



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM

Wednesday, September 21, 2022

CITY HALL, 700 EDISON STREET

6:00 PM

Call to Order

Discussion and Action May Occur on Any of the Following Agenda Items:

1. Accept Assistance to Firefighters Grant
2. Waiver of Event Fee and Insurance Requirement for Antigo High School Student Council Homecoming Parade
3. Ordinance Change for Certified Survey Map (CSM) Approvals to Allow CSMs Meeting Zoning Requirements to be Approved at the Staff Level
4. Transfer Funds for Severance Pay-Out for an Employee from the Severance Reserve Account to the Parks, Recreation and Cemetery Department
5. Recommended Updates to the Communications & Technology Supervisor Job Description to that of a Director of Information & Technology

Any Other Matters Authorized by Law to be Considered

Adjournment

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact Cheryl Barta, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-3633 extension 100. Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action.

DATE MAILED: September 16, 2022

BILL BRANDT



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: September 21, 2022
Re: Accept Assistance to Firefighters Grant

The City of Antigo Fire Department wrote for a federal grant in December 2021 to the Assistance to Firefighters Grant (AFG). The AFG started in 2001 and the City of Antigo Fire Department has now been awarded seven grants since its inception.

The grant was written for \$34,328 and the City of Antigo is responsible for a 5% match which comes to \$1,634.67. This grant is for health and safety for our firefighters to include; exercise equipment, personal health assessments and counseling, physical trainers and to send three personnel to become a Peer Fitness Trainer.

At this time, I am looking for approval to accept the Assistance to Fire Fighter Grant. Feel free to contact me if you have questions.



To: Mayor and City Council
From: Sarah Doucette, Assistant
Date: September 21, 2022
Re: Waiver of Event Fee and Insurance Requirement for Antigo High School Student
Council Homecoming Parade

Request to waive the parade event fee and insurance requirements for the Homecoming Parade on Friday, October 7th, 2022.

APPLICATION FEE
\$25.00CITY OF ANTIGO
APPLICATION FOR PARADE, SPECIAL EVENT, OR STREET USE PERMIT

DATE OF APPLICATION: 8-23-22 AGENT NAME: Judy Kielcheski
MUST BE AUTHORIZED TO SIGN FOR SPONSORING ORGANIZATION
MAILING ADDRESS: 1900 10th Ave Antigo STATE: WI ZIP: 54409
EMAIL: jkielcheski@antigo schools. org
PHONE#: 715-219-0437 WORK/CELL NUMBER#: _____

SPONSORING ORGANIZATION: Antigo High School Student Council
ORGANIZATION'S EXECUTIVE OFFICER: Thomas Schofield PHONE: 715-219-3985

EVENT DATE(S): 10/7/22 START TIME: 4:00 AM ☒ PM END TIME: 5:00 AM ☒ PM

NAME OF EVENT: Homecoming Parade

REASON FOR EVENT: Homecoming week / football

PERSON(S) RESPONSIBLE FOR DATE/SITE Judy Kielcheski

Must be present at the event and on the premises for the reservation date for the duration of the event.

ANTICIPATED NUMBER OF PARTICIPANT'S/ATTENDEES: 300 +

TYPE: ☒ Parade/Walk/Run ☐ Special Event ☐ Street Use/Closure
For each "TYPE" checked please complete the corresponding section (see below)

PARADE/WALK/RUN

ANTICIPATED NUMBER OF PARADE VEHICLES OR FLOATS: 15

ASSEMBLY POINT All Saints

DISBANDING POINT West Elem.

PARADE/WALK/RUN ROUTE: leave All Saints down field to 5th to West Elem.

SPECIAL EVENT

LOCATION OR FACILITY OF EVENT: _____

STREET USE/CLOSURE

A PETITION FOR STREET USE MUST BE SIGNED BY AT LEAST 75% OF RESIDENTS OVER EIGHTEEN (18) YEARS OF AGE LIVING ALONG THE PORTION OF THE STREET IDENTIFIED AS THE DESIGNATED AREA FOR THE PROPOSED PERMIT AND RETURNED WITH THE COMPLETED APPLICATION AND FEE.

