	15,017
11-450-7922	GRANT - EQUIPMENT	-	-	-	-	-	-
DEPARTMENT TOTAL		\$ 851,194	\$ 967,910	\$ 1,050,863	\$ 990,702	\$ 1,130,707	\$ 1,050,908
13 Officers							
4 Auxillary Police Officers							
1 Admin Assistant							
Loan Repayment-2 Patroll Vehicles-\$15,017							

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

PUBLIC WORKS-STREETS							
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
11-451-1210	SALARIES-FULL TIME	41,577	57,621	60,288	54048	87,680	87,680
11-451-1220	SALARIES-OVERTIME	822	-	-	-	-	-
11-451-1230	SALARIES-PART TIME	2,815	-	-	-	-	-
11-451-1231	LONGEVITY	275	375	406	231	413	413
11-451-1232	CELL PHONE STIPEND	300	438	450	450	750	750
11-451-1720	FEES-CONTRACT LABOR	392	-	-	-	-	-
11-451-1810	FICA	3,348	4,352	4,579	4147	6,796	6,796
11-451-1820	RETIREMENT	3,695	5,696	7,089	5860	12,652	12,652
11-451-1830	INSURANCE-GROUP	6,747	9,589	10,555	11427	18,903	18,903
11-451-1990	SERVICES-OTHER	42	-	-	96	-	-
11-451-2010	SUPPLIES-DEPARTMENT	1,440	2,006	2,900	2900	2,700	2,700
11-451-2120	UNIFORMS	396	334	493	296	50	50
11-451-2500	SUPPLIES-GAS/OIL	2,798	3,812	4,000	5333	4,000	4,000
11-451-3100	TRAVEL/CONFERENCE/TRAINING	246	108	200	-	-	-
11-451-3311	STREET LIGHTS	39,751	44,703	40,000	44000	48,000	48,000
11-451-3520	R/M EQUIPMENT	617	2,115	3,400	3400	3,800	3,800
11-451-3530	R/M VEHICLES	1,161	1,905	2,800	2800	-	-
11-451-3540	R/M BUILDING/GROUNDS	73	66	-	-	-	-
11-451-3541	R/M STREETS	-	-	875	875	4,500	4,500
11-451-3550	R/M TRAFFIC SIGNS	2,232	2,385	3,000	3200	4,000	4,000
11-451-4910	DUES/PROFESSIONAL SUBSCRIP	40	40	200	53	60	60
11-451-5000	CAPITAL OUTLAY	-	-	26,475	23432	-	-
11-451-5001	NON-CAPITALIZED OUTLAY	7,777	5,461	-	-	4,700	3,200
11-451-5002	SIDEWALKS CONSTRUCTION/MAINTENANCE	18,060	7,279	116,634	116634	5,000	5,000
11-451-7900	LOAN REPAYMENTS	12,088	13,299	12,573	12573	14,500	14,500
DEPARTMENT TOTAL		\$ 146,693	\$ 161,585	\$ 296,916	\$ 291,756	\$ 218,504	\$ 217,004
	Public Works Director-25%						
	2-Maintenance Tech-100%						
	Public Works Equipment Debt Service/Lease-\$12,573						

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

POWELL BILL-STREETS							
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
11-452-1210	Salaries-Full-Time	-	3,391	3,531	3,531	3,639	3,639
11-452-1220	Salaries-Overtime	-	-	-	-	-	-
11-452-1231	Longevity	-	15	16	16	18	18
11-452-1232	Cell Phone Stipend	-	28	30	30	30	30
11-452-1810	FICA	-	261	269	269	282	282
11-452-1820	Retirement	-	334	390	390	416	416
11-452-1830	Insurance-Group	-	381	422	422	422	422
11-452-1930	Services-Professional	-	300	300	875	3,500	3,500
11-452-2010	Supplies-Department	514	945	2,500	2,500	2,500	2,500
11-452-2500	Supplies-Gas/Oil	2,128	2,181	3,500	3,000	3,500	3,500
11-452-3520	R/M Equipment	2,539	1,137	2,800	2,983	3,500	3,500
11-452-3530	R/M Vehicles	243	576	2,800	2,800	2,500	2,500
11-452-3541	R/M Streets	52,930	78,247	66,500	66,500	65,000	65,000
11-452-5000	Capital Outlay	26,386	-	-	-	-	-
11-452-5001	Non-Capital Outlay	8,600	-	4,900	4,642	-	-
11-452-5002	Sidewalks	1,284	-	-	-	-	-
11-452-7900	Loan Repayment	-	2,495	2,360	2,360	3,535	3,535
DEPARTMENT TOTAL		\$ 94,623	\$ 90,291	\$ 90,318	\$ 90,318	\$ 88,841	\$ 88,841
Public Works Director-5%							

