



## County of Frederick

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**Michael J. Marciano**  
Director of Human Resources

(540) 665-5668  
Fax: (540) 665-5669  
Michael.Marciano@fcva.us

TO: Human Resources Committee and Board of Supervisors  
FROM: Michael J. Marciano  
DATE: May 7, 2021  
SUBJECT: HR Committee Agenda

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The HR Committee will meet in the First Floor Boardroom Room at 107 North Kent Street on **Friday, May 14, 2021** at 9:00 a.m.

The agenda for the meeting is as follows:

1. **Request for New Position** – Presentation by Department Representative
  - a. County Administration – Maintenance Cost Analyst (Range 8)
2. **Request for New Position** – Presentation by Department Representative
  - a. Northwestern Regional Adult Detention Center – Medical Clinic Administrative Assistant (Range 6)



**County of Frederick**

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Department of Human Resources

(540) 665-5668  
Fax : (540) 665-5669  
hr@fcva.us

**To:** Frederick County HR Committee  
Frederick County Board of Supervisors

**From:** Michael Marciano, Director of Human Resources

**Date:** May 7, 2021

**Re:** County Administration Request for New Position

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County Administration is requesting that a Maintenance Cost Analyst be added to Frederick County Salary Administration Program (SAP). The Human Resources Department has reviewed the job description submitted for the position, studied the positions listed in the County's SAP, considered the desire of the County Administration to add this position, and analyzed the salaries of other counties/entities throughout the region. It is the recommendation of the Director of Human Resources that the Human Resources Committee, and, subsequently the Board of Supervisors, approve the creation of a Maintenance Cost Analyst.



## COUNTY of FREDERICK

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Office of the County Administrator

Tel: 540.665.6382

Fax: 540.667.0370

### M E M O R A N D U M

To: Human Resources Committee  
From: Jay E. Tibbs, Deputy County Administrator  
Date: April 29, 2021  
Re: Creation of Maintenance Cost Analyst Position

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This is a request to reclassify an existing Administrative Assistant position, salary range 6 (\$43,516 to \$69,582), to a newly created Maintenance Cost Analyst, salary range 8 (\$53,964 to \$86,278). This request resulted from a thorough review and update of existing job descriptions.

The duties for this position were originally those of a traditional administrative assistant (e.g., typing, filing, scheduling meetings, etc.). In addition to the duties previously enumerated, this position also assisted with the building maintenance, as this function is housed in County Administration. Over the past 15 years, the maintenance focus of this position has grown exponentially while the traditional administrative assistant duties have declined.

When this position was first hired, the County had a handful of custodial staff, a maintenance supervisor, and was responsible for the repair and upkeep of two buildings (i.e., 107 N. Kent complex and the Public Safety Building) totaling approximately 133,000 square feet. Over the ensuing 15 years, the Maintenance Department has grown to a staff of 14 to include an Assistant Maintenance Supervisor, Maintenance Specialist, Maintenance Worker, and a custodial staff of 10. In addition to experiencing a growth in staffing, the department has experienced a growth in the area it services; it is now responsible for approximately 273,000 square feet of property, which includes 2 fire stations, Sunnyside Plaza, Smithfield Avenue facility, and Esther Boyd Animal Shelter.

The budgetary responsibility and oversight for the Maintenance Department have also grown. In 2007, the department's budget was a combined \$924,000. In 2021, the combined budget was \$2.1 million.

As the County's needs changed, this position was tasked more and more with handling maintenance program scheduling, contract oversight, and procurement. To track our

maintenance work orders, the position utilizes the Micromain Facility Management program.

A new job description for this position is attached (Exhibit A), along with the existing job description for Administrative Assistant (Exhibit B). In addition, we have included a marked-up job description which accurately depicts the current role and responsibilities of this position (Exhibit C). Significant research into similar positions in other localities was conducted and informed the construction of this job description. A file of comparative job descriptions is attached for the HR Committee’s review (Exhibit D).

Finally, the below table illustrates some of the localities and private sector salary information used for comparison purposes.

Locality	Position Title	Salary Range
<b>Frederick County, VA</b>	<b>Range 8</b>	<b>\$53,964 - \$86,278</b>
City of Roanoke, VA	Facilities Manager	\$61,041.76 - \$97,666.92
Franklin County, VA	Director of General Properties	\$63,820 - \$102,112
Richmond, VA	Maintenance Cost Analyst	\$60,000 - \$65,000
Clarke County, VA	Office Manager Maintenance	\$44,497 - \$71,195
Madison County, VA	Facilities Maintenance Manager	\$43,338 - \$69,340
Gloucester County, VA	Facilities Management Director	\$66,652 - \$96,645
City of Winchester, VA	Administrative Programs Assistant	\$39,520 - \$61,207.80
City of Winchester, VA	Accounting Analyst	\$39,520 - \$61,207.80
City of Winchester, VA	Administrative Services Coordinator	\$43,576 - \$67,489.66
City of Winchester, VA	Assistant Facilities Manager	\$57,740.80 - \$89,427.82
City of Winchester, VA	Administrative Services Manager	\$50,440 - \$78,120.49
*Roanoke VA Area	Office Manager	\$53,356 - \$96,919
*Richmond, VA Area	Office Manager	\$57,586 - \$104,602

\* - Information obtained from Salary.com

Staff is seeking approval of the creation of this new position.

A

# County of Frederick



**Job Title:** Maintenance Cost Analyst

**DATE:** 3/26/2021

**PREPARED BY:** A Phillips/ J Tibbs

**HR APPROVAL:** Click or tap here to enter text.

**HR APPROVAL DATE:** Click drop down to enter date.

**SALARY RANGE:** 8

**DEPARTMENT:** County Administrator's Office

**REPORTS TO:** Deputy County Administrator

**Essential**

**Exempt**

**Non-Essential**

**Non-Exempt**

## ***JOB PURPOSE***

**SUMMARY:** Oversees the budgeting, scheduling, and record keeping systems of the maintenance division of the County Administration department. Performs superior professional, administrative, and clerical work pertinent to the administration of the department's function to provide efficient maintenance and upkeep of facilities. Acts independently in the absence of the Department Director or his/her designee.

## ***ESSENTIAL FUNCTIONS***

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The requirements for this position include, but are not limited to, those outlined below. All job functions, education and experience, general knowledge and abilities, and physical requirements are subject to possible modification to reasonably accommodate individuals with disabilities to enable them to perform the essential functions of the job. This document does not create an employment contract, implied or otherwise. It is the employer's discretion to add or change the duties or requirements of this position at any time.

- Coordinates with the Maintenance Supervisor and supports County Administrative staff as directed; assists Head Custodian with prioritization of tasks in the absence of the Maintenance Supervisor
- Assists the Deputy County Administrator in all matters regarding the Maintenance and Grounds Department; pays all department bills pertaining to multiple specified county-owned or county-maintained properties.
- Completes technical tasks relative to facility maintenance such as: Develops building maintenance schedules and maintenance item spreadsheets including cost, labor and time estimates.
- Monitors and manages all incoming invoices including entering data into Maintenance Dept. Spreadsheets, Codes all invoices and allocate purchases in the Works System.
- Track all utility bills and prepare invoices and utility bills for payment for multiple specified county-owned or county-maintained properties
- Creates and tracks internal work orders for multiple specified county-owned or county-maintained properties utilizing Micromain Facility Management; prepares annual report on number and types of repairs.
- Manages the work order system in such a manner as to provide useful information on costs, updates and future budget needs.

- Serves as point of contact for maintenance workorders at the County Administration building.
- Assists in preparation of complex correspondence for the Maintenance Supervisor.
- Prepares annual budgets for the Maintenance Department including operating and capital budgets for multiple specified county-owned or county-maintained properties.
- Assists Maintenance Supervisor in monitoring, review, and renewal of all maintenance contracts and other contractual services for County-owned or county-maintained properties in coordination with the County Attorney and the Procurement Manager.
- Assists Maintenance Supervisor in preparation of documents for equipment procurement in coordination with the County Attorney and the Procurement Manager.
- Maintains vendor files and correspondence
- Maintains vehicle titles for all County public use vehicles.
- Assists with overseeing Maintenance division vehicle fleet, maintenance to vehicles, and purchasing new vehicles
- Assists Maintenance Supervisor with maintaining preventive maintenance schedules and records.
- Assists Head Custodian with ordering supplies.
- Assists Maintenance Supervisor in developing specifications and soliciting commercial contracts for good and services and follows procurement policies in acquiring equipment and materials in coordination with the County Attorney and the Procurement Manager.
- Monitors reservation and use of County Administration conference rooms and directs room setup
- Prepares and distributes monthly meeting, building maintenance, and department appointment/vacation calendars.
- Communicates with maintenance staff to promote teamwork, cooperation, and excellence.
- Maintains confidentiality of departmental issues and documentation.
- Prepares special projects as assigned.

#### ***JOB REQUIREMENTS***

**EDUCATION:** BA or Associates Degree with concentration in accounting, or minimum of 2 years business/manufacturing experience with financial responsibilities, or work experience sufficient to thoroughly understand the diverse objectives and requirements of the position and demonstrate proficiency in essential duties.

**EXPERIENCE:** 2+ years analyst and/or admin role in maintenance dept., 2+ years financial analyst exp or equivalent experience (proficient in use of spreadsheets and account payable software); experience in maintenance program management software is preferred

**OTHER KNOWLEDGE, SKILLS AND ABILITIES:** Strong business analysis and forecasting skills, Demonstrated ability to work effectively with individuals at all levels of the organization, Demonstrated ability to use influencing skills to accomplish goals and objectives, Able to manage multiple priorities, Demonstrated ability to work in a team environment, Strong computer skills. Superior knowledge and use of standard office practices and procedures. Possess exceptional organizational skills. Ability to maintain schedules, disburse, monitor and prioritize workload. Possess strong communication. Ability to work independently with little supervision. Superior knowledge and use of business English, spelling and mathematics. Possess superior computer skills, using various programs. Ability to compose complex correspondence and other materials independently or from marginal notes or drafts. Ability to follow complex oral and written

instruction and the ability to produce, maintain, and file complex records and reports. Proficient in the use of standard office equipment. Ability to serve as liaison with other departments, agencies, and the general public. Attends meetings and reports and disseminates information from such meetings as needed. Ability to maintain a high level of confidentiality. Ability to establish and maintain professional and effective working relationships with co-workers, agencies, officials, and the general public and possess professional telephone etiquette.

**CERTIFICATES, LICENSES AND/OR REGISTRATIONS:** Click or tap here to enter text.

***PHYSICAL AND ENVIRONMENTAL CONDITIONS***

Walking, talking, stooping, kneeling, bending, reaching, and gripping. Incumbent may be required on occasion to move and lift up to 30 lbs. (boxes, files, etc.); work long periods at a desk.

**ENVIRONMENTAL CONDITIONS:** Click or tap here to enter text.

***ACKNOWLEDGMENT OF JOB DESCRIPTION***

I understand that it is my responsibility to comply with all of the policies and procedures of the County and that such may be changed by the County at any time. I recognize that this job description is not intended to be all-inclusive, and I may be asked to perform other reasonably-related job responsibilities as assigned and required by management. I also realize that this job description, or other oral or written statements, do not constitute an expressed or implied employment contract, and such are not intended to bind the County of Frederick contractually. All employees are employed "at will" and either the employee or the County may terminate employment at any time, for any or no reason, with or without notice.