PURSUANT TO ARTICLE IX, ANTIGO MUNICIPAL CODE, I REQUEST A STREET USE PERMIT FOR:

THE _____ (NUMBER) HUNDRED BLOCK(S) OF _____ (STREET NAME).

REASON STREET CLOSURE IS NECESSARY: _____

PLEASE ANSWER YES OR NO TO THE FOLLOWING:

1. ARE YOU SERVING OR SELLING ALCOHOLIC BEVERAGES? ☐ YES ☒ NO
 YOU MUST OBTAIN A SPECIAL CLASS B LICENSE AT THE CITY CLERK'S OFFICE TO SELL OR SERVE FERMENTED MALT BEVERAGES AT A PUBLIC EVENT
2. ARE YOU PLANNING ON PLAYING MUSIC OR USING AMPLIFICATION? ☒ YES ☐ NO
 EXCESSIVE VOLUME MAY BE DISRUPTIVE TO NEARBY NEIGHBORS. PLEASE LIMIT VOLUME TO A REASONABLE LEVEL
3. WILL YOU BE WORKING WITH OUTSIDE VENDORS (I.E., BOUNCY HOUSES/CATERERS)? ☐ YES ☒ NO
 PLEASE CONSULT CITY STAFF FOR GUIDELINES IF YOU ARE HIRING OUTSIDE VENDORS

RULES & REGULATIONS

1. You are required by state law to provide sufficient containers to separate recyclable materials from trash at parade and special event locations.
2. Throwing candy, toys, souvenirs, etc., from moving parade vehicles is prohibited. Please distribute items by walking along parade route.
3. Operators of all parade units, regardless of power, shall be a minimum of 16 years of age.
4. Any damage to parking lots, streets, etc. will be billed to the applicant. (i.e. tent stakes in blacktop, etc.)

REQUESTED CITY SERVICES

- PLEASE NOTE THE REQUESTED CITY SERVICES ARE NOT GUARANTEED
- IT IS YOUR RESPONSIBILITY TO CONTACT THE APPROPRIATE DEPARTMENT
- ☒ TRAFFIC CONTROL
- ☒ BARRICADES
- ☐ TRASH BARRELS
- ☐ EMS SERVICES ON SITE
- ☐ OTHER; PLEASE LIST: _____

POLICE: 715.627.6411

FIRE / AMBULANCE DEPARTMENT: 715.623.3633 ext 142

PUBLIC WORKS: 715.623.4754
 PARKS: 715.623.3633 ext 131

CITY OF ANTIGO INSURANCE REQUIREMENTS

1. CERTIFICATE TO BE ON FILE FOR \$1,000,000 IN GENERAL LIABILITY COVERAGE
2. THE CITY OF ANTIGO (WITH ADDRESS LISTED) MUST BE LISTED AS AN ADDITIONAL INSURED
3. A COPY OF THIS INSURANCE CERTIFICATE MUST BE INCLUDED WITH THIS APPLICATION

NAME OF YOUR LIABILITY INSURANCE CARRIER _____

☒ We request the City of Antigo waive this insurance requirement. Only the City of Antigo Common Council is empowered to grant an insurance waiver request. AN INSURANCE WAIVER DOES NOT MEAN YOU ARE COVERED UNDER THE CITY'S INSURANCE POLICY.

The applicant shall defend, indemnify and hold harmless the City, its elected or appointed officials, officers, agents, employees and volunteers, from and against all claims, demands, suits, loss, bodily injury, personal injury, death and liability, direct or indirect (including any and all costs and expenses in connection therewith), incurred by any reasons of act or omission of the applicant, its officers, agents, employees or anyone, in any way connected with the applicant's services and obligations under this agreement. This indemnification obligation shall not be limited in any way by any limitation of the amount or type of insurance carried by the applicant. Applicant agrees at its own cost, expense and risk, to defend any and all claims, actions, suits or other legal proceedings brought or instituted against the City, its directors, officers, agents, employees and volunteers or any of them, arising out of the applicants service, omissions or acts in connection with this agreement, and to pay and satisfy any resulting judgments.