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

PARKS & RECREATION							
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
11-613-1210	SALARIES FULL TIME	121,241	116,925	130,307	127,899	130,723	130,723
11-613-1220	SALARIES OVERTIME	1,248	364	-	-	-	-
11-613-1230	SALARIES PART TIME	28,148	31,864	36,990	30,642	46,160	46,160
11-613-1231	LONGEVITY	1,225	1,425	1,425	1,450	1,525	1,525
11-613-1232	CELL PHONE STIPEND	875	850	1,200	1,200	1,200	1,200
11-613-1810	FICA	11,663	11,446	12,620	10,962	13,740	13,740
11-613-1815	FEES OTHER	1,054	2,282	4,170	1,239	4,170	4,170
11-613-1816	MERCHANT FEES	(1,171)	(1,503)	1,200	-	1,200	1,200
11-613-1820	RETIREMENT	9,686	10,466	15,210	11,802	18,863	18,863
11-613-1830	INSURANCE-GROUP	12,043	7,103	16,877	8,539	8,587	8,587
11-613-1930	PROFESSIONAL SERVICES	11,818	3,930	4,700	988	5,904	5,904
11-613-1950	SERVICES-SOFTWARE SUPPORT	-	-	1,800	3,900	4,300	4,300
11-613-1990	SERVICES-OTHER	10,794	7,228	1,150	161	1,470	1,470
11-613-2009	SUPPLIES-PROGRAMMING	11,094	7,597	4,850	4,834	6,010	6,010
11-613-2010	SUPPLIES-DEPARTMENT	1,216	2,740	3,170	2,251	4,711	4,711
11-613-2023	CLASS INSTRUCTORS	-	-	11,000	8,406	8,800	8,800
11-613-2024	CONTRACT SERVICES	-	-	2,025	2,000	4,375	1,625
11-613-2025	CAMP/PROGRAM ACTIVITIES	-	-	2,300	1,050	7,800	7,800
11-613-2026	RENTALS	-	-	1,000	-	2,000	2,000
11-613-2027	GROCERIES/FOD CATERING	-	-	760	1,074	3,105	3,105
11-613-2028	SPECIAL EVENTS	-	-	4,150	3,700	4,050	4,050
11-613-2029	PUBLIC PERFORMANCES	-	-	1,650	1,650	1,650	1,650
	VISITOR'S CENTER	-	-	-	-	720	720
11-613-2120	UNIFORMS	270	966	1,095	1,292	1,507	1,507
11-613-2500	SUPPLIES-GAS/OIL	1,984	1,246	2,160	1,333	2,460	2,460
11-613-3100	TRAVEL/CONFERENCE/TRAINING	2,694	2,263	1,350	879	4,237	4,237
11-613-3150	TRANSPORTATION EXPENSE	-	625	1,150	1,505	1,150	1,150
11-613-3210	TELEPHONE	1,000	1,504	1,320	-	1,320	1,320
11-613-3315	TIME WARNER	-	-	-	1,173		
11-613-3520	R/M EQUIPMENT	694	2,192	3,760	8,827	1,450	1,450
11-613-3521	R/M-SPLASH PAD	-	3,448	7,995	7,995	6,713	6,713
	PLAYGROUND EQUIPMENT	-	-	-	-	10,500	10,500
11-613-3530	R/M VEHICLES	788	546	1,250	1,109	1,250	1,250
11-613-3540	MAINTENANCE - GROUNDS	10,720	26,496	9,244	10,536	10,845	10,845
11-613-3910	ADS/NOTICES	458	150	1,341	1,340	4,141	2,641
11-613-4910	DUES-SUBSCRIPTIONS	592	2,074	885	1,894	1,876	1,876
11-613-5000	CAPITAL OUTLAY	7,108	-	-	-	-	-
11-613-5001	NON-CAPITALIZED OUTLAY	2,943	7,317	1,200	2,989	3,300	3,300
	CAPITAL RESERVE	-	-	-	-	-	-
DEPARTMENT TOTAL		\$ 250,184	\$ 251,543	\$ 291,304	\$ 264,621	\$ 331,812	\$ 327,562
Parks & Recreation Director							\$ 327,561.75
Maintenance Tech							
Program Supervisor							

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

CHURCH STREET TOWN DOCK							
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
11-615-1210	SALARIES FULL TIME	-	-	-	-	38,500	-
11-615-1231	LONGEVITY	-	-	-	-	150	-
11-615-1232	CELL PHONE STIPEND	-	-	-	-	600	-
11-615-1810	FICA	-	-	-	-	3,003	-
11-615-1820	RETIREMENT	-	-	-	-	5,556	-
11-615-1830	INSURANCE-GROUP	-	-	-	-	8,362	-
11-615-1815	FEES-OTHER	1,000	1,000	1,500	1,000	1,500	1,500
11-615-1930	SERVICES - PROFESSIONAL	-	-	-	-	-	-
11-615-2010	SUPPLIES - DEPARTMENT	227	532	1,000	370	1,000	1,000
11-615-3210	TELEPHONE/INTERNET	-	-	-	474	540	540
11-615-3311	WATER/SEWER	508	584	660	493	660	660
11-615-3312	ELECTRICITY	1,338	1,249	1,500	1,266	1,500	1,500
11-615-3315	TIME WARNER	1,260	1,166	1,428	1,428	1,428	1,428
11-615-3540	REPAIRS/MAINT-BUILDINGS/GROUNDS	2,955	44	1,842	3,122	6,720	6,720
11-615-5001	NON-CAPITALIZED OUTLAY	-	-	300	-	360	360
DEPARTMENT TOTAL		7,288	4,574	8,230	8,153	69,878	13,708
Dock Master							