**I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Employee Name**



B

County of Frederick, Virginia		
Position Details		
Position Title: Administrative Assistant		Date Position Created:
Department: County Administrator's Office		Reports To: Assistant County Administrator
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Date Prepared: 8/30/2013	Prepared By: Assistant County Administrator
Range: 06	Step: D - F	Salary: \$42,737.08 - \$47,702.79
G/L Line Item: 4-010-012010-1001-000-036		
Job Description		
<p><b>Job Purpose:</b> Performs superior professional, administrative, and clerical work pertinent to the administration of the department's function to insure efficient office management. Acts independently in the absence of the Department Director or his/her designee</p>		
Essential Functions		
<ul style="list-style-type: none"> <li>• Directly supports the Assistant County Administrator and provides support to the Maintenance Supervisor, Head Custodian, and County Administrator, as directed.</li> <li>• Assists the Assistant County Administrator in all matters regarding the Maintenance and Grounds Department; pays all department bills pertaining to County Administration, Board of Supervisors, Public Safety Building, Bowman Library, and the Old Civil War Museum.</li> <li>• Code all invoices and allocate purchases in the Works System.</li> <li>• Serves as point of contact between the County and Frederick County Public Schools in the administration of the Consolidated Maintenance Agreement and use of the on-line work order scheduling program administered by FCPS Buildings and Grounds Department.</li> <li>• Create and track internal work orders for County Administration Building, Public Safety Building, Esther Boyd Animal Shelter, Bowman Library, and the Old Courthouse Civil War Museum utilizing Micromain Facility Management; prepare annual report on number and types of repairs.</li> <li>• Plans, assigns, and directs work related to building maintenance.</li> <li>• Prepares complex correspondence from dictation or written notes for the Assistant County Administrator and Maintenance Supervisor.</li> <li>• Schedules appointments, meetings, and travel for the Assistant County Administrator.</li> <li>• Prepares annual budgets for the Board of Supervisors, County Administration, and Maintenance Department.</li> <li>• Responsible for review and renewal of all maintenance contracts and other contractual services for County owned properties.</li> <li>• Track all utility bills for County owned properties.</li> <li>• Track receipts of all lease payments for Old Courthouse Civil War Museum, Sheriff's Impound Lot, and Frederick-Winchester Service Authority.</li> <li>• Maintains vehicle titles for all County public use vehicles.</li> <li>• Prepares and distributes monthly meeting, building maintenance, department appointment/vacation, and safe file calendars.</li> <li>• Maintains confidentiality of departmental issues and documentation.</li> <li>• Prepares special projects as assigned.</li> </ul>		
Job Requirements:		
<p><b>Education:</b> Graduation from Junior College supplement by extensive office management experience.</p>		
<p><b>Experience:</b> Considerable clerical and computer experience performed in a similar, professional environment.</p>		
<p><b>Knowledge/Skills:</b> Superior knowledge and use of standard office practices and procedures. Possess exceptional organizational skills. Ability to maintain schedules, disburse, monitor and prioritize work load. Possess strong communication, leadership and supervisory skills. Ability to effectively supervise and evaluate the work of subordinate personnel. Ability to work independently with little supervision. Superior knowledge and use of business English, spelling and mathematics. Possess superior computer skills, using various programs. Ability to take and transcribe minutes or dictation and the ability to compose complex correspondence and other materials independently or from marginal notes or drafts. Ability to follow complex oral and written instruction and the ability to produce, maintain, and file complex records and reports. Proficient in the use of standard office equipment. Ability to serve as liaison with other</p>		

departments, agencies and the general public. Attends meetings and reports and disseminates information from such meetings. Ability to maintain a high level of confidentiality. Ability to establish and maintain professional and effective working relationships with co-workers, agencies, officials and the general public and possess professional telephone etiquette.

**Working Conditions:**

**Physical Demands:** Walking, talking, stooping, kneeling, bending, reaching, and gripping. Incumbent may be required on occasion to move and lift up to 30 lbs. (boxes, files, etc.); work long periods at a desk.

**Supervisory Responsibilities:**

**Number of Employees Supervised:** 0

**Number of Subordinate Supervisors Reporting to Job:** 0

**Approvals:**

Revision: 08/30/2013

Department Director:

Date: 8/30/2013

HR Director:

Date:

Finance Director:

Date:

County Administrator:

Date:

Board of Supervisors Approval:

Date:

C

# County of Frederick, Virginia

## Position Details

Position Title: Administrative Assistant		Date Position Created:
Department: County Administrator's Office		Reports To: Assistant County Administrator
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Date Prepared: 8/30/2013	Prepared By: Assistant County Administrator
Range: 06	Step: D - F	Salary: \$42,737.08 - \$47,702.79
G/L Line Item: 4-010-012010-1001-000-036		

## Job Description

**Job Purpose:** Oversees the budgeting, scheduling, and record keeping systems of the maintenance division of the County Administration department. Performs superior professional, administrative, and clerical work pertinent to the administration of the department's function to provide efficient maintenance and upkeep of facilities. ~~to insure efficient office management.~~ Acts independently in the absence of the Department Director or his/her designee

## Essential Functions

- Directly supports the ~~Assistant County Administrator~~ Maintenance Supervisor and County Administrative Staff and ~~provides support to the Maintenance Supervisor, Head Custodian, and County Administrator, as directed.~~ assists Head Custodian with prioritization of tasks in the absence of the Maintenance Supervisor
- Assists the ~~Assistant~~ Deputy County Administrator in all matters regarding the Maintenance and Grounds Department; pays all department bills pertaining to ~~County Administration, Board of Supervisors, Public Safety Building, Bowman Library, and the Old Civil War Museum.~~ multiple specified county-owned or county-maintained properties.
- Completes technical tasks relative to facility maintenance such as: Develops building maintenance schedules and maintenance item spreadsheets including cost, labor and time estimates.
- Monitors and manages all incoming invoices including entering data into Maintenance Dept. Spreadsheets, Codes all invoices and allocate purchases in the Works System
- Track all utility bills and prepare invoices and utility bills for payment for multiple specified county-owned or county-maintained properties for County owned properties.
- Serves as point of contact between the County and Frederick County Public Schools in the administration of the Consolidated Maintenance Agreement and use of the on-line work order scheduling program administered by FCPS Buildings and Grounds Department.
- Create and track internal work orders for multiple specified county-owned or county-maintained properties utilizing Micromain Facility Management; ~~County Administration Building, Public Safety Building, Esther Boyd Animal Shelter, Bowman Library, and the Old Courthouse Civil War Museum~~ utilizing Micromain Facility Management; prepare annual report on number and types of repairs.
- Manages the work order system in such a manner as to provide useful information on costs, updates and future budget needs.
- Serves as point of contact for maintenance workorders at the County Administration building.
- Plans, assigns, and directs work related to building maintenance.
- Assists in preparation of complex correspondence for the Maintenance Supervisor. Prepares complex correspondence from dictation or written notes for the Assistant County Administrator and Maintenance Supervisor.
- Schedules appointments, meetings, and travel for the Assistant County Administrator.
- Prepares annual budgets for the ~~Board of Supervisors, County Administration, and~~ Maintenance Department. including operating and capital budgets for multiple specified county-owned or county-maintained properties
- Responsible for review and renewal of all maintenance contracts and other contractual services for County owned properties. Assists (Maintenance Supervisor) in monitoring, review, and renewal of all maintenance contracts and other contractual services for County-owned or county-maintained properties in coordination with the County Attorney and the Procurement Manager.
- ~~Track receipts of all lease payments for Old Courthouse Civil War Museum, Sheriff's Impound Lot, and Frederick-Winchester Service Authority.~~
- Assists Maintenance Supervisor in preparation of documents for equipment procurement in coordination with the County Attorney and the Procurement Manager.
- Maintains vendor files and correspondence

- Maintains vehicle titles for all County public use vehicles.
- Assists with overseeing Maintenance division vehicle fleet, maintenance to vehicles, and purchasing new vehicles
- Assists Maintenance Supervisor with maintaining preventive maintenance schedules and records.
- Assists Head Custodian with ordering supplies.
- Assists Maintenance Supervisor in developing specifications and soliciting commercial contracts for good and services and follows procurement policies in acquiring equipment and materials in coordination with the County Attorney and the Procurement Manager.
- Monitors reservation and use of County Administration conference rooms and directs room setup
- Prepares and distributes monthly meeting, building maintenance, and department appointment/vacation, ~~and~~ safe file calendars.
- Communicates with maintenance staff to promote teamwork, cooperation, and excellence.
- Maintains confidentiality of departmental issues and documentation.
- Prepares special projects as assigned.

## Job Requirements:

**Education:** ~~Graduation from Junior College supplement by extensive office management experience.~~  
BA or Associates Degree with concentration in accounting.

or minimum of 2 years business/manufacturing experience with financial responsibilities.

or work experience sufficient to thoroughly understand the diverse objectives and requirements of the position and demonstrate proficiency in essential duties.

**Experience:** ~~Considerable clerical and computer experience performed in a similar, professional environment.~~

2+ years analyst and/or admin role in maintenance dept.

or 2+ years financial analyst experience

or equivalent experience (proficient in use of spreadsheets and account payable software).

Experience in a maintenance program management software system is preferred.

**Knowledge/Skills:** Strong business analysis and forecasting skills, Demonstrated ability to work effectively with individuals at all levels of the organization, Demonstrated ability to use influencing skills to accomplish goals and objectives, Able to manage multiple priorities, Demonstrated ability to work in a team environment, Strong computer skills. Superior knowledge and use of standard office practices and procedures. Possess exceptional organizational skills. Ability to maintain schedules, disburse, monitor and prioritize workload. Possess strong communication, leadership and supervisory skills. ~~Ability to effectively supervise and evaluate the work of subordinate personnel.~~ Ability to work independently with little supervision. Superior knowledge and use of business English, spelling and mathematics. Possess superior computer skills, using various programs. Ability to ~~take and transcribe minutes or dictation and the ability to~~ compose complex correspondence and other materials independently or from marginal notes or drafts. Ability to follow complex oral and written instruction and the ability to produce, maintain, and file complex records and reports. Proficient in the use of standard office equipment. Ability to serve as liaison with other

departments, agencies, and the general public. Attends meetings and reports and disseminates information from such meetings as needed. Ability to maintain a high level of confidentiality. Ability to establish and maintain professional and effective working relationships with co-workers, agencies, officials and the general public and possess professional telephone etiquette.

**Working Conditions:**

**Physical Demands:** Walking, talking, stooping, kneeling, bending, reaching, and gripping. Incumbent may be required on occasion to move and lift up to 30 lbs. (boxes, files, etc.); work long periods at a desk.

**Supervisory Responsibilities:**

**Number of Employees Supervised:** 0

**Number of Subordinate Supervisors Reporting to Job:** 0

**Approvals:**

Revision: 08/30/2013

Department Director:

Date: 8/30/2013

HR Director:

Date:

Finance Director:

Date:

County Administrator:

Date:

Board of Supervisors Approval:

Date:

D



## Office Manager Maintenance

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### General Definition of Work

Under the direction of the Director of Maintenance, performs complex administrative and supervisory work within the County, Animal Shelter and Public Schools maintenance department. Manages day-to-day office operations, as well as oversees department personnel in the absence of the Director. Provides technical tasks relative to facility maintenance and provides technical assistance to the Director.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.*

### Essential Functions

- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for County, Animal Shelter and Public Schools facility maintenance.
- Assist in the supervision of department personnel; process employee concerns and problems; directs work; completes performance appraisals and trains employees.
- Assist in the preparation of the department operation and capital budgets for the County, Animal Shelter and Public Schools.
- Establish schedules and methods for providing facility maintenance services; identify resources needed; review needs with appropriate management staff; allocate resources accordingly.
- Assist with inspecting the work performance of the facility department employees and sub-contracted work.
- Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; prepare specification and contracts for contract services.
- Prepares invoices and utility bills for payment; maintains vendor files and correspondence: authorized to approve payments in the absent of the director.
- Collects and compiles statistical data for reports and comparison studies.
- Assist in the preparation of various contracts, requests for proposals, and reports.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of facility maintenance; incorporate new developments as appropriate into programs.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary.
- Assist with State Required Facility Inspections (monthly, quarterly, and annually)
- Work with work order software (Maintenance Direct) on a daily basis and maintains continuous online training .
- Maintains scheduling of energy management in the absent of the Maintenance Director.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Office Manager Maintenance

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- Assists with overseeing vehicle fleet, maintenance to vehicles, purchasing and vehicle assignment.
- Oversees records of road signs; orders new signs or replacement signs.
- Maintain preventive maintenance schedules and records; orders supplies accordingly.
- Performs related tasks as required.