BY SIGNING THIS FORM, I ACKNOWLEDGE THAT ALL ANSWERS ARE TRUE AND CORRECT. I ALSO ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE PARADE AND SPECIAL EVENTS OR STREET USE ORDINANCE AS APPROVED BY THE ANTIGO CITY COUNCIL.

APPLICANT'S SIGNATURE _____

DATE _____

8-23-22

Waiver Request Application Form

Event, Parade, Insurance, Shelter or Street Use

Recurring Annual Events

Any group holding a recurring annual event is required to have their waiver requests submitted 60 days in advance of the event.

Please Note: Submission requests not meeting the above requirement will not be considered for waiver of fees or insurance.

New Events

Any groups requesting waivers, for first time events should request waivers 2 months in advance of the requested date to ensure review by the appropriate committees.

1. Name of group/organization/individual requesting waiver(s):

Antigo High School - Student Council

2. The following waivers are being requested and submitted for consideration (Please check all that apply):

- ☐ Shelter / Concession Reservation Fee (\$40.00 / \$50.00 Resident or \$60.00 / \$75.00 Non-Resident) – Please include completed Shelter Reservation Form with Waiver Application if you plan on reserving a City Shelter, Pavilion, or Park.
- ☒ Special Event/Parade Fee (\$25.00) – Please include completed permit with Waiver Application if you plan on hosting an event on City Property or you plan on inviting the public to your event.
- ☐ Street Use (\$25.00) – Please include completed permit with Waiver Application if you plan on closing or restricting access to any streets.
- ☐ Insurance – If you are not requesting an insurance waiver please include insurance with application
- o Insurance documentation must be on file with the City of Antigo prior to the event date
 - o The City of Antigo must be listed as additional insured
 - o \$1,000,000 general liability coverage is required
 - o The above insurance information may be found within Article XI. Special Event/Parade Ordinance Sec. 18-433. Insurance Required.

**Please note an approved waiver for insurance by the City of Antigo does not cover your event/group/organization or individuals under the City of Antigo's insurance policy.*

3. Name of Event: 2022 Homecoming Parade

4. Description of Event (please attach an additional sheet if necessary):

2022 Homecoming Parade

5. How event is benefitting the community (are funds being reinvested into the community...etc):

community / school support

6. City of Antigo services requested to assist with the event or preparation for the event (additional trash receptacles, barricades, picnic tables...etc; please note these services cannot be guaranteed):

Signature of applicant (I agree the above information is accurate and correct to the best of my knowledge):

Judy Selchase

Date: 8/22/22

For Office Use Only:

FPL: Submitted _____ PCR Submitted: _____ Council Submitted: _____
FPL: Approved _____ PCR Approved: _____ Council Approved: _____



To: Mayor and City Council
From: Charley Brinkmeier, Land Surveyor/Project Manager
Date: September 21, 2022
Re: Ordinance Change for Certified Survey Map (CSM) Approvals to Allow CSMs Meeting Zoning Requirements to be Approved at the Staff Level

Currently under Section 14-1242 of our Land Division Ordinance all land divisions shall be approved by the City Plan Committee. Sometimes there will only be one item on the entire agenda, forcing the Committee to meet or cancel the meeting and make the division wait another month. We asked the Committee if the proposed Certified Survey Map (CSM) meets the zoning requirements, if we could approve the CSM at staff level and they agreed. This will improve customer service with a faster approval time for small land division. All major divisions and subdivision plats will still need to be approved by the City Plan Committee and Common Council.

Sec. 14-1242. Land divisions other than subdivisions.