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

EMERGENCY MANAGEMENT							
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
11-620-1220	Salaries-Overtime	-	15,709	-	-		
11-620-1930	Services-Professional	-	10,600	26,125	26,125		
11-620-1990	Services-Other	1,125	1,402	-	3,097	1,125	1,125
11-620-2010	Supplies-Department	-	2,697	15,000	7,276		
11-620-2500	Supplies-Gas/Oil	-	967	-	-		
11-620-3125	Subistence	-	-	-	-		
11-620-3520	Repairs/Maint-Equipment	-	112	-	-		
11-620-3530	Repairs/Maint-Vehicles	-	1,099	-	-		
11-620-3540	Repairs/Maint-Building/Grounds	-	124	-	-		
11-620-3542	Repairs/Maint-Town Hall	-	39,483	-	-		
11-620-3543	Repairs/Maint-Visitor Center	-	90,360	-	-		
11-620-3544	Repairs/Maint-Cigar Shop	-	-	-	-		
11-620-3545	Repairs/Maint-Old Town Hall	-	66,642	-	-		
11-620-3546	Repairs/maint-PSB	-	273	-	-		
11-620-3547	Repairs/Maint-Public Works Office	-	6,430	-	-		
11-620-3549	R/M-Parks & Docks	-	97,143	30,000	32,156		
11-620-3700	Tipping Fees-Refuse	-	-	-	-		
11-620-3710	Tipping Fees-Yard Waste	-	1,300	-	-		
11-620-5001	Non-capitalized Outlay	-	-	98,087	98,087		
DEPARTMENT TOTAL		\$ 1,125	\$ 334,342	\$ 169,212	\$ 166,740	\$ 1,125	\$ 1,125

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

FESTIVALS & EVENTS							
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
11-621-1220	SALARIES-OVERTIME	6,830	2,019	16,500	2,500	22,000	22,000
11-621-1230	SALARIES-PARTIME	-	-	3,000	1,864	-	-
11-621-1820	RETIREMENT	-	-	-	-	3,175	3,175
11-621-1810	FICA	522	733	1,491	334	1,645	1,645
11-621-1820	RETIREMENT	-	-	2,965	-	3,762	3,762
11-621-2010	SUPPLIES-DEPARTMENT	168	-	2,225	-	1,790	1,790
11-621-2016	PARADE EXPENSES	643	-	1,000	940	1,000	1,000
11-621-2017	MULLET FESTIVAL EXPENSES	40,871	56,558	51,395	2,034	50,640	50,640
11-621-2018	JULY 4TH EXPENSES	12,259	9,149	-	-	19,455	19,455
11-621-2019	FLOTILLA EXPENSES	3,576	3,881	5,685	-	5,220	5,220
11-621-2022	ARTS BY THE SEA	2,400	-	6,210	200	3,850	3,850
11-621-3310	UTILITIES	248	1,083	400	755	400	400
11-621-3910	ADS & NOTICES	-	-	-	1,224	2,270	2,270
11-621-4910	DUES/SUBSCRIPTIONS	521	419	3,000	1,404	880	880
11-621-6900	CONTRIBUTION-AGENCIES	6,500	-	1,580	-	-	-
DEPARTMENT TOTAL		\$ 74,537	\$ 73,841	\$ 95,451	\$ 11,255	\$ 116,087	\$ 116,087
General	9675	\$ 1,085.54					
Police/Fire	11825	\$ 1,880.18					
		\$ 2,965.71					

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

NON-DEPARTMENTAL							
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
11-900-1815	FEES-OTHER	-	-	-	844	-	-
11-900-1850	EMPLOYEE RELATIONS	3,841	3,585	4,500	4500	4,500	4,500
11-900-1950	SERVICES-SOFTWARE SUPPORT	-	-	-	-	38,392	38,392
11-900-1960	SERVICES-I.T MAINTENANCE	42,109	44,938	65,000	65000	64,895	64,895
11-900-2010	SUPPLIES-DEPARTMENT	-	-	-	92	-	-
11-900-2850	UNEMPLOYMENT INSURANCE	582	\$ 341	\$ 1,000	2729	1,200	1,200
11-900-2990	MEDCOST-(HRA)	2,600	1,549	8,420	3387	9,262	9,262
11-900-3210	TELEPHONE (TOWN HALL)	2,645	2,809	3,500	2357	3,500	3,500
11-900-3250	POSTAGE	1,308	2,166	3,000	942	3,000	3,000
11-900-3520	R/M EQUIPMENT	1,243	1,243	2,000	1243	2,000	2,000
11-900-3600	I.T.-UTILITY EXPENSE	6,779	6,779	7,000	6480	7,056	7,056
11-900-4540	INS-LIABILITY/PROPERTY	83,964	85,853	90,300	90689	94,815	94,815
11-900-4560	INSURANCE-WORKMAN'S COMP	45,973	\$ 38,165	\$ 44,100	39956	46,305	46,305
11-900-6000	TRANSFER TO OTHER FUNDS-STORMWATER FUND	8,500	-	-	-	-	-
11-900-7900	LEASE PYMT - COPIER	12,639	11,162	14,200	10586	14,200	14,200
11-900-9903	TRANSFER-WATERFRONT IMPLEM	10,000	-	-	-	-	-
11-900-9905	TRANSFER-MUNICIPAL COMPLEX	-	50,000	-	-	-	-
11-900-9930	TRANSFER-SWANSBORO TDA	98,176	66,818	35,000	50000	48,500	48,500
11-900-9950	TRANSFER-CAPITAL RESERVE	54,500	8,927	204,675	204675	-	-
11-900-9951	TRANSFER-PARK CAP RESERVE	-	-	-	-	-	-
11-900-9952	TRANSFER TO OTHER FUNDS	-	163,802	27,511	27511	-	-
DEPARTMENT TOTAL		\$ 374,860	\$ 488,137	\$ 510,206	\$ 510,149	\$ 337,625	\$ 337,625