### Knowledge, Skills and Abilities

Broad knowledge of such fields as advanced accounting, marketing, business administration, finance, etc. Comprehensive knowledge of the principles, practices, equipment and techniques of office management; comprehensive knowledge of department objectives, procedures and organization; thorough knowledge of the Public Procurement Act; Principles of supervision, training, and performance evaluation; knowledge of equipment, tools and materials used in facility maintenance activities; knowledge in construction and project management principles; knowledge of principles and practices in safety management; thorough knowledge of office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and various databases.

Ability to organize, implement and direct facility maintenance operations and activities; Supervise, train and evaluate assigned staff; Interpret and explain pertinent department policies and procedures; Develop cost estimates for supplies and equipment; Demonstrate tact and diplomacy with the public; Communicate clearly and concisely, both orally and written; Establish and maintain effective working relationships with those contacted in the course of work.

### Education and Experience

High school diploma or OED; Extensive experience in personnel supervision, office management, administration and support.

### Physical Requirements

This work requires the regular exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling and repetitive motions, frequently requires stooping, kneeling, crouching or crawling and lifting and occasionally requires tasting or smelling; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### Special Requirements

- Possession of an appropriate driver's license valid in the Commonwealth of Virginia.



## Facilities Manager

Class Code:  
0539

Bargaining Unit:

CITY OF ROANOKE, VIRGINIA

### **SALARY RANGE**

\$61,041.76 - \$97,666.92 Annually

#### **DESCRIPTION:**

Looking for a challenge as a dynamic forward-thinking leader in the Facilities Management field? Are you ready to have significant influence on the pace of change in creating more energy efficient facilities? Are you excited by the possibility of operating in a high performance and green focused environment? Do you have the experience to create and maintain a sustainable facility management program on a large scale? If you can answer yes to all of these questions, then the City of Roanoke is looking for you now. The successful professional that will fill this vital role should have a bachelor's degree from a four-year college or university with a major in business, civil engineering, public administration, property management or related field; ten or more years related experience in building construction and maintenance; and considerable managerial experience and/or training. May be required to wear some type of respiratory protection in the performance of their duties. An equivalent combination of education and experience may be considered. The Facilities Manager must be a City resident or secure residence within the City limits within 12 months of employment. He/She will have a generous total compensation package that will be in accordance with the knowledge, skills and abilities that are brought to the table. Package includes a generous paid leave program, defined benefit retirement plan, employer matched 457 and FSA programs, tuition assistance, top of the line medical and dental insurance programs and many more items too numerous to mention.

#### **EXAMPLES OF DUTIES:**

##### **SUMMARY**

Directs, plans and coordinates the operation of the division of Facilities Management engaged in building maintenance, repair, renovation and retrofitting projects and custodial services activities. Responsibilities entail customer service, productivity measurement, process improvements, planning, strategic management, communications and performance effectiveness that take into account life cycle costing so as to ensure that projects are completed with sustainability in mind.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Implements sustainable programs and policies that bring a higher level of energy and environmental awareness to City employees in conjunction with the City's Energy Program

Identifies efficiency improvement opportunities and put in place sustainable policies for facilities in need of significant system and operational improvements

Promotes the transformation to sustainable building and operating practices through the use of cleaner materials and the reduction of material waste and chemical contamination

Minimizes the use of energy, water and environmentally unfriendly building materials in accordance

with LEED recommendations for operations and maintenance best practices

Initiates and executes preventive maintenance programs for properties and equipment

Initiates contracts and supervises maintenance contractual services pertinent to City facilities and equipment

Establishes objectives, revises divisional strategic business plan, develops measurements, evaluates operations and the overall effectiveness of the division's services

Prepares spending analysis, capital maintenance, financial estimates and division reports as required

Develops and implements divisional operational and personnel policies and recommends new or revised policies to the Director

Prepares the divisions operating and capital budgets, and monitors and/or approves expenditures

Coordinates and oversees the completion of work of staff engaged in general building maintenance involving electrical, heating, air conditioning, water system, carpentry, painting, mechanical, plumbing, and custodial

Monitors the work of staff for conformance with city and division policies and practices and provides assistance when problems arise

Prepares long-range plans for the division that include financial analysis and project review

Recommends and implements energy reducing and sustainability programs

Coordinates with applicable departments and divisions on budgetary problems, projects, plans and specifications

Plans, budgets, and schedules facility modifications including cost estimates, bid sheets, layouts, and contracts for construction with sustainability in mind

Manages the work order system in such a manner as to provide useful information on costs, customer updates as well as current and future budget needs

Knowledge of pertinent rules and regulations, guidelines, safety orders, departmental operating procedures and safety regulations sufficient to insure that work is performed in compliance with applicable law.

Develops and maintains a preventive maintenance schedule program for equipment and machinery.

Ensures required OSHA and other mandated training and certifications are completed by assigned staff.

Enforces sound safety and housekeeping practices.

Ability to establish a culture of safety for employees and ensure that work processes are free from safety and health hazards, employees are properly trained and programs are in place to ensure safety.

May be required to wear some type of respiratory protection in the performance of their duties.

#### **SUPERVISORY RESPONSIBILITIES**

Supervises approximately 60 employees in the Building Maintenance and Custodial Services. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory

responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**TYPICAL QUALIFICATIONS:**

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree from four-year college or university with major in business, public administration, civil, structural or mechanical engineering or related field; ten years related managerial experience in construction, fleet operations, purchasing or related field and knowledge of and experience in dealing with LEED certified renovations or new projects; or equivalent combination of education and experience.

**SPECIAL REQUIREMENTS**

Must be a City resident or secure residence within the City limits within 12 months of employment.

**SUPPLEMENTAL INFORMATION:**

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from citizens, regulatory agencies, or members of the business community orally and in writing. Ability to effectively present information to management, public groups, and/or boards of directors. Ability to negotiate and resolve conflicts.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and deal with an extensive variety of variables. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

One of the following certifications is preferred: Certified Facility Manager (CFM), Certified Professional Property Specialist (CPPS), Certified Professional Property Administrator (CPPA), Certified Professional Property Manager (CPPM), Certified Residential/Commercial Property Manager (CRPM), Facilities Management Administrator (FMA), Systems Maintenance Administrator (SMA) or Professional Engineer (PE). Must possess a valid appropriate driver's permit issued by the Commonwealth of Virginia.

**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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include 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 is occasionally exposed to wet and/or humid conditions, moving mechanical parts, and outside weather conditions. The noise level in the work environment is usually moderate.

**This is a job description and not an individualized position description. A job description defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.**

## **DIRECTOR OF GENERAL PROPERTIES**

### **GENERAL DEFINITION**

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Performs difficult professional and administrative work providing general management and supervision of maintenance functions for all County property. Oversees County property operations and project management and administration.

### **ORGANIZATIONAL RELATIONSHIP**

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This position reports directly to the County Administrator or his/her designee. The position supervises maintenance personnel, custodial personnel, as well as several jail trustees at any given time. The position is responsible for coordinating projects between all county departments and oversees selection and work of outside vendors.

### **TYPICAL TASKS**

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- Directs, manages and supervises all aspects of County buildings and grounds, including grounds maintenance, custodial services, building maintenance and repair, skilled trades, renovation projects, new construction, and contract administration;
- Responsible for management of the County vehicle fleet, including review of all requests for vehicle purchases, as well as vehicle maintenance and record retention;
- Performs facilities planning and coordinates with mechanical, electrical, engineering and architectural consultants;
- Oversees operations and maintenance functions, planning and budgeting, construction inspection, and relevant communications;
- Assures compliance with Building and Fire Codes and other State and Federal regulatory requirements;
- Serves as Americans with Disabilities Act coordinator for County properties and buildings;
- Coordinates with County Department Heads, Town Officials, and others as needed on capital plans and improvements or other projects as needed;
- Responsible for managing inventory and the disposal of all surplus vehicles, equipment, furniture, etc., including public auctions;
- Provides recommendations for enhancements to all areas regarding the County's property maintenance and related activities;
- Responsible for maintaining the County's street sign program;
- Performs other duties as may be assigned.

### **ESSENTIAL KNOWLEDGES, SKILLS AND ABILITIES**

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Thorough knowledge of modern construction practices, materials, methods, and equipment; ability to read plans, blueprints, and other construction documents and determine impact; thorough knowledge of general maintenance and equipment, project administration; ability to exercise independent judgment and initiative in determining operating conditions; ability to plan and supervise work of subordinates; ability to work with contractual agreements, contractors, engineering consultants and the general public; strong administrative ability to include budgeting, planning work schedules and personnel management; ability to read and interpret complex architectural and engineering drawings. Knowledge of building codes and construction standards; good oral and written communication skills; good interpersonal skills; ability to utilize office software and email.

## **TRAINING, EDUCATION AND EXPERIENCE**

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Any combination of education and experience equivalent to graduation from a community or four year college. Minimum of three years experience in property management or construction management field.

## **SPECIAL REQUIREMENTS AND RELATED OBLIGATIONS**

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**Licenses and Certificates** – None. Position may require evening, weekend, holiday or irregular work schedule due to the nature of the job requirements.

The successful applicant will possess and maintain a valid Virginia Motor Vehicle Operator's License.

Note: Applicant must have and maintain a driving record acceptable to Franklin County and its insurance carrier(s).

## **PHYSICAL DEMANDS**

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This position requires occasional physical exertion as it applies to accessing roofs, etc. for the purpose of carrying out the job functions which may include climbing ladders, bending, stooping, and walking. Requires occasional lifting of 50 lbs.

## **WORK ENVIRONMENT**

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Some of the functions of the position are office related. However, ongoing projects (construction related environments) require frequent site visits. May require outside activities including snow removal.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

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Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Franklin County will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with the employer.

This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given. **(Last Updated 07/03/2007, 10/26/17)(Rev Intranet 4/19)**

**FLSA Status:**                      X   Exempt  
          Non-Exempt

Pay Grade                        From Grade 29 to Grade 30 7/1/16

Grade 30 \_ Min \$63,820, Mid \$82,966, Max \$102,112



## **LEAD SENIOR MAINTENANCE TECHNICIAN – GENERAL PROPERTIES DEPARTMENT**

### **GENERAL DEFINITION**

Performs skilled work maintaining County Facilities and infrastructure. Works to ensure compliance with all regulatory agencies and assures that all County properties are safe and accessible. Responsibilities include supervising routine maintenance and cleaning activities; project management of improvements completed by in-house staff and outside contractors.

### **ORGANIZATIONAL RELATIONSHIP**

Work is performed under the general supervision of the Director of General Properties.