- (a) *Procedure for approval.* The subdivider shall file a certified survey map with the ~~plan commission~~ **Zoning Department or the Engineering Department**, which shall within ~~40~~ **10 business** days approve, approve conditionally or reject the map. The divider shall be notified in writing of any conditions of approval or the reasons for rejection.
- (b) *Creation of the new parcels shall meet or exceed the minimum lot size requirements for zoning district that they are located in.*
- (b) *Requirements.* Requirements are as follows:
 - (1) To the extent reasonably practicable, the division of land shall comply with the sections of this article governing general requirements, design standards and required improvements.
 - (2) The survey shall be performed and the map prepared by a qualified surveyor.
 - (3) All corners shall be monumented as follows:
 - a. All lot corners shall be monumented in the field by iron pipes at least 24 inches long and one inch in diameter, weighing not less than 1.13 pounds per linear foot.
 - b. The lines of lots that extend to rivers or streams shall be monumented in the field by iron pipes at least 30 inches long and one inch in diameter weighing not less than 1.13 pounds per linear foot. These monuments shall be placed at the point of intersection of the river or stream lot line with a meander line established not less than 20 feet back from the bank of the river or stream.
 - (4) The survey map shall be prepared in accordance with Section 14-1247(b) on durable white paper 8½ inches wide by 14 inches long. All lines shall be made with nonfading black ink on a scale of not more than 200 feet to the inch.
- (c) *Certificates and affidavits.* The survey map shall include the affidavit of the surveyor who surveyed and mapped the parcel, which shall be typed, lettered or reproduced legibly with nonfading black ink, giving a clear and concise description of the land surveyed by bearings and distances, commencing with some corner marked and established in the U.S. public land survey or some corner providing reference to a corner marked and established in the U.S. public land survey. Such affidavit shall include the statement of the surveyor to the effect that he/she has fully complied with the requirements of this section.
- (d) *Filing the survey map.* The survey map shall be filed by the divider for record with the register of deeds of the county.

(Code 1999, § 14-1-8(g))



To: Mayor and City Council
From: Kaye Matucheski, Clerk-Treasurer/Finance Director
Date: September 21, 2022
Re: Transfer Funds for Severance Pay-Out for an Employee from the Severance Reserve Account to the Parks, Recreation and Cemetery Department

In July I requested authorization to transfer funds from the Severance Reserve Account to the home departments of three employees who have recently retired. When I did this, I inadvertently left out one employee retirement that also needs a transfer. I am requesting authorization to transfer \$10,259.98 for Dave Falk from the Severance Reserve Account to the Cemetery Account.

If approved a resolution will need to be forwarded to Council. Should you have any questions, please feel free to contact me.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: September 21, 2022
Re: Recommended Updates to the Communications & Technology Supervisor Job Description to that of a Director of Information & Technology

A copy of the recommended updates to the Communications and Technology Supervisor job description are in your agenda packet. This particular job description requires updating so I am seeking your concurrence with these recommended changes. Please let me know if you have any questions for me.

Because of a significant change in formatting from the existing 2003 job description, I have chosen just to highlight the major updates in yellow for clarity rather than to track each change with red font. The original 2003 Communications and Technology Supervisor job description is also included for your reference.

POSITION DESCRIPTION

Class Title: **Director of Information & Technology**
 Department: Information Technology
 Location: City Hall
 Date: October 12, 2022

Pay Grade: 9
 FLSA Status: Exempt
 Position Status: Regular Full Time

GENERAL PURPOSE:

Directs, administers, assigns, and supervises all activities of the Department including planning, constructing and maintaining the City's tele-communications and computer operating systems. **These systems include, but are not limited to, the City's telephone and cellular systems, local and wide area networks, wireless networks, system programs, network security and overall system administration. Serves as the City's Liaison to the Emergency Alert System**

SUPERVISION RECEIVED:

Works under the broad policy guidance of the Mayor and City Council while under the direct supervision of the Director of Administrative Services