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

ENTERPRISE FUND-STORM WATER							
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
30-820-1210	SALARIES-FULL TIME	33,915	41,298	43,473	\$ 44,002	47,429	47,429
30-820-1220	SALARIES-OVERTIME	288	-	-	\$ -	-	-
30-820-1230	SALARIES-PART TIME	2,130	-	-	\$ -	-	-
30-820-1230	LONGEVITY	175	230	258	\$ 258	258	258
30-820-1232	CELL PHONE STIPEND	25	355	325	\$ 325	650	650
30-820-1810	FICA	2,635	3,144	3,280	\$ 3,347	3,698	3,698
30-820-1820	RETIREMENT	2,946	4,083	4,775	\$ 4,775	6,844	6,844
30-820-1830	INSURANCE-GROUP	6,694	8,330	9,123	\$ 9,014	10,144	10,144
30-820-1930	FEES-PROFESSIONAL	2,914	-	-	\$ 2,110	-	-
30-820-2010	SUPPLIES-DEPARTMENT	1,372	1,579	2,500	\$ 750	2,500	2,500
30-820-2120	UNIFORMS	471	342	336	\$ 324	350	350
30-820-2500	SUPPLIES-GAS/OIL	3,349	3,109	4,000	\$ 4,000	4,000	4,000
30-820-3250	POSTAGE	2,500	1,200	3,500	\$ 1,132	3,500	3,500
30-820-3520	R/M EQUIPMENT	626	1,116	2,350	\$ 1,295	4,000	4,000
30-820-3530	R/M VEHICLES	349	1,992	10,287	\$ 10,287	3,000	3,000
30-820-3540	R/M BUILDING/GROUNDS	665	1,661	-	\$ -	-	-
30-820-3541	R/M STREETS	-	-	-	\$ -	5,000	5,000
30-820-3560	R/M STORM DRAINAGE	1,004	19,352	11,000	\$ 19,805	30,000	30,000
30-820-3710	TIPPING FEES-YARD WASTE	2,466	3,250	5,700	\$ 5,700	8,378	8,378
30-820-4100	DEPRECIATION EXPENSE	-	-	5,500	\$ 5,500	6,500	6,500
30-820-5000	CAPITAL OUTLAY	27,422	-	12,250	\$ 6,032	-	-
30-820-5001	NON-CAPITALIZED OUTLAY	11,200	4,518	9,003	\$ 5,605	1,200	1,200
30-820-7900	LOAN REPAYMENTS	9,508	10,719	10,576	\$ 10,576	12,000	12,000
	DEPARTMENT TOTAL	\$ 112,656	\$ 106,280	\$ 138,236	\$ 134,838	\$ 149,451	\$ 149,451
	Pubic Works Director-10%						
	Maintenance Tech-100%						
	Public Works Equipment Debt Service/Lease-\$10,576						