### **TYPICAL TASKS**

- Schedules and sets priorities for maintenance and repair work on County buildings, vehicles and equipment. Plans, implements and evaluates all divisional programs and activities;
- Performs buildings and grounds repair and maintenance jobs as required such as painting, carpentry, electrical, equipment maintenance and repair, masonry or refinishing jobs;
- Assigns, schedules and directs the work of subordinates engaged in the maintenance of public buildings and grounds;
- Checks and repairs infrastructure including maintenance equipment and other equipment;
- Schedules ongoing, preventative maintenance for all County facilities;
- Coordinates records, writes necessary reports and memoranda, coordinates maintenance and repair work with other departments and divisions in conformity to safety requirements;
- Coordinates use of vendors for buildings, vehicles and equipment repair work;
- Provides technical assistance in the development of service contracts and performs administration of contracts;
- Orders maintenance supplies and materials with a great deal of independence;
- Responsible for stocking of janitorial chemicals, paper products and general janitorial supplies;
- Responsible for bi-annual air filter orders and general maintenance for all County facilities;
- Responsible for maintaining specialized industry certifications, such as pesticide, asbestos and/or forklift;
- Makes regular inspections of buildings and grounds to insure safe public use;
- May require occasional mowing of grass, yardwork and seasonal snow removal;
- Assists in more difficult tasks, and personally performs skilled repair work;
- Responsible for the maintenance of all maintenance equipment and schedule regular repair and maintenance schedule for mechanical items;
- Provides support at special events including site preparation, set-up and take-down, and repair of facilities due to heavy public use;
- Reviews construction and project plans and sites; provides technical advice on installation and maintenance aspects of construction projects; interpret and explain standards; makes corrections; takes and recommends alternative courses of action;
- Provides input on new projects and improvement plans; plans, coordinates and supervises smaller renovation projects; meets with contractors; provides direction, coordination and assistance to various departments, outside agencies and community groups; assists in preparing specification, selecting contractors and supervising larger projects;
- Performs other duties as assigned.

### **ESSENTIAL KNOWLEDGES, SKILLS AND ABILITIES**

Thorough knowledge of property maintenance and the equipment and tasks related to maintenance of public buildings; thorough knowledge of building codes and fire code and the occupational hazards and safety precautions of the work; ability to exercise independent judgment in determining operation conditions; ability to plan, schedule and supervise the work of maintenance staff;

thorough knowledge of plumbing, electrical, building and turf management, and ability to establish and maintain accurate records. Thorough knowledge of modern construction practices, materials, methods and equipment; ability to read plans, blueprints and other construction documents. Ability to interpret and work from drawings, specifications and other technical materials. Ability to produce good oral and written communication skills; excellent interpersonal skills required.

**TRAINING, EDUCATION AND EXPERIENCE**

Any combination of education and experience equivalent to graduation from high school or vocation school and extensive experience including some experience in building maintenance work and project coordination.

**SPECIAL REQUIREMENTS AND RELATED OBLIGATIONS**

Certification in one or more of building trades may be required. May be required to obtain specialized certifications as necessary. Position may require evening, weekend, holiday or irregular work schedule. Possession of a valid driver's license issued by the Commonwealth of Virginia. Note: Applicant must have and maintain a driving record acceptable to Franklin County and its insurance carrier(s).

**PHYSICAL DEMANDS**

Involves frequent walking and occasionally over rough or uneven terrain; lifting and carrying objects weighing 15-50 pounds, with occasional lifting of items weighing over 100 pounds. Involves climbing ladders, stooping and crawling in confined spaces. Frequent operation of vehicles, shop and hand tools, requiring manipulative skills and hand-eye coordination.

**WORK ENVIRONMENT**

In general, the job is performed in a climate-controlled office setting. However, outdoor visits to sites with various terrain and in varying weather conditions may occur during all seasons of the year.

**AMERICANS WITH DISABILITIES ACT COMPLIANCE**

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Franklin County will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with the employer.

*This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given. (Developed 05/21/19)*

Grade 16

FLSA: Non-Exempt

Grade 16 Min \$32,233; Mid \$41,903; Max \$51,573

Recommended by: \_\_\_\_\_  
Dept. Head Date

Reviewed by: \_\_\_\_\_  
Human Resources Date

Approved: \_\_\_\_\_  
County Administrator Date



## **Facilities and Grounds Manager**

Public Works

Position # : PWD 1206  
FLSA: Exempt  
Grade: 24

### **JOB SUMMARY**

This position is responsible for the management and maintenance of county buildings and facilities.

### **MAJOR DUTIES**

- Hires, trains, assigns, directs, schedules, supervises, evaluates and disciplines personnel.
- Manages and directs the maintenance of county facilities and grounds.
- Manages set-up operations for meetings and special events.
- Develops budget proposals and administers approved funds.
- Manages services contracts and the work of external contractors.
- Develops building maintenance schedules and maintenance item spreadsheets, including cost, labor and time estimates.
- Assists in the procurement of goods and services.
- Manages capital projects.
- Oversees snow removal operations.
- Coordinates safety training for assigned personnel.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of local, state and federal codes, acts and policies concerning electrical, building, plumbing and HVAC, and the installation, maintenance and repair of same.
- Knowledge of the practices, processes, materials and equipment used in the maintenance, repair construction and improvement of public buildings and grounds.

- Knowledge of county and department policies and procedures.
- Knowledge of construction practices and industry standards.
- Construction management experience or equivalent certification.
- Knowledge of contract development, negotiation, and administration.
- Knowledge of budget management principles and budget preparation.
- Knowledge of project management principles.
- Knowledge of public administration, public accounting and public procurement.
- Knowledge of OSHA regulations and safe work principles.
- Skill in problem solving, planning, scheduling, organization and decision making.
- Skill in interpersonal relations.
- Skill in operating computers and job related software programs.
- Skill in reading, understanding, and interpreting plans, blueprints, schematics and construction drawings.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Public Works Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include building codes, safety rules, and department and county policies and procedures. These guidelines require judgment, selection, and interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied building and grounds maintenance and management duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to manage the maintenance of county buildings, grounds and facilities. Successful performance helps contribute to the provision of safe and well-maintained facilities.

#### CONTACTS

- Contacts are typically with coworkers, vendors, contractors, and members of the general public.

- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Facilities Supervisor (1), Grounds Supervisor (1) and other assigned personnel.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require at least five (5) years of related supervisory and/or management experience.
- Construction management certification or five (5) to seven (7) years of direct project management experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.



## Gloucester County Job Description

**POSITION:** Facilities Management Director  
**DEPARTMENT:** Facilities Management  
**JOB CODE:** 216  
**FLSA:** Exempt

**GENERAL STATEMENT OF JOB:** Under general direction, performs supervisory and administrative work coordinating repair and maintenance operations of County buildings and grounds; managing custodial services; fleet vehicles and all phases of the County's Mosquito Control program. Employee must exercise considerable initiative and independent judgment in all phases of work. Employee must also exercise tact and courtesy in contact with public officials, developers, contractors, and the public. Reports to the Deputy County Administrator.

### **ESSENTIAL JOB FUNCTIONS:**

1. Establishes and implements operating procedures, policies, work plans and priorities of the Facilities Management Department; develops operational plans for various County services. Prepares correspondence, communications and prepared reports on departmental activities using a variety of formats; assumes responsibility for correctness of spelling, punctuation, and grammar.
2. Inspects and evaluates general physical condition and appearance of County property. Plans, organizes and directs cost effective and timely repair and maintenance activities to ensure service of current and anticipated needs of County; ensures compliance with State and federal regulations; projects manpower and staffing requirements to meet current and anticipated needs; confers with County departments and outside agencies as required.
3. Directs, through subordinate supervisors, the work of skilled and semi-skilled personnel engaged in building and grounds maintenance and repair activities in the areas of electrical, plumbing, HVAC, custodial, landscape, carpentry, and general maintenance.
4. Supervises all administrative matters in the Facilities Management Department, including budget administration, capital improvement plans, accounts payable, general ledger monitoring, scheduling, and personnel matters.
5. Receives and investigates complaints, requests or inquiries from the public and other county department officials pertaining to departmental services or programs, conferring with those affected and addressing as appropriate; receives and investigates inquiries and complaints pertaining to personnel matters and addresses as appropriate.
6. Manages the Mosquito Control program; determines effective treatments in the development of an Integrated Pesticide Management program and serves as liaison to the Mosquito Control Commission.
7. Plans and supervises small-scale construction and renovation projects performed by buildings and grounds staff; drafts and designs small-scale architectural projects and produces construction plans, material lists, and budgets.
8. Develops specifications and solicits commercial contracts for goods and services; follows procurement policies in the acquisition of equipment and materials; supervises and monitors work of contractors.
9. Facilitates training for employees on workplace safety measures; leads meetings and seminars on safety issues.
10. Maintains records of asbestos and lead reports on all County buildings collecting samples for testing where necessary.

11. Monitors maintenance contracts for various equipment and systems in all County facilities.

12. Performs other duties as assigned.

### **EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.)

### **JOB LOCATION AND CONDITIONS:**

Duties are performed in an office environment and occasionally outdoors in all types of weather. Operates variety of office equipment: computer, copier, fax, and calculator.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the administrative practices and procedures relative to landscape maintenance and management.

Thorough knowledge of the principles and practices of facility management as applied to the design, construction and maintenance of a wide variety of municipal facilities.

Thorough knowledge of the occupational hazards and proper safety precautions utilized in construction and maintenance work.

Broad knowledge of the principles and practices of supervision, organization and public administration.

Broad knowledge of the current literature, trends and developments in the field of facility management and maintenance.

General knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Word, and Excel; specialized programs and the internet.

Ability to plan, assign and coordinate the work of a large technical staff.

Ability to prepare correspondence, reports, forms, budgets, studies, purchase orders, etc., using prescribed formats and conforming to rules of punctuation, grammar, diction, and style.

Ability to speak before groups of people with poise, voice control and confidence.

Ability to communicate effectively and efficiently in a variety of technical or professional languages including engineering terminology.

Ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**EDUCATION AND EXPERIENCE:**

Associate's Degree in Engineering, Construction Technology, Business Administration, Public Administration or a related field.

Five (5) to seven (7) years of progressively responsible supervisory and management experience in building and facilities maintenance and administration of building services.

Any equivalent combination of education training and experience that provides the required knowledge, skills and abilities.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

Possession of a valid Pesticide Applicator Certificate issued by the Commonwealth of Virginia.

Possession of Asbestos Supervisor License issued by the Commonwealth of Virginia preferred.



**COUNTY OF MADISON  
POSITION DESCRIPTION**

JOB TITLE: Facilities Maintenance Manager	LOCATION: Facilities and Maintenance
	STATUS: Full-Time
IMMEDIATE SUPERVISOR: County Administrator	PAYGRADE: 13
	FLSA STATUS: Non-Exempt

**GENERAL DEFINITION OF WORK:**

Performs responsible skilled work in the repair and installation of building systems and equipment; performs turf management; does related work as required. Supervision over semi-skilled and unskilled workers. On call 24 hours a day, seven days a week for emergency situations. This position is designated as Essential Personnel, which requires that employees report to their job site during emergency situations, such as snow or weather related conditions, as determined by the County Administrator

**ESSENTIAL FUNCTIONS:**

- In cooperation with the County Administrator, plans all electrical and mechanical projects for local government including design, material procurement, allocation of manpower, scheduling, contract management and evaluation of completed work;
- Assigns duties to maintenance and grounds mechanic for local government facilities;
- Assigns duties to custodians;
- Assigns duties to “seasonal” staff;
- Provides on the job training for maintenance mechanics;
- Coordinates the preventative maintenance program for electrical and mechanical equipment, and systems;
- Communicates with maintenance staff to promote teamwork, cooperation and excellence;
- Evaluation of new employees and the annual evaluation of maintenance staff;
- Performs skilled work and coordinates maintenance repairs, modifications, installations, and construction related to local government facilities;
- Ensures that inspection contracts are performed as mandated and as specified;
- Ensures that maintenance contracts are performed as specified;

- Prepares budgets for Facilities and Maintenance and any portion related to field maintenance for Parks and Recreations and manages expenditures for both budgets;
- Responds to heating and cooling requests;
- Evaluates maintenance staff work order performance;
- Maintains records of work and provides written and oral reports;
- Establishes appropriate safety practices for maintenance staff;
- Assists in providing cost estimates for repairs, installations and preventive maintenance;
- Performs routine maintenance for local government facilities as evaluated against budget and schedule constraints;
- Engages contract services for local government facilities as evaluated against budget and schedule constraints;
- Performs landscaping and turf management;
- Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the methods, materials, tools and equipment used in maintenance, minor renovations, general construction and turf management; thorough knowledge of installing and repairing building systems and equipment; ability to coordinate contractors and maintenance staff in the repairing or enhancement of building systems and grounds; ability to follow oral and written instructions.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to completion of high school or vocational school. Minimum five (5) years experience as a maintenance mechanic, or equivalent position. **SPECIAL REQUIREMENTS:** Possession of a valid driver's permit issued by the Commonwealth of Virginia.

**PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:**

Performance of more strenuous physical tasks, such as a) walking over rough or uneven surfaces; b) bending or stooping; c) working in confined spaces; d) lifting and carrying items weighing 20-50 pounds, and e) exposure to potentially disabling injuries or illness. Cooperative in nature, with most conflicts resolved at this level. Regular contacts made with individuals from a) other internal organization units; b) outside organization; and c) the general public for the purpose of achieving organization goals and missions. Good communication skills required.

Approved as presented on August 14, 2012 on motion of Supervisor Lackey,  
seconded by Supervisor Weakley.

Aye: Allen, Lackey, Butler, Elliott, Weakley

Nay: (0)

# Maintenance Cost Analyst - Richmond, Virginia United States - 8866

This closed position was filled. Check out our Jobs Search Page (</job-seekers-unreg/job-search/>) for our current open positions similar to this one.

## JOB DESCRIPTION

<b>Job #:</b>	8866
<b>Title:</b>	Maintenance Cost Analyst
<b>Job Location:</b>	Richmond, Virginia - United States
<b>Employment Type:</b>	
<b>Salary:</b>	\$60,000.00 - \$65,000.00 - US Dollars - Yearly
<b>Employer Will Recruit From:</b>	Regional
<b>Relocation Paid?:</b>	Negotiable

## WHY IS THIS A GREAT OPPORTUNITY?

### Maintenance Cost Analyst

Our client is positioned at the beginning of their growth phase having successfully spun off, implementing the foundations for the business success with very knowledge and technical leadership in place from day 1, and ready for rapid company growth offering a great career opportunity for great people. If you believe in driving results in a friendly environment that is open to creative ideas and diverse perspectives, then this is the place for you. They are built on a rich history of teamwork, innovation, and customer focus and that has a fun, entrepreneurial mindset.

## JOB DESCRIPTION

### Responsibilities:

- Responsible for supporting Maintenance department for tracking and planning of Work Orders, Requisitions and PO's to provide accurate forecasting of work being performed and to be performed.
- Responsible for supporting the Contract Administrator in the area of contractor / vendor cost and time keeping
- Responsible for reporting the Maintenance budget status, monthly accruals to the Senior Cost Analyst
- Responsible for maintenance procedure updates and distributes
- Provides backup support for the Maintenance Timekeeper
- Other duties as required

## QUALIFICATIONS

### Work experience Requirements:

- 2+ years analyst and or administrative role in maintenance department in a manufacturing environment
- 2+ year financial analyst experience or equivalent
- SAP experience (Maintenance Module / Purchasing and Accounts Payable)
- Time and Attendance experience (preferably KRONOS)

### Education Requirements:

- BA or Associates Degree with concentration in Accounting or minimum of 2 years Business/Manufacturing experience with financial responsibilities

**Knowledge, Skills, and Abilities Requirements:**

- Strong business analysis and forecasting skills
- Strong written and verbal communication skills
- Demonstrated ability to work effectively with individuals at all levels of an organization
- Demonstrated ability to use influencing skills to accomplish goals and objectives
- Able to manage multiple priorities
- Demonstrated ability to work in a team environment
- Strong computer skills (SAP proficiency)

**Education:**

University - Associate's Degree/Graduate Diploma/2 Years



Matchmaker (<https://npa-matchmaker.com>) NPA Central  
(<https://admin.membernova.com/305566/User/Login>) Job Board  
(<https://searchnpaworldwidejobs.com/>) Privacy Policy (<https://npa-matchmaker.com/privacy-policy/>)

NON-EXEMPT  
SALARY LEVEL: Grade 10

JOB CODE: 102  
DATE: 07/01/2018

**SUMMARY:** Employees perform responsible administrative and technical work acting as assistants for program professionals having responsibilities in support of agency program planning, management, evaluation and execution activities or responsibilities in a functional administrative program area such as fiscal, human resources, or information technology in combination with limited supervisory responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and maintain satisfactory attendance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may also be assigned.

- Conducts business with the public, employees and other departments, answering questions and providing guidance, requiring the ability to assess the situation and determine a plan of action;
- • Maintains cost, financial, inventory, manpower, payroll, personnel records, or other specialized records and reports in order to account for and evaluate items purchased, services rendered, security, productivity or other control oriented activities;
- Oversees or Performs fiscal duties such as accounts payable, Special Welfare, reporting and reconciling financial data, and/or participating in audits; Performs compliance assurance, records management, scheduling, data collection and analysis;
- • Records information such as inventory, personnel, statistical or fiscal data and compiles informational reports;
- • Processes purchase orders, invoices, and account payments;
- • Maintains accurate financial records;
- Reports financial and administrative expenditures;
- • Determines compliance with programmatic requirements and approves or disapproves services, activities or financial payments;
- • Composes routine, non-routine, sensitive and confidential memos, reports, forms, or other correspondence;
- • Prepares and disburses vendor payments;
- ~~Prepares detailed payroll records, reports and documents;~~
- ~~Maintains fund accounts, makes trial balances and accounts for funds received;~~
- • Prepares and supervises the preparation of bills for payment and verifies coding;
- • Prepares a wide variety of accounting fiscal, statistical and similar reports;
- ? Posts receipts and disbursements to major accounts and prepares reports of fees received;
- ? Oversees/Performs information systems technical support and systems security functions;
- ~~Acts as liaison between the agency and the Virginia Department of Social Services Information Security and applicable data systems;~~
- Sets up hardware or loads software under carefully controlled parameters;
- Serves as administrative assistant to the Advisory Board, coordinates meetings and materials including preparation and distribution of agendas, scheduling of meetings, transcribing and editing of minutes of meetings;
- Communicates program and/or agency policies, regulations, & practices to staff, vendors and the public;
- Monitors accounts and expenditures;
- Performs financial duties related to the Comprehensive Services Act as assigned;
- Provides administrative and logistical support to the Community Policy and Management Team and Family Assessment and Planning Team as assigned;
- Assists agency in ensuring FOIA compliance by maintaining FOIA tracking log and assisting in the preparation of FOIA responses;
- Assists in agency's compliance to record retention schedule by performing filing and purging of records;

- Maintains and updates agency's policies and procedures such as financial policies, emergency procedures, etc.;
- Maintains vendor records and ensures their compliances to City and state standards;
- Maintains collaborative relationships with vendors of services;
- Organizes materials for brochures, publicity, and other public relations activities;
- Assists in budget preparation and compilation;
- Analyzes budget and management reports;
- Special events and projects as assigned;
- Performs back up duties to other Administrative Program Assistants and Administrative Services Manager and may serve as a leader for other clerical or administrative employees providing training and guidance;
- Provides administrative support to members of the agency's management team;
- Process background checks;
- Maintains agency, Advisory Board and Community Policy and Management Team webpages;
- Works assigned shift(s) to set up and staff emergency shelter should the City of Winchester declare it necessary.

**QUALIFICATION REQUIREMENTS:**

**Education and/or Experience:** High School diploma or General Education Degree (GED) required. An Associate's Degree is preferred.

**Certificates, Licenses, Registrations:** Possession of a valid and appropriate driver's license.

**Language Skills:** Ability to read and comprehend. Ability to write using proper grammar, punctuation, and spelling. Ability to speak and communicate effectively using correct English.

**Other Knowledge, Skills and Abilities:** Considerable knowledge of: general clerical and administrative practices and procedures; of modern office practices, procedures and equipment; bookkeeping and budget preparation; and word processing, spreadsheet and data base and graphic software packages. Some knowledge of: basic techniques in conducting planning, research, evaluative and statistical work; effective supervisory principles; and policies, practices and procedures of the assigned program areas.

Demonstrated ability to: effectively use common business and agency software packages; research, interpret, understand, apply and communicate agency program and service information; provide operational and administrative support to professionals in assigned agency programs and services; assist with the measurement of program performance against goals and objectives; systematically compile data, interpret and report monitoring and evaluation findings; communicate effectively both orally and in writing; work effectively with other employees, professionals, and with the public; and exercise discretion and make sound decisions relative to assigned program area. Comprehensive knowledge of bookkeeping terminology and methods, routine accounting principles and practices. Thorough knowledge of standard office procedures, practices and equipment. Ability to maintain complex financial records and to prepare financial reports accurately. Ability to understand and follow complex oral and written instructions. Ability to establish and maintain effective working relationships with other employees and the general public.

**PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:** 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.

**Required Physical Activities:** Requires light physical effort working almost exclusively with light weight materials (up to 25 pounds) including but not limited to walking, talking, stooping, kneeling, light lifting, bending, crawling and gripping.

**Vision Requirements:** Minimum requirements set by the Division of Motor Vehicles.

**Environmental Conditions:** Work is conducted indoors under controlled temperatures. Some travel may be required.

**EQUIPMENT ESSENTIAL TO DO THE JOB:** Telephone, computer, copy machine, calculator, typewriter, fax machine, shredder, printer and switchboard.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment. In accordance with §15.2-1507 of the Code of Virginia, this position is excluded from the City's grievance process.

**I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

**Approved:**

\_\_\_\_\_  
**Eden E. Freeman, City Manager**  
**July 1, 2018**



NON-EXEMPT  
SALARY LEVEL: 10

JOB CODE: F-01  
DATE: 7/1/2018

**SUMMARY:** Under the regular supervision of the Assistant Finance Director, and in accordance with generally accepted accounting principles (GAAP), performs difficult technical and paraprofessional work including a wide variety of accounting and budgetary responsibilities in all functional areas of the City's financial management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may also be assigned.

- ~~Process and verify Treasurer's daily cash report and update to general ledger;~~
- Provides accounting support in maintaining accounting and financial records for specific work areas (i.e. payroll, budget, accounts payable, and accounts receivable) and maintains corresponding records;
- Reviews automated financial reports for accuracy, completion and propriety;
- Handles correspondence and prepares a wide variety of administrative reports on departmental activities as requested;
- ~~Receives citizen and internal inquiries or complaints and resolves same;~~
- Assists with preparation of the annual budget;
- Stays current with accounting and statutory changes that affect the accounting and reporting requirements of the city, *County*;
- ~~Assists in the implementation/achievement of department priorities as assigned;~~
- Assists with risk management daily tasks.

**QUALIFICATION REQUIREMENTS:**

**Education and/or Experience:** Any combination of education and experience equivalent to a High School diploma or General Education Degree (GED) is required. A Bachelor's Degree in finance or a related field is preferred.

**Language Skills:** Ability to read, analyze and interpret complex financial reports. Ability to interpret accounting-related policies and procedures. Ability to analyze revenues and expenses. Ability to write, speak and communicate effectively with co-workers and the general public using correct English. Ability to produce written documents, reports and other correspondence using proper grammar, punctuation and spelling.