SUPERVISION EXERCISED:

Exercises periodic supervision over clerical support staff and part-time/contracted/seasonal personnel assigned to carry out the efficient operation and maintenance of the City's technology systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Responsible for all Information Technology and Network Security needs (aka CIO, CSO)**
- Coordinate the acquisition and installation of computer software system updates for the various computer programs used within its departments
- Responsible for the technical integration and operational oversight of Utility Asset Management programs, the web site, the wide area network, telephone/cellular systems and wireless networks including PC operations and maintenance
- Introduces new operational guidelines with regard to existing technology
- Provides recommendations for technical and hardware upgrades for personal computers, printers and servers as necessary to keep technologically current
- Provide department support in hardware/software acquisition and maintenance; includes everyday troubleshooting as well as evaluating and assisting with any special requests with regard to technology
- **Provide IT support, outside of the normal work week, while exercising considerable discretion on how to best to resolve issues including on-site, remote access or other prioritized solutions**
- Review and maintain current user access and securities. Ensure the security of all electronic systems against unauthorized access or change
- Enforce and oversee the administration of the Communications Policy
- Ensure that electronic systems have adequate backup and implement procedures to safeguard against the loss of data. Train/instruct personnel on the proper procedures for the safeguarding of electronic records
- Responsible for the budgeting, purchasing and organization of computer supplies/equipment
- Responsible for administration of all services and engineering contracts associated with the communication and technology systems
- Implementation of new programs including installation and training users on new software

PERIPHERAL DUTIES:

- **Review and recommend policies and procedures to improve efficiency and effectiveness**
- Support staff in developing and maintaining the current Geographic Information System (GIS)
- **Liaison to Management Consultant regarding technical investments at the Water and Wastewater Plants**
- Performs other duties and responsibilities as assigned

DESIRED MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for continued employment.

Education and Experience:

- (A) Associate's Degree in Systems Technology or related field
- (B) 3-5 years of experience with Systems Technology in related field
- (C) Experience as a Network Administrator and/or Data Processing Technician.
- (D) An equivalent combination of education and experience

Preferred Qualifications:

- (A) Bachelor's Degree in Information Technology or related field
- (B) Certification as a Network Administrator

Necessary Knowledge, Skills and Abilities:

- (A) Present working knowledge of virtual machines (servers) and cloud technologies
- (B) Demonstrate considerable knowledge and understanding of network administration
- (C) Working knowledge of personal computers and physical network servers
- (D) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials, and the general public
- (E) Ability to compile comprehensive reports
- (F) Ability to perform duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations
- (G) Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information
- (H) Ability to perform basic functions of MS Office suite products; Ability to utilize computer technology to access, retrieve, or input information
- (I) Ability to work safely, independently or as assigned to complete all necessary tasks
- (J) Ability to effectively meet and deal with staff and the public in a courteous manner utilizing diplomacy and tact
- (K) Ability to work with frequent interruptions
- (L) Maintain accurate, complete records and prepare clear/detailed reports in a timely manner
- (M) Ability to organize and prioritize effectively and independently to complete tasks as assigned
- (N) Ability to be a self-starter by initiating and completing projects and programs after discussion with the appropriate department head
- (O) Ability to communicate effectively both verbally and in writing
- (P) Ability to organize and prioritize effectively and independently to complete assigned tasks
- (Q) Skill in operation of listed tools, equipment, and software
- (R) Maintain strict confidentiality at all times

SPECIAL REQUIREMENTS:

- (A) Valid state driver's license or ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED:

Personal computer, word processing, spreadsheet, and data base software, copy and fax machines, scanner, telephone, smart phones and other job-related technology

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor settings as required. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, climb, balance, stoop, kneel, crouch, talk, hear, smell, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee may be frequently required to walk, use hands to finger, handle or operate tools, to handle objects or controls and to reach with hands and arms. The employee must occasionally lift and/or move/carry up to 50 pounds. The work may be repetitive.