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

ENTERPRISE FUND-SOLID WASTE							
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
31-820-1210	SALARIES - FULL TIME	26,799	40,250	42,379	42870	46,212	46,212
31-820-1220	SALARIES -OVERTIME	147	-	-	-	-	-
31-820-1230	SALARIES-PART TIME	2,130	-	-	-	-	-
31-820-1231	LONGEVITY	150	205	208	349	208	208
31-820-1232	CELL PHONE STIPEND	25	355	360	360	650	650
31-820-1810	FICA	2,618	3,065	3,198	3261	3,601	3,601
31-820-1820	RETIREMENT	2,105	3,644	4,990	4779	6,668	6,668
31-820-1830	INSURANCE - GROUP	1,961	921	1,415	1208	10,138	10,138
31-820-1951	SERVICES-REFUSE	125,408	122,125	135,863	134414	135,000	135,000
31-820-1952	SERVICES-RECYCLING	58,507	65,791	44,595	57142	75,000	75,000
31-820-1953	SERVICES-YARD WASTE	930	3,099	3,000	1365	5,200	5,200
31-820-1990	SERVICES-OTHER	85	-	-	0	-	-
31-820-2010	SUPPLIES-DEPARTMENTAL	484	34	2,000	815	-	-
31-820-2120	UNIFORMS	182	335	520	324	520	520
31-820-2500	SUPPLIES - GAS/OIL	2,985	3,351	4,269	3000	4,500	4,500
31-820-3520	R/M EQUIPMENT	54	-	3,500	1200	4,000	4,000
31-820-3530	R/M VEHICLES	767	1,087	2,500	1200	3,500	3,500
31-820-3700	TIPPING FEES-REFUSE	71,314	64,353	74,447	61821	65,000	65,000
31-820-3710	TIPPING FEES-YARD WASTE	1,500	3,478	5,200	7500	5,500	5,500
31-820-3710	DEPRECIATION EXPENSE	-	-	5,094	22500	22,500	22,500
31-820-5000	CAPITAL OUTLAY	-	154,724	12,250	6032	-	-
31-820-5001	NON-CAPITALIZED OUTLAY	5,318	1,850	3,500	0	2,973	2,973
31-820-7900	LOAN REPAYMENTS	9,508	10,719	43,169	43169	44,355	44,355
DEPARTMENT TOTAL		\$ 312,977	\$ 479,387	\$ 392,457	\$ 393,309	\$ 435,525	\$ 435,525
Pubile Works Director-10%							
Maintenance Tech-100%							
Public Works Equipment Debt Service/Lease-\$10,576							
Grapple Truck-\$32,593							

Town of Swansboro

Schedule of Fees



Fiscal Year 2021-2022
Adopted _____, 2021
Effective July 1, 2021

RESIDENTIAL BUILDING PERMIT FEES

New Construction (including modular construction & additions, but not trades)

Single Family and Duplexes	\$.29/sq ft
Multi-Family	\$.32/sq ft
Plumbing (including renovations and repairs)	\$.13/sq ft
Mechanical (including renovations and repairs, and ductwork)	\$.13/sq ft
Electrical (including renovations and repairs)	\$.13/sq ft
Temporary Pole	\$60.00
Porches, Decks, Garages, and Accessory Buildings (If over 12ft in any direction; over 144 sq ft) (Less than 12ft in any direction or 144 sq ft, zoning and tie-down permit and inspection required)	\$.13/sq ft
Renovations & Repairs (Building Only) (Not Additions - see New Construction)	\$.13/sq ft
Manufactured Homes (includes CO)	
Single Wide	\$175.00
Double Wide	\$225.00
Triple Wide	\$275.00
Sidewalk Inspection for Residence	\$ 60.00
Driveway Inspection	\$ 60.00
Fence Inspection	\$ 60.00
Home Owners Recovery Fund	\$ 10.00
Certificate of Occupancy or Certificate of Compliance	\$100.00
Temporary Residential Storage Unit (PODS)	No charge
Minimum Permit Fee	\$ 60.00
Any work which begins without or prior purchase of any permit	Double permit fees

COMMERCIAL BUILDING PERMIT FEES

New Construction (including modular construction & additions, but not trades)

Assembly (A-1, 2, 3, 4)	\$0.55/sq ft
Business	\$0.45/sq ft
Educational	\$0.53/sq ft
Factory (F-1, F-2)	\$0.25/sq ft
High Hazard (H-1, 2, 3, 4, 5)	\$0.45/sq ft
Institutional (I-1, 2, 3, 4)	\$0.55/sq ft
Mercantile	\$0.27/sq ft \$0.55/sq ft >40,000 sq ft
Hotels & Group Care (R-1, R-4)	\$0.48/sq ft
Storage (S-1, S-2)	\$0.25 sq ft
Utility	\$0.25/sq ft
Plumbing (including renovations and repairs)	\$.13/ sq ft \$0.26/sq ft >40,000 sq ft
Mechanical (including renovations and repairs and ductwork)	\$.13 /sq ft \$0.26/sq ft >40,000 sq ft
Electrical (including renovations and repairs)	\$.13/sq ft \$0.26/sq ft >40,000 sq ft
Temporary Pole	\$60.00
Renovations & Repairs of Building only	\$.13/sq ft
Gas Pumps/Storage Tank/Mech. Equip/Gas Appliances & Equipment	\$ 60.00/unit
Freezers and cooler change-out	\$ 60.00/unit
Sidewalk Inspection	\$ 60.00 \$120.00 >40,000 sq ft
Driveway Inspection	\$ 60.00 \$120.00 >40,000 sq ft

Fence Inspection	\$ 60.00 \$120.00 >40,000 sq ft
Building Sprinkler System (new construction)	\$.07/sq ft \$0.14/sq ft >40,000 sq ft
Head Replacement	\$ 60.00/head
Repair	\$.13/linear ft
Mobile Home Park (new) Pedestal	\$ 60.00/lot
Commercial Exhaust Hoods (each)	\$150.00
Portable Storage Containers or Structures (site placement inspection)	\$ 60.00
Mobile Construction Site Containers	No charge
Certificate of Occupancy or Certificate of Compliance	\$100.00 \$500.00 >40,000 sq ft
Minimum Permit Fee	\$ 60.00
Any work which begins without or prior purchase of any permit	Double permit fees