**Other Knowledges, Skills and Abilities:** Comprehensive knowledge of accounting theories, bookkeeping, public budgeting, and financial management. General knowledge of the laws and regulations governing municipal financials. Ability to establish and maintain effective relationships with other city officials, employees, and the general public. Comprehensive knowledge of Microsoft Office for Professionals is essential.

**PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:** 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.

**Required Physical Activities:** Requires light physical effort working almost exclusively with light weight materials (up to 25 pounds) including but not limited to walking, talking, stooping, kneeling, light lifting, bending, crawling and gripping.

**Vision Requirements:** Minimum requirements set by the Division of Motor Vehicles.

**Environmental Conditions:** Work is conducted indoors under controlled temperatures.

**EQUIPMENT ESSENTIAL TO DO THE JOB:** Computer, Printer, Calculator, Telephone, Fax Machine, Typewriter, Copy Machine, and Shredder.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment

**I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

**Approved:**

\_\_\_\_\_  
**Eden E. Freeman, City Manager**  
**July 1, 2018**



**Administrative Services Coordinator  
Innovation & Information Services Department**

NON-EXEMPT  
SALARY LEVEL: Grade 12

JOB CODE: 116  
07/01/2018

**SUMMARY:** Responsible for planning, directing or coordinating supportive services such as office support services, finance, customer service operations, and contract administration; Performs difficult paraprofessional, skilled clerical and administrative work in the operation of the department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and maintain satisfactory attendance. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may also be assigned.

- Plans and coordinates administrative and office support activities such as recordkeeping, mail distribution, and all support services;
- Helps develop, has oversight and reconciles the department's budgets;
- Manages various budgetary, fiscal, administrative, clerical and technical functions such as purchasing, mechanical and building maintenance;
- Provides information and answers questions relating to audits and/or financial records;
- Verifies and approves invoices for payments to vendors, verifies that expenditures are reported to correct program and funding stream for reimbursement;
- Develops and maintains administrative procedures and assures that assigned areas of responsibility are performed within budget;
- Consults with assigned staff, assists with complex problem situations and provides technical expertise;
- Monitors various services contracts;
- Supports the Director in preparation of reports and presentations to the public or City Manager;
- Provides training in administrative responsibilities;
- Assists the Director in the maintenance of all electronic information signage inside City Hall and other City locations;
- Serves as primary point of contact for all City wireless device users and acts as liaison between the City and its wireless services vendor;
- Assists in the development of departmental policies and procedures related to the technological assets for the department;
- Assists in the gathering of information and materials for grants, meetings, etc.;
- Develop and coordinate training/orientation campaigns for all City technology applications

**QUALIFICATION REQUIREMENTS:**

**Education and/or Experience:** Bachelor's degree in business administration, accounting or related field supplemented with related experience or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Academic experience can be substituted by extensive experience providing administrative services in a professional office-based environment.

**Certificates, Licenses, Registrations:** Possession of a valid and appropriate driver's license.

**Language Skills:** Ability to read and comprehend. Ability to write using proper grammar, punctuation, and spelling. Ability to speak and communicate effectively using correct English.

**Other Knowledge, Skills and Abilities:** Thorough knowledge of the operation, procedures and services of the department. Thorough knowledge of the principles and practices of office management. General knowledge of methods, equipment, materials and practices employed in the conduct of a major departmental program. Ability to be precise and detail oriented within a complex regulatory and professional environment. Ability to type accurately and quickly. Ability to plan and organize programs. Ability to write and speak clearly and effectively. Ability to establish and maintain working relationships with co-workers, city officials and the

general public. Ability to maintain complex records, prepare detailed reports from such records and maintain confidentiality of materials, if required. Ability to make decisions in accordance with established policies and procedures.

**PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:** 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.

**Required Physical Activities:** Requires light physical effort working almost exclusively with light weight materials (up to 25 pounds) including but not limited to walking, talking, stooping, kneeling, light lifting, bending, reaching and gripping.

**Vision Requirements:** Minimum requirements set by the Division of Motor Vehicles.

**Environmental Conditions:** Work is conducted indoors under controlled temperatures. Some travel may be required.

**EQUIPMENT ESSENTIAL TO DO THE JOB:** Telephone, copy machine, calculator, computer, typewriter, fax machine shredder and printer.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment. In accordance with §15.2-1507 of the Code of Virginia, this position is excluded from the City's grievance process.

**I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

**Approved:**

\_\_\_\_\_  
**Eden E. Freeman, City Manager**  
**July 1, 2018**





**Assistant Facilities Manager  
Facilities Maintenance Division  
Public Services Department**

EXEMPT

SALARY LEVEL: Grade 17

JOB CODE: PS-29

DATE: 07/01/2018

**SUMMARY:** Performs difficult technical and administrative work overseeing the comprehensive program of Maintenance, Parking, and Custodial Services to provide and maintain, in an efficient and economical manner, the Facilities, Parking Garages, Grounds, Equipment, and furnishings of the City of Winchester so that all staff, the public, citizens; business owners, visitors, and tourists are assured of a clean, safe, attractive, and healthy place in which to work, live and visit. Supervises the performance of difficult technical and administrative work, with an emphasis on customer service for our internal and external clients, overseeing the operation, construction, maintenance and repair of City of Winchester buildings, parking garages, facilities, grounds, and the Loudoun Street Mall. Work is performed under the direction of the Facilities Maintenance & Parking Division Manager. Limited supervision is exercised over a small to medium size group of personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may also be assigned.

- Assists as the direct supervisor of the Facilities Maintenance, Parking Garage, and Custodial Services;
- Assists in leading, organizing, managing, supervising and scheduling all maintenance, custodial operations, of the City of Winchester, Virginia in compliance with all applicable federal, state, and local laws and City-specific regulations and established policies and procedures;
- Assist in development and implementation of the fiscal year comprehensive maintenance plan that is both corrective and preventive for the upkeep of all facilities, parking garages, grounds, Loudoun Street Walking Mall, and the major facilities systems (HVAC, mechanical, plumbing, electrical, structural, along with specialized equipment (i.e. fountains and splash pad) of the City of Winchester;
- Provide and maintain an efficient work order system for repairs of facilities and equipment that ensures that all maintenance, repairs and special event set-ups/take-downs are completed in a timely fashion, and provide regular work order status reports as requested;
- Provides recommendations for facility improvements and modernizations to improve the systems, equipment and facilities of the City of Winchester;
- Develop a custodial services plan for each building that outlines the tasks of and expectations for custodial employees, indicating a detailed daily and periodic schedule for cleaning and simple repairs of the facilities;
- Assist in supervising the personnel management program for the Facilities Maintenance & Parking Division that includes recruitment-selection process, a written evaluation process and recommends the continued employment, discipline or dismissal of all Facilities Maintenance & Parking Division Personnel;
- Monitor and approve time records of all Facilities Maintenance & Parking Division personnel and approve all overtime using established procedures and budgets;
- Provide and monitor a system of regular building, equipment, parking garages, grounds and Loudoun Street Mall inspections to meet all federal, state and local requirements;
- Conduct regular inspections of all facilities, parking garages, grounds, equipment, and the Loudoun Street Mall to ensure that high standards for cleanliness, attractiveness and safety are maintained. Recommend any improvements needed;
- Monitor and recommend systems and procedures to ensure the security of all facilities;
- Recommend and offer input on the Facilities Maintenance & Parking Authority Budget including operations, capital projects-needs and personnel;
- Maintain current drawings and engineering records describing all City of Winchester facilities, parking garages, equipment, grounds and the Loudoun Street Mall;
- Approve the specifications and recommend contractors to perform maintenance and repair services, using established City of Winchester procedures. Supervise and inspect the work performed and recommend payment upon satisfactory completion of work;
- Supervise removal of snow and ice so that safe conditions exist in and around all City facilities including (but not limited to) walkways, sidewalks, parking garages, and the Loudoun Street Mall;

- Assist in development, implementation and monitoring of an energy conservation program, making recommendations for efficiency and reduction of costs of operating the facilities;
- Develop and implement in-service programs and activities for staff members;
- Maintain effective communications with staff, clients, customers, various user groups to elicit support and to seek perceptions and ideas for improvement of the facilities;
- Attend required meetings and serve, as appropriate on staff committees (i.e. Special Events, Shenandoah Valley Apple Blossom, Winchester Parking Authority);
- Notify and assist the administration and appropriate emergency personnel of any emergency and potentially dangerous or unusual situations following established City of Winchester Emergency Management procedures;
- Contributes to a positive work environment and assures other staff members do as well;
- Understand and communicate current developments in the repair, maintenance, custodial, and special event areas through reading, participation in appropriate workshops or meetings or involvement in professional organizations.

**QUALIFICATION REQUIREMENTS:**

**Education and/or Experience:** Any combination of education and experience equivalent to a high school diploma or General Education Diploma (GED) is required. An Associate Degree is preferred.

**Certificates, Licenses, Registrations:** Possession of a valid and appropriate driver's license. Appropriate NIMS trainings: ICS 700, ICS 100, ICS 200 (or ability to obtain within 6 months of hire). Aquatic Facility Operator's license (or ability to obtain with 12 months of hire).

**Language Skills:** Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to effectively present information to top management, public groups and/or boards of directors.

**PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:** 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.

**Required Physical Activities:** Ability to perform manual labor for extended periods of time, often under unfavorable weather conditions; Requires light physical effort working almost exclusively with lightweight materials (up to 25 pounds) including but not limited to walking, talking, stooping, kneeling, light lifting, bending, reaching and gripping.

**Vision Requirements:** Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Environmental Conditions:** Work is conducted indoors; frequently works near moving mechanical parts and is frequently exposed to toxic or caustic chemicals. Occasionally works in outside weather conditions and is exposed to wet and/or humid conditions.

**EQUIPMENT ESSENTIAL TO DO THE JOB:** Telephone, computer, copier, fax machine, calculator and analytical equipment utilized in a water/wastewater treatment facility.



## Administrative Services Manager Social Services Department

EXEMPT

SALARY LEVEL: Grade 15

JOB CODE: 116

DATE: 07/01/2018

**SUMMARY:** Responsible for planning, directing or coordinating supportive services such as office support services, finance, computer operations, facility management and contract administration; Provides overall supervision of the Administrative Unit; Performs difficult paraprofessional, skilled clerical and administrative work in the operation of the department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and maintain satisfactory attendance. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may also be assigned.

- Provides supervision to administrative and financial staff;
- Plans and coordinates administrative and office support activities such as recordkeeping, mail distribution, and all support services;
- Recommends hiring, disciplinary actions, transfer, promotion, and termination of personnel within the limits of appropriate statutes, rules and regulations and policies, developing performance standards and preparing corrective action plans;
- Helps develop, has oversight and reconciles both the Local and State agency budgets;
- Manages various budgetary, fiscal, administrative, clerical and technical functions such as purchasing, mechanical and building maintenance;
- Answers questions and provides instruction for state and local finance departments;
- Provides information and answers questions relating to audits, financial records or activities; coordinates state/local computer technology;
- Works as fiscal liaison to Virginia Department of Social Services, maintains and departmental personnel records in LETS, and departmental financial records in LASER; as well as in City applications HTE etc.;
- Performs and oversees fiscal functions of the Comprehensive Services Act activities;
- Verifies and approves invoices for payments to vendors, verifies that expenditures are reported to correct program and funding stream for reimbursement;
- Develops and maintains administrative procedures and assures that assigned areas of responsibility are performed within budget;
- Supervises and evaluates assigned staff, employee concerns and problems, directing work and completing employee performance evaluations;
- Consults with assigned staff, assists with complex problem situations and provides technical expertise;
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures. Initiates any actions necessary to correct deviations or violations;
- Monitors various services contracts;
- Supports the Director and Assistant Director in preparation of reports and presentations to the public;
- Provides training in administrative responsibilities;
- May serve as secretary to Advisory Board;
- Assists in the development of office procedures;
- Assists in the gathering of information and materials for grants, meetings, etc.;
- Works assigned shift(s) to set up and staff emergency shelters should Winchester declare a state of emergency.