The work will also require sitting and operating a keyboard. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may work indoors or outdoors and while outdoors is exposed to weather conditions. The employee occasionally works near equipment, moving parts and can be exposed to wet and/or humid conditions. The employee occasionally works in high precarious places and can be exposed to the risk of electrical shock.

The noise level in the work environment may vary from quiet to loud.

SELECTION GUIDELINES:

Formal application, rating of education, experience, interview process, references and background check; drug testing and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised:

11/01/03

10/12/22

POSITION DESCRIPTION

Class Title: Communications and Technology Supervisor CTS
Department: Information Technology
Location: City Hall
Date: November 3, 2003

GENERAL PURPOSE:

Directs, administers, and supervises all activities of the Department which is responsible for planning, constructing and maintaining the City's communications and computer operating systems. These systems include, but not limited to, the City telephone system, local and wide area networks, emergency alert system, and development of a community based broad band utility.

SUPERVISION RECEIVED:

Works under the broad policy guidance and direction of the Director of Administrative Services

SUPERVISION EXERCISED:

The CTS exercises administrative direction and supervision over assigned personnel, clerical support staff, part-time, contracted, or seasonal personnel assigned to carry out the efficient operation and maintenance of the City Communications systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the acquisition and installation of computer software system updates in the various computer programs used within the City and its many departments. This includes the technical integration and operational oversight of the City Utility Asset Management programs, City, Community Web Site, the City wide area network, development and operation of a community broad band network, telephone systems, City wireless system, as well as PC operations and maintenance.

The CTS provides recommendations for technical changes, and upgrades to personal computers, printers and servers as necessary to keep the city technologically current.

The CTS will provide department support in hardware and software acquisition and maintenance, to include everyday troubleshooting as well as assisting in special report printing for various programs as requested

Review and maintain current user access and securities. Enforce and oversee the administration of the city communications policy. Ensure the security of all City electronic systems against unauthorized access or change.

Ensure that City's electronic systems have adequate back up systems and that the procedures to safeguard against the loss of data are adhered to. Train and instruct City personnel on the proper procedures for the backup and safeguarding of electronic records.

The CTS is responsible for the budgeting, purchase, and organization of all computer supplies and equipment.

The CTS is responsible for administration of all services and engineering contracts associated with the city communication and technology systems.

Implementation of new programs including installation and training users on new software, e.g. Voter Registration, Dog licensing, Council minutes indexing, County tax programs, and GIS.

The CTS is responsible for all network security.

PERIPHERAL DUTIES:

Reviews and recommends policies and procedures to improve efficiency and effectiveness of operations.

Assists in the training of City personnel in computer systems and techniques. Ensures subordinates are receiving and implementing correct standard procedures.

Management of Internet access, E mail, and maintains the City, Community Web Site.

Assist the City in developing and implementing a Geographic Information System (GIS)

Other duties as assigned by the Director of Administrative Services.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Graduation from a four-year college or technical program with a degree in communications or computer technology.
- (B) Shall have experience as a Network Administrator and/or Data Processing technician.
- (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of the IBM AS400 with an understanding of network administration.

- (B) Demonstrate a working knowledge of personal computers and network servers.
- (C) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials, and the general public.
- (D) Ability to conduct necessary engineering and compile comprehensive reports.

SPECIAL REQUIREMENTS:

- (A) Valid state driver's license or ability to obtain one prior to employment.
- (B) Certification as network administrator or the ability to obtain.

TOOLS AND EQUIPMENT USED:

Personal computer, including CAD, GIS, word processing, spreadsheet, and data base software; Motor vehicle, copy and fax machines, telephone, and mobile or portable radio.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office. Hand-eye coordination is necessary to operate computers and the ability to sit for a prolonged period of time may be required.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, climb, balance, stoop, kneel, crouch, talk, hear, smell, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds or more. Specific vision abilities required by this job include close vision distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Employee

Revised: 11/01/03