OTHER BUILDING AND PLANNING FEES

Zoning Compliance Review (all projects)	\$50.00
Zoning Certification/Verification Letter	\$25.00
Site Setback Verification	\$60.00
(All buildings , additions, swimming pools and accessory buildings) (As-builts required for all principal structures)	\$150.00 >40,000 sq ft
Landscaping Verification	\$60.00 \$150.00 >40,000 sq ft
Parking Lot Inspections	\$1.50/space \$150.00 >40,000 sq ft
Parking Lot Plan Review	\$75.00 \$150.00 >40,000 sq ft
Curb Cut	\$60.00 \$150.00 >40,000 sq ft
Flood Development Permit	\$60.00 \$150.00 >40,000 sq ft
Temporary Pole	\$60.00 \$150.00 >40,000 sq ft
Temporary Building Power	\$60.00 \$150.00 >40,000 sq ft
Temporary Certificate of Occupancy	\$100.00 \$200.00 >40,000 sq ft
Special Inspections	\$125.00 \$250.00 >40,000 sq ft
Roof Repair	\$ 60.00 Residential \$120.00 Commercial
Gas Piping	\$ 60.00
Alternative Sidewalk Contribution in lieu of Construction (Waiver approved by Town Manager)	\$55.00 25.00*/linear foot of frontage along a public street or highway (excluding driveways)
(*Unless official, signed estimate is received and approved)	
Electrical Service Change (Meter base, service panel)	\$100.00

Electrical service meter (accessory building)	\$125.00
Permits issued to the Town of Swansboro Government	No charge
Demolition	\$100.00 House/Commercial \$ 60.00 Mobile Home
Docks, bulkheads, retaining walls over 4', jetties, boat lift (w/o electric), and similar projects (request must include a copy of the CAMA permit for the file.)	\$125.00
Mobile Temporary office (including electrical)	\$125.00
Moving building (over 16' wide or requiring a blue light escort)	\$250.00
Mechanical unit change-out/per unit (unit only/no duct work)	\$ 60.00
Billboard Application	\$500.00
Re-inspection Fee (per trip)	\$60.00
Signs	\$1.25/sq ft per viewable side (\$60.00 minimum) >40,000 sq ft Double Fees
Temporary Signs	\$1.25/sf
Sign Impoundment Fee/Penalty	First occasion Second occasion Third and additional occasions >40,000 sq ft Double Fees for all occasions \$1/square foot \$5/square foot \$10/square foot
A.L.E. (Alcohol License) application compliance certification	\$ 60.00 >40,000 sq ft Double Fees
Required Fire Prevention Inspection (Including New Businesses)	
Retail/Office/Restaurants/Others Not Listed	\$100.00
Hotel/Assemblies/Education	\$200.00
Day Care, Nursing Care, Group Home Inspections	\$100.00 (annually)
Late Charge if not paid by due date	+ \$15.00 for each 30 days or portion thereof after due date
Fire Alarm Testing	\$125/system
Hydrant Testing	\$65.00/hydrant

Fire Suppression System	\$150.00 \$25.00 three or six month inspection (high-volume, 24/hr., charbroil, wok, etc.)
Permit Revision	10% of permit cost
Flood Zone Certification Letter	\$ 25.00
Cell Tower (new)	\$500.00
Cell Tower (co-location: antennae)	\$300.00

Any work which begins without or prior purchase of **the appropriate** permit double permit fees.

Fees for permits issued for projects which do not start within 6 months may
be refunded minus 15% service fee.

The Building Permit must accompany the application for the refund.

SUBDIVISION FEES

Minor Subdivision (7 lots or less) Application fee \$200.00

Major Subdivision (8 lots or more) Application fee:

Less than 1 Acre:

Sketch Plan Review	\$ 250.00
Preliminary Review	\$250.00 + \$10.00 per lot
Final Review	\$250.00 + \$10.00 per lot

1 Acre to 5 Acres:

Sketch Plan Review	\$300.00
Preliminary Review	\$300.00 + \$10.00 per lot
Final Review	\$300.00 + \$10.00 per lot

6 to 10 Acres:

Sketch Plan Review	\$350.00
Preliminary Review	\$350.00 + \$10.00 per lot
Final Review	\$350.00 + \$10.00 per lot

11 to 20 Acres:

Sketch Plan Review	\$400.00
Preliminary Review	\$400.00 + \$10.00 per lot
Final Review	\$400.00 + \$10.00 per lot

21 to 40 Acres:

Sketch Plan Review	\$450.00
Preliminary Review	\$450.00 + \$10.00 per lot
Final Review	\$450.00 + \$10.00 per lot

Over 40 Acres:

Sketch Plan Review	\$500.00
Preliminary Review	\$500.00 + \$10.00 per lot
Final Review	\$500.00 + \$10.00 per lot
Recombination/Exempt Subdivision Certifications	\$ 50.00
Subdivision Infrastructure Guarantee Verification (by Engineer)	Engineer's charge for services rendered
Subdivision Infrastructure Compliance Inspections	Engineer's charge for services rendered
Subdivision Infrastructure Re-inspections	\$ 10.00/lot
Proof Roll Inspection	\$250.00
Proof Roll Re-inspection	\$100.00

SUBDIVISION RECREATION DEDICATION/FEES FORMULA

Land Area Required

Number of lots X .025 acres X density multiplier = Area Required (acres)

Density multipliers:	Average acres/lot	Density multiplier	[Avg. Lot Size]
	0.00-0.15	1.4	[0,000-6,534]
	0.16-0.24	1.2	[6,970-10,454]
	0.25-0.49	1.0	[10,890-21,344]
	0.50-0.99	0.9	[21,780-43,124]
	1.01 +	0.8	[43,560 +]

Payment in Lieu of Dedication

Average Tax Value Per Acre (final plat) X Area Required = Payment Required

<u>Alternative Payment Per Lot Option:</u>	Density Multiplier	Amount
	1.4	\$840
	1.2	\$720
	1.0	\$600
	0.9	\$540
	0.8	\$480

Notes:

1. "Break even" valuation for formula vs. alternative payment is \$24,000 per acre.
2. The Town Board may (but is not required) to give credit for private, on-site recreational facilities, depending on the nature and level of services, up to 50% (maximum) of the land area or fees required (see ordinance for details).

PLANNING AND DEVELOPMENT FEES*

~~* Plus Actual Costs — the fee covers the cost to review
however, fees do not include actual costs for postage, recording, advertisement, etc.~~

Land Use Plan Amendments*	\$400.00
Street Abandonment Request*	\$300.00
Street Name Change*	\$100.00
Request for UDO/Ordinance Change*	\$400.00
Re-zoning Application Fee*	\$400.00
Appeal of Code Enforcement Interpretation*	\$400.00
Voluntary Annexation*	\$350 Waiver Only By BOC (See Incentive Policy)
Special Use Permit Application Fee*	\$400.00
Analysis Special Use Yearly Inspection*	No Charge
Variance Application Fee*	\$400.00
Subdivision Variance Fee*	\$400.00
Site Plan Review*	\$300.00/acre or portion thereof
Revision of Approved Site Plan*	\$150.00
Traffic Impact Analysis Review Fee*	Based on Hourly Contracted Engineering Rate
Historic District COA Application Fee*	\$50.00 400.00
Historic District Minor Work Application Fee*	No Charge/Permit Required
COA Extension or Amendment Request*	\$ 50.00
Driveway Permit*	\$ 55.00
Right-of-Way Excavation and Encroachment* (Civil penalties apply for failure to obtain permit - Reference Town Code 93.028)	\$ 50.00
Remedy of Nuisance Violation* (offenses within one calendar year)	1 st offense: \$150.00 or actual cost incurred by Town, whichever is greater plus \$25.00 administrative fee 2nd offense: \$225.00 or actual cost incurred by Town, whichever is greater plus \$25.00 administrative fee 3rd offense: \$350.00 or actual cost incurred by Town, whichever is greater plus \$25.00 administrative fee

SOLID WASTE COLLECTION

Garbage Collection (Residential)	\$20.24/month	\$21.29/month
(Commercial)	\$33.79/month	\$35.54/month

*Note: Commercial establishments may request property review to determine whether they qualify of waste and recycling carts – Residential and Commercial (if qualify) may receive up to 3 carts each, but carts may not be switched out. The fee provides 1 waste cart and 1 recycling cart. The solid waste contract does not provide for citizen/business to get 2 recycling carts in lieu of 1 waste and 1 recycling cart. The fee for additional carts is ~~\$20.24~~ **\$21.29** for Residential and ~~\$33.79~~ **\$35.54** for Commercial.*

STORMWATER UTILITY FEE

Residential Tier

I	sq ft (up to 1,000)	\$2.00/month
II	sq ft (1,001-1,794)	\$3.50/month
III	sq ft (1,795-2,669)	\$3.75/month
IV	sq ft (2,670-3,544)	\$4.00/month
V	sq ft (>3,545)	\$4.25/month

Commercial Tier

Minimum Fee \$4.25/month or .01/Square Foot whichever is greater.

Example 10,000 SF of impervious surface = \$8.33/month

Note:

A credit for one month shall be applied if payments are made in advanced of quarterly installments (i.e. lump sum for total annual fee during the first billing in July) for both commercial and residential parcels. Residential and Commercial parcels that implement methods to reduce impacts of runoff shall be eligible for an additional one month's credit (See Credit Manual for Stormwater Fees for detail). An application must be filed with the Public Works Director consistent with credit manual adopted by the Board of Commissioners.