### **QUALIFICATION REQUIREMENTS:**

**Education and/or Experience:** Bachelor's degree in business administration, accounting or related field supplemented with related experience or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**Certificates, Licenses, Registrations:** Possession of a valid and appropriate driver's license.



**County of Frederick**

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Department of Human Resources

(540) 665-5668  
Fax : (540) 665-5669  
hr@fcva.us

**To:** Frederick County HR Committee  
Frederick County Board of Supervisors

**From:** Michael Marciano, Director of Human Resources

**Date:** May 7, 2021

**Re:** Northwestern Regional Adult Detention Center (NRADC) Request for New Position

---

NRADC is requesting that a Medical Clinic Administrative Assistant be added to Frederick County Salary Administration Program (SAP). The Human Resources Department has reviewed the job description submitted for the position, studied the positions listed in the County's SAP, considered the desire of the NRADC to add this position, and analyzed the salaries of other counties/entities throughout the region. It is the recommendation of the Director of Human Resources that the Human Resources Committee, and, subsequently the Board of Supervisors, approve the creation of a Medical Clinic Administrative Assistant.



# Northwestern Regional Adult Detention Center

## Division Commanders

Captain Patty Barr, Administrative Services  
Captain Tana Jones, Support Services  
Captain Heath Custer, Security & Operations  
Captain Shawn McQuaid, Community Corrections



Main Facility - 141 Fort Collier Rd. - Winchester, VA 22603  
Phone: (540) 665-6374 Fax: (540) 665-1615

## Community

Corrections - 147 Fort Collier Rd. - Winchester, VA 22603  
Phone: (540) 665-6380 Fax: (540) 678-1339

TO: Robert Wells, Human Resources Committee

COPY: Michael Marciano, Human Resource Director

FROM: Captain Tana Jones, Support Services Division

SUBJECT: Creation of Medical Clinic Administrative Assistant Position

DATE: May 3, 2021

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The purpose of this memorandum is to reclassify an existing Records Clerk position<sup>1</sup>, salary range 3 (\$31,775 to \$50,733), to a newly created Medical Clinic Administrative Assistant, salary range 6 (\$43,516 to \$69,582). This request is based upon a thorough review and update of existing job descriptions as requested by the HR Director, Michael Marciano, on February 19, 2021. In his email, Mr. Marciano addressed the subject of "Compensation."

**Compensation:** It is important that employees are competitively compensated, and job descriptions are an integral part of that objective. The job description should provide detailed information that enables a person to receive an appropriate compensation and avoid "salary compression" issues. Salary compression is the situation that occurs when there is only a small difference in pay between employees regardless of their skills or experience. It can occur when the minimum salary level for a position is increased for competitive reasons, without a corresponding adjustment to salaries for existing employees with more than entry or lower-level experience. (Attachment 1)

Northwestern Regional Adult Detention Center (NRADC) reviewed the job description for the Medical/Records Clerk Typist III with the Nursing Director, Allena Kovak, and it was determined that the current job description (Attachment 2), did not reflect the totality of the job duties that are being performed by the employee in this position. The duties for this position were originally those of a Records Clerk (e.g., record-keeping, managing forms and information) While the objectives and goals of the personnel assigned to this position have always been to aid in the smooth operations of the medical department and to assist the Director of Nursing in the everyday functionality of the department, the job description of a Records Clerk does not do justice to the totality of the work performed. Research was performed by Superintendent Corbin

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<sup>1</sup> NRADC refers to this Records Clerk role as a "Medical/Records Clerk Typist III."

for those who work in the medical field and are tasked with the job responsibilities that are comparable to that of NRADC's Records Clerk in our medical department. He obtained job descriptions from a physician's office and from a correctional facility (Attachment 3). Upon close review, the Medical Clinic Administrative Assistant job description somewhat mirrors the duties and responsibilities of the role performed at NRADC. The revised job description details an accurate account of the responsibilities of this position, and our review of this position is unique within the County (Attachment 4).

In order to ensure a fair comparison of the job duties performed by NRADC's Records Clerk, additional online research and inquiries were also made to various localities. Our search revealed that no comparable job descriptions exist that meet the level of involvement performed by NRADC's Records Clerk in our medical department.

To ascertain an appropriate compensation for the Medical Clinic Administrative Assistant, we looked at similar positions at NRADC. The closest one is that of NRADC's Administrative Assistant in the Administrative Division. This position pays a salary of range 6 (\$43,516 to \$69,582). Since the Medical Clinic Administrative Assistant performs many of the same duties outlined in the Administrative Assistant job description (Attachment 5) as well as performs duties particular to the support of NRADC's medical clinic, we believe a range 6 compensation is appropriate.

Attached is a table that illustrates some of the salary information used for comparison purposes. (Attachment 6)

<b>Locality</b>	<b>Position Title</b>	<b>Sample Range</b>
Middle River Regional Jail	Medical Secretary	\$36,242.00 - \$40,000.00
Prince William Regional Jail	Medical Department Support Staff	\$20.43/hr. - \$42.14/hr.
RSW Regional Jail	Records Clerk	\$30,976.00 - \$47,133.00
City of Winchester Police Dept.	Records Clerk	\$34,132.80 - \$52,864.21
City of Winchester Police Dept.	Records Management Coordinator	\$39,520.00 - \$61,207.80
City of Harrisonburg	Administrative Assistant	\$27,580.80 - \$46,384.00
City of Harrisonburg	Administrative Specialist	\$29,244.80 - \$49,129.60
Frederick County Virginia	Range 6	\$43,516.00 - \$69,582.00

Thank you in advance for your time, as NRADC seeks approval to create this new position.

# **Attachment #1**

**From:** Michael Marciano <[michael.marciano@fcva.us](mailto:michael.marciano@fcva.us)>  
**Sent:** Friday, February 19, 2021 4:00 PM  
**To:** Department Heads <[DepartmentHeads@fcva.us](mailto:DepartmentHeads@fcva.us)>; Department Assistants <[DepartmentAssistants@fcva.us](mailto:DepartmentAssistants@fcva.us)>  
**Subject:** Job Description Creation/Update Assistance

Hello, Department Heads,

It is time to update our job descriptions at Frederick County. Due to longevity many of us have had in a position, in some cases, job descriptions have not been updated in many years or do not exist at all. HR experts recommend that job descriptions be reviewed and updated once a year at a minimum. If nothing significant happens throughout the year, this analysis can be performed when annual performance reviews are conducted.

There are several benefits in having detailed job descriptions for each position at Frederick County.

- **Recruitment:** Having a detailed job description will indicate what knowledge, skills, and abilities are necessary for a position and what you should look for in a qualified candidate. Further, it highlights the key duties associated with each position. By having this information at the beginning of the recruitment process, you can create a custom job posting that clearly communicates the expectations of the position.
- **Orientation:** Job descriptions are a useful tool during the onboarding process. Supervisors can use the job description to map out an orientation plan to set employee expectations and ensure that the new hire is properly trained to perform all job duties.
- **Compensation:** It is important that employees are competitively compensated, and job descriptions are an integral part of that objective. The job description should provide detailed information that enables a person to receive an appropriate compensation and avoid “salary compression”<sup>[1]</sup> issues.
- **Performance:** An updated job description can help supervisors complete the annual performance evaluation. If an employee is exhibiting sub-par performance, the job description can be a useful communication tool to explain exactly what tasks should be performed. The annual appraisal is also a great time to sit down and review the job description with the employee to see if the job changed over the past year. If so, the manager and employee should update the job description and route the updated draft to the HR Department for review and approval.
- **Compliance:** Having detailed job descriptions can also help the County comply with federal and state employment laws. For example, a job description can be used to help determine if accommodations can be made for an employee under the Americans with Disabilities Act. It can also be helpful in determining if an employee can be released to full duty following a leave of absence under the FMLA. Is your employee exempt from overtime? The job description should be an integral part of performing a Fair Labor Standards Act analysis.

By next Monday, March 1, please identify who on your team can work with Ericka Kerns, x8375, to update the job descriptions for your department. I appreciate your support on this important project.

Many thanks,  
Mike

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[\[1\]](#) Salary compression is the situation that occurs when there is only a small difference in pay between employees regardless of their skills or experience. It can occur when the minimum salary level for a position is increased for competitive reasons, without a corresponding adjustment to salaries for existing employees with more than entry or lower-level experience.

# **Attachment #2**

## NORTHWESTERN REGIONAL ADULT DETENTION CENTER

**Position Title:** Medical/Records Clerk Typist III (032921)

**Reports To:** Assistant Director of Nursing, Director of Nursing

**Purpose of Grade:**

Medical/Records Clerk Typist is responsible for answering all incoming calls pertaining to medical. The Medical/Records Clerk Typist will perform work consistent to the SOP of the Northwestern Regional Adult Detention Center. The Medical/Records Clerk Typist will perform all duties as assigned for the nursing supervisor.

**Examples of Tasks Performed Within Grade:**

This position description may not include all of the tasks performed, nor do the examples necessarily include all tasks performed.

**Primary Tasks:**

Maintaining all medical files/scanning documents to current files. Filing/scanning medical documents. Archived files maintained to determine when medical records can be destroyed. Researching all medical bills to verify the payment and includes computer inquiry and contacting health care providers. Maintaining state inmate medical expense reimbursements. Researching state inmate's medical bills and filing them with the State Compensation Board for reimbursement. Responsible for typing memos, faxing paperwork, typing requisition forms, and merging old files. Maintain/troubleshoot computers in medical. Facility Administrator for CorEMR medical computer generated filing system. Proficient with excel/word programs. Can assist with crystal reports, access and power point. Enter inmate charges into OMS. Answer requests regarding inmate inquiries about medical charges. Prepare presentation packets and research information for quarterly meetings. Keeping medical stocked with necessary documents and supplies. Prepare purchase requisitions for medical supply items. Schedule outside appointments for inmates. Create tasks for Facility Sick Calls in CorEMR. Help with the care of inmates housed in medical. Maintain an effective working relationship with all disciplines involved in caring for inmate's in-house and other involved health care providers.

**Equipment Operated:**

Computer, calculator, phone, scanner, fax machine, and printer.

**Working Conditions:**

Working in an area where inmates with medical needs are housed. May involve increased exposure to communicable diseases. Working under varying stressful environment.

**Knowledge, Skills, and Abilities:**

Working knowledge of the Detention Center's SOP. Ability to follow oral and written instructions, perform mathematical calculations, maintain accurate records, ability to organize work and perform job duties with limited supervision. Positive inner-personal skills applied with all disciplines involved in caring for the inmates. Knowledge of medical terminology. Ability to

think and respond appropriately in all types of situations.

**Experience:**

Two (2) years' experience in medical office work.

**Education:**

Graduation from high school or high school equivalency and supplemented by courses in typing. Good basic understanding in operation of computer programs excel and word.

**Equivalent:**

**Special Requirements:**

Possession of a valid driver's license. Must maintain a telephone in residence or cell phone on person for emergency contact.



# **Attachment #3**



# Medical Administrative Specialist

A Medical Administrative Specialist serves a key role in medical office, clinic and hospital settings. This multi-skilled practitioner is competent in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office management tasks. A Medical Administrative Specialist is very familiar with clinical and technical concepts required to coordinate administrative office functions in the healthcare setting.

