

ORDINANCE NO. 12

(Ordinance 12-2008, Amendment No. 1)

AN ORDINANCE ESTABLISHING THE ADMINISTRATION DEPARTMENT FOR THE CITY OF DRUID HILLS.

BE IT ORDAINED BY THE CITY OF DRUID HILLS:

SECTION I. This ordinance shall be known as the “City of Druid Hills Administration Department Ordinance” and shall apply to the clerk, treasurer, and attorney or any other employee appointed by the elected officers.

SECTION II. The Supervisor of Administration Department shall be the duly elected Mayor currently serving at that time.

SECTION III. The duties and responsibilities of each City employee shall be assigned by the Administration Department Supervisor. Job descriptions will be attached to the ordinance and reviewed periodically.

SECTION IV. The Mayor of the City is authorized and directed to publish and advertise this ordinance as required by law.

SECTION V. This ordinance shall be effective upon publication.

FIRST READING: Held this 8th day of December, 2008.

SECOND READING: Held this 13th day of July, 2009.

EFFECTIVE THE 1ST DAY OF JULY 2009.

FIRST READING OF AMENDMENT NO. 1: Held this 11th day of March, 2019.

SECOND READING OF AMENDMENT NO. 1: Held this 8th day of April, 2019.

Affirmed by 3 ayes and 0 nays.

ATTEST:

Bruce Barbour, Mayor

Caroline Westfall, Clerk

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Affirmed by 4 ayes and 0 nays.

ATTEST:

Caroline Westfall, Clerk

Ben Franklin, Mayor

CITY TREASURER JOB DESCRIPTION

DELEGATION & ASSIGNMENT OF DUTIES

I, _____, as Mayor of the City of Druid Hills, Kentucky due hereby delegate and assign the following duties to _____, Treasurer of the City of Druid Hills.

1. Keep accurate financial records for the City.
2. Delegated to write checks and pay bills, either by check or electronically, for all transactions under \$1,000.
3. Joint signatures are required for transactions \$1,000 or above. The second signature will be vested in the Mayor or a designee of their choosing. The monthly sanitation bill contracted with Waste Management is excluded from this restriction.
4. Provide monthly report to the Mayor and Commissioners of the City. Detailed transaction log with payee, amount, and account allocation is to be provided to the Commission along with a reconciliation to bank accounts for internal controls over financial reporting.
5. Provide the residents access the City's financial position and audited information either via the City website or as prescribed by the Commission. Provide report of the City's financial position at the Annual City Meeting.
6. Assist the City delegated Auditor by providing necessary information to complete the audit.
7. Responsible for tax collection and monitoring. Monthly reporting to the Commission and maintaining supporting documentation of receipt and deposit of such taxes. Authorized to provide tax information on behalf of the City to third party requests.
8. Authorized to collect U.S. Post from the City's Post Office Box.
9. Not authorized to make investments without written consent of the Mayor and/or Commissioners.
10. Advise and consult the Mayor and Commissioners on financial matters pertaining to the City's budget or ordinances related to financial matters.

CITY CLERK JOB DESCRIPTION

GENERAL DUTIES AND RESPONSIBILITIES

- Maintains secure copies of all official City records and public documents. Oversees and manages City record retention policy.
- Provides access to public records and ensures public notice of all City records as required by law.
- Takes minutes and records all City Commission meetings.
- Serves as the first contact for the public and other government officials.
- Prepares Commission meeting agendas and packets for all regular and special meetings.
- Coordinates scheduling of meeting facilities.
- Serves as parliamentarian for meetings.
- Prepares reports, correspondence, resolutions and ordinances for council agendas as directed.
- Signs resolutions and ordinances.
- Maintains election records.
- Performs general office duties to include typing, proofreading, copying, and distribution of forms.
- Offers clerical support to the Mayor, Commission and other members of the City staff as needed.
- Maintains calendar of City meetings and other events
- Coordinates City events (Yard sale, Block Party and annual Public meeting)
- Performs other related duties and special projects as assigned by the Mayor or Commission

Ethics Officer Job Description

GENERAL DUTIES AND RESPONSIBILITIES

The ethics officer serves as the internal control point for ethics and improprieties, allegations, complaints, and conflicts of interest and provides leadership and advice on governance issues.

Essential Functions

- Advises and makes recommendations to city employees and officials as well as the public regarding conflicts of interest, acceptance of gifts, misuse of city resources, and misuse of official position, political activities, and post-employment restrictions.
- Educates city officers and employees to perform their duties in an ethical manner.
- Administers and enforces the financial disclosure requirements for city officials, employees, and commission members, and candidates for city elective office.

CITY ATTORNEY JOB DESCRIPTION

GENERAL DUTIES AND RESPONSIBILITIES

- Provide advice and counsel to the Mayor, City Commissioners and appointed officers of the City of Druid Hills on matters concerning the City that require a legal opinion.
- Represent the City in legal matters that involve the City in Court.
- Represent the City in front of state and local organizations.