BEER & WINE LICENSE TAX SCHEDULE

BEER & WINE DEALERS [NCGS 18-69, 18-74, 105-113.79]

(a) On premises, retail (BEER)	\$15.00
(b) Off premises, retail (BEER)	\$ 5.00
(c) On premises, retail (WINE)	\$15.00
(d) Off premises, retail (WINE)	\$10.00
(c) Wholesale dealers	\$37.50
If both wholesale of beer and wine on same license	\$62.50

MISCELLANEOUS FEES

Request Copies of Public Information	8x11	\$0.25 per page
	8x14	\$0.35 per page
	11x17	\$0.50 per page
	Color copies \$1.00/page (any size)	
Request Copies of Tapes/CDs of Various Town Meetings	\$5.00 per Tape/CD	
Compact Disc copies of Town Documents	\$5.00 each	
Fax Services	\$1.00/sheet local \$1.50/sheet long distance	
Express Research Service (under 24 hours)	\$10.00/hr	
Certificate of Convenience Application (Taxi Cabs & Mobile Ice Cream Vendors)	\$100.00 + cost of public notice	
Return Check Fee	\$ 30.00	
Credit Card Convenience Fee	2.5% of actual charge	
Duplicate copy of Privilege License (beer/wine)	\$ 5.00	
Fingerprinting	\$ 5.00	
Police Reports	\$ 5.00	
Golf Cart Registration Application	\$ 25.00	
Re-inspections for initially failed golf cart inspections	\$ 10.00	
Replacement of lost registration stickers for golf carts	\$ 5.00	
Special Detail/Extra-duty Police Services	Police Officers	\$ 25.50/hr
	Police Supervisors	\$ 35.25/hr

MEETING ROOM RENTAL FEES

	<u>Old Town Hall Assembly Room/502 Church St.</u>		<u>Town Hall Board Room/601 W. Corbett Ave.</u>	
	<i>Resident/Non-Resident</i>		<i>Resident/Non-Resident</i>	
Facility Use Fee	\$75/hour	\$100/hour	\$100/hour	\$125/hour
Kitchen/Multi-Use Space	\$25/hour	\$50/hour	NA	
Attendant Fee	\$15/hr.		\$15/hr.	
Damage/Cleanup Deposit	\$50 100		\$50 100	
<u>Refunds for Event Cancellations</u>				
	Cancellation at least 14 days in advance		Full refund	
	Cancellation at least 48 hours in advance		Facilities Use fee, less 2 hours use fee	
	Cancellation less than 48 hours in advance		No refund	

PARK FACILITIES FEES

Facility	In-Town Resident	Out-of-Town Resident
<u>Municipal Park</u>		
Municipal Park Tennis Courts	\$10/hour	\$15/hour
Municipal Park Basketball Courts	\$10/hour	\$15/hour
Municipal Park Large Picnic Shelter	\$15/hour	\$25/hour
Municipal Park Medium Picnic Shelter	\$10/hour	\$15/hour
Municipal Park Athletic Fields	\$20/hour	\$30/ hour
<u>Riverview Park</u>		
Riverview Park Small Picnic Shelter	\$10/hr	\$15/hr
Riverview Park Large Covered Deck	\$25/hour	\$40/hour
<u>Downtown Pavilion</u>		
Downtown Park Bandstand/Pavilion (2 hour minimum required)	\$50/hour	\$75/hour
<u>Pirates Den Park</u>		
Pirates Den Park Large Picnic Shelter	\$15/hour	\$25/hour
<u>Pineland Park</u>		
Pineland Park Picnic Shelter	\$15/hour	\$25/hour
<u>Parks Open Space/Church Street Gazebo Usage Permit</u>	\$25	\$40
<u>Permit with Reservation</u>		
Any item being brought into the park (i.e: additional grill, tent, inflatable, DJ)	\$10	\$15
<u>Ice with Reservation</u>	\$5	\$5
<u>Town Dock at Church Street</u>	\$1.50 per ft./per night <u>Special Event Permit \$100</u>	\$5 Power \$35/Pump out
<u>Dog Park Registration</u>		
Residents - No Fee		
Non-Resident 1st Dog \$15/year	Additional Dog \$10 per additional dog	

Fitness Membership Fees

	Resident	Non-Resident
Daily Pass	\$5	\$10
Weekly Pass	\$20	\$40
Monthly Individual Pass	\$30	\$60
Monthly Family Pass	\$40	\$80
Annual Membership		
Individual	\$75	\$150
Family	\$125	\$250
**Annual Membership after Aug 1		
Individual	\$40	\$75
Family	\$60	\$125
Town of Swansboro Employees		
Individual/Family	Free	Free

Rentals Fees

	Resident	Non Resident
Swansboro Recreation Center:		
Damage/Cleanup Deposit	\$50 100	\$50 100
Lounge/Game Room	\$20/hr	\$40/hr
Recreation Classroom	\$20/hr	\$40/hr
Multipurpose/Arts and Crafts Room	\$30/hr	\$50/hr
i. Kitchen Use	\$10/hr	\$20/hr
Ice Machine Use with Rental	\$5	\$5
Permit for Outside Items (i.e.- grill, tent)	\$10	\$15
Additional Staff Hours	\$15/hr	\$15/hr
ii. (for reservations outside of normal operating hours)		

Program registration fees and event fees are determined by type and residency.

Instructors using space in parks are required to partner with the Parks & Recreation Dept. or reserve space.