## Nature of the Work

A Medical Administrative Specialist must have a sincere desire to help people and a willingness to learn the complexities of the health care industry. Medical Administrative Specialists work most of their time in the "front" office of a physician office, clinic or hospital. A medical administrative specialist must be outgoing, patient, and have an attention to detail. Also, this individual must be willing to learn new procedures, laws and insurance filing forms.

Some of the duties performed by a Medical Administrative Specialist include:

- Set appointment times
- Greet patients
- File and pull charts
- Handle insurance information
- Assist new patients with paperwork
- Know word processing
- Know bookkeeping
- Type medical correspondence
- Transcribe medical dictation
- Understand and know insurance coding information
- Scheduling hospital admissions
- Types case histories
- Fill out and submit insurance medical forms
- Collects and records payments
- Must know medical terminology

## Education and Training

A Medical Administrative Specialist must have a high school diploma or G.E.D. with acceptable training. Many colleges, career schools and technical schools offer Medical Administrative Assistant, Medical Office Assistant, or Medical Secretary Programs. Graduates from these programs will receive either a certificate or diploma depending on the program. Graduation from a school that is accredited makes it easier to apply for certification.

**Certification/Licensing:** Each individual state decides the scope of practice for Medical Administrative Specialists. Most states do not have licensure laws, but many states do have a scope of practice for Medical Administrative Specialists or Medical Assistants.

Certification by a recognized organization enables Medical Administrative Specialists to be promoted faster, earn a higher pay and great respect. Employers prefer to hire experienced workers and many prefer certified applicants who have passed a national examination, indicating that the Medical Administrative Specialist meets certain standards of competence.

## Employment

Medical administrative specialists held about 525,600 jobs in 2012. Employment is projected to grow 36 percent from 2012 to 2022, much faster than the average for all occupations. Federal health legislation will expand the number of patients who have access to health insurance, increasing patient access to medical care. In addition, the aging population will have increased demand for medical services. As a result, medical secretaries will be needed to handle administrative tasks related to billing and insurance processing.

## Salary

The Earnings vary depending on experience, education and skill level. Median annual wages for medical administrative specialists in May 2012 was \$31,350. The lowest 10 percent earned less than \$21,910, and the top 10 percent earned more than \$57,750.

Profession Source: US Bureau of Labor Statistics:

<http://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm#tab-1>

## **Medical Clinic Administrative Assistant**

**Location:** Anoka, MN **Department:** Anoka

**Type:** Full Time **Min. Experience:** Entry Level

Looking to join a rapidly growing company? MEnD Correctional Care has a new contract with Anoka County and we are seeking a Medical Clinic Administrative Assistant to join the team and our organization!

Candidates must enjoy working with an underserved population and be willing to work in a county correctional facility where patient and staff safety is of high importance. As a company, we pride ourselves on providing high quality care to the patients we serve. The Medical Clinic Administrative Assistant will provide assistance to the medical staff under the direction and supervision of the Supervisory Nurse, Nursing Director, and Medical Provider. *This opportunity will be located at the Anoka County Jail.*

**Position Type:**

- Full-Time Monday-Friday, Day Shift

**Job Duties:**

- Maintains jail inmate files according to current regulations. This may include the creation of new inmate files, retention of current files, and destruction of old files.
- Files inmate paperwork in a timely fashion.
- Coordinates the release of information (ROIs) to other facilities under the direction of the Supervisory Nurse.
- Scheduling of appointments
- Ensures all current copies of MEnD forms are being used and the appropriate copies are available to the nursing and health tech staff.
- Enters inmate charges for medical services and OTC items if requested to enter by facility.
- Distributes and posts all relevant memos for MEnD staff's information.
- Helps to coordinate the collection of quarterly stats for the facility and forwards these items to Corporate Office under direction of Supervisory Nurse.
- Ensures operation of office equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains jail office supply inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publication, establishing personal networks, and participating in professional societies.
- Maintains a professional appearance.
- Contributes to team effort by accomplishing related tasks, being a member of the MEnD team, assisting with expansion of the MEnD jail health philosophy, and going "above and beyond" typical job duties.
- Other various duties as assigned by MEnD Correctional Care within the scope of the position. This may include travel to various trade shows, conferences, and other jails managed by MEnD, etc.

**Job Skills:**

- Professionally answer phone calls, emails, and in person inquiries.
- Maintain paper and electronic filing systems for records and messages.
- Route and distributing incoming postal mail and email.
- Uses correct spelling and grammar to ensure accurateness.
- Operate fax machines, copiers, videoconferencing and phone systems, and other office tools.
- Use computer for spreadsheets, word processing, database management, and additional applications.

**Required Education/ License/Certifications:**

- High school diploma or GED equivalent required.
- Two year post-secondary degree preferred.
- At least 2 years of experience in same or similar setting (i.e. county jail, prison, juvenile correctional facility, hospital, home care, urgent care, ER, etc.)
- Knowledge of medical terminology and clinic & laboratory procedures
- Ability to multi-task, meet deadlines, and be a self-starter.
- Proficient with MS Office Suite preferred.

**Salary, Benefits and Other:**

- Competitive salary.
- Excellent opportunity for professional growth
- Comprehensive Benefit Package (Medical, Dental, 401K, Vision, Vol Life, and more)

# **Attachment #4**

## NORTHWESTERN REGIONAL ADULT DETENTION CENTER

**Position Title:** ~~Medical/Records Clerk Typist III (032921)~~ Medical Clinic Administrative Assistant

**Reports To:** Assistant Director of Nursing, Director of Nursing

**Purpose of Grade:**

~~Medical/Records Clerk Typist~~ Medical Administrative Assistant is responsible for answering all incoming calls pertaining to medical. The ~~Medical/Records Clerk Typist~~ Administrative Assistant will perform work consistent to the SOP of the Northwestern Regional Adult Detention Center. The ~~Medical/Records Clerk Typist~~ Administrative Assistant will perform all duties as assigned for the nursing supervisor.

**Examples of Tasks Performed Within Grade:**

This position description may not include all of the tasks performed, nor do the examples necessarily include all tasks performed.

**Primary Tasks:**

~~Responsible for typing memos, faxing paperwork, typing requisition forms and merging old files. Maintaining all medical files/scanning documents to current files. Complete medical record requests from outside agencies, attorneys, etc. Filing/scanning medical documents. Manage Archived-archived files in accordance with the Virginia Records Retention and Disposition schedule. files maintained to determine when medical records can be destroyed. Researching all medical invoices bills to verify the payment and payment responsibility which and includes computer inquiries and contacting health care providers and the insurance companies. Maintaining state inmate medical expense reimbursements. Researching state inmate's medical bills and filing them with the State Compensation Board for reimbursement. Responsible for typing memos, faxing paperwork, typing requisition forms, and merging old files. Working with hospitals to assist patients with Medicaid coverage for in-patient charges. Assist inmates in applying for Medicaid while they are incarcerated, to include CoverVA and submitting applications. Maintain/troubleshoot computers in medical. Research and supply quotes for equipment in medical. Facility Administrator for CorEMR medical computer-generated filing system. Create tasks for Facility Sick Calls in CorEMR. Proficient with excel/word programs. Can assist with crystal reports, access and power point. Enter inmate charges into OMS. Answer requests regarding inmate inquiries about medical charges. Prepare presentation packets and research information for quarterly meetings. Keeping medical stocked with necessary documents and supplies. Prepare purchase requisitions for medical and dental supply items. Manage dental equipment inventory. Order special supplies outside the normal stock inventory supplies. Schedule outside appointments for inmates to include forwarding all necessary documentation, referrals and orders. Create tasks for Facility Sick Calls in CorEMR. Help with the care of inmates housed in medical. Maintain an effective working relationship with all disciplines involved in caring for inmate's in-house and other involved health care providers. Maintain a schedule for the Transportation Department with all medical appointments to include surgical procedures. Coordinate with Mobile Xray on scheduling times and assisting with inmate~~

traffic while Mobile Xray is onsite. Assist with supplying DOC documentation for accreditation. Assisting with maintaining statistics on the Z-Drive. Attend Quarterly Pharmacy meetings and contributing cost information when necessary. Assist with departmental yearly inventory of equipment and maintaining the inventory numbering system. Assisting with the creation of the yearly budget for medical, completing necessary forms and supplying supporting documentation when required. Assisting with the procurement process for services provided to the Medical Department. When necessary, assisting with the return of medications for credit or destruction. When necessary, go to stores, pharmacies, etc. to pick up items or prescriptions when needed urgently. Coordinate with the Director of Nursing and the Department of Corrections to secure medical beds for inmates that otherwise cannot go to regular intake facilities due to special needs and/or conditions.

**Equipment Operated:**

Proficient with excel/word programs, computer, calculator, phone, scanner, fax machine, and printer.

**Working Conditions:**

Working in an area where inmates with medical needs are housed. May involve increased exposure to communicable diseases. Working under varying stressful environment.

**Knowledge, Skills, and Abilities:**

Working knowledge of the Detention Center's SOP. Ability to follow oral and written instructions, perform mathematical calculations, maintain accurate records, ability to organize work and perform job duties with limited supervision. Positive inner-personal skills applied with all disciplines involved in caring for the inmates. Knowledge of medical terminology. Ability to think and respond appropriately in all types of situations.

**Experience:**

Two (2) years' experience in medical office work.

**Education:**

Graduation from high school or high school equivalency and supplemented by courses in typing. Good basic understanding in operation of computer programs excel and word.

**Equivalent:**

**Special Requirements:**

Possession of a valid driver's license. Must maintain a telephone in residence or cell phone on person for emergency contact.



## **List of Job Duties** **Wendi Ingram**

**Appointments:** Schedule appointments for the inmates and coordinate with Transportation and/or Security. This included triaging according to acuity. Prepare and send all pertinent paperwork required for each appointment, including orders for tests, insurance information. Arrange all testing, labs, records that are necessary for the appointment, procedure, test, etc. Schedule tasks for the nursing staff to complete labs, prep for testing, keep pt. NPO if necessary.

**Tele-health:** Schedule and arranged various types of tele-health appointments during the pandemic. Set up an iPad with appropriate apps, software, etc. necessary to conduct each appt. Arrange to have inmates brought to medical and make the connection necessary for the appointment to be completed.

**CorEMR:** Handle all issues with CorEMR. If unable to fix, I will contact CorEMR or IT. This would include creating forms, making changes to existing forms, flow sheets, adding alerts, etc. Merge charts, delete or move entry errors. Manage all users, add new employees, and deactivate past employees. Attended user's group in Utah.

**Purchasing:** Complete purchase requisitions, research pricing for all medical equipment, supplies, etc. Request quotes if necessary. Request W-9's from new vendors. Submit tax exempt forms. Pay for items with P-card.

**Billing:** Manage all medical bills for medical. Pay most with P-card and provide Finance with the appropriate documentation. Manage all hospital bills. Determine whether we will be responsible for the payment. Notify the hospital and give insurance information for the ones for which we are taking responsibility. Maintain a spreadsheet for statistical purposes.

**Anthem:** Use data monthly to create an invoice for claims paid by Anthem. Submit to finance for payment. Request a retraction for anything on the invoice for which we were should not have paid.

**Budget:** Assist D.O.N. with creating the yearly budget. This includes researching prices for items requested and creating the request forms for yearly expenses. Use prior cost analysis to project what will be necessary for the upcoming fiscal year. Complete all requests and submit to finance for approval.

### **Inventory:**

- Stock-inventory storage room and order necessary supplies for nursing staff.
- Dental-inventory dental equipment. Re-order supplies as needed.
- Yearly Capital Inventory-maintain an inventory of all equipment in the three buildings. Add inventory numbers to any equipment purchased throughout the year. Keep a spreadsheet with all items, inventory numbers, purchase dates, purchase amounts. Remove items when moved to another department or put out for destruction. Submit list to finance yearly.

**Charges:** Review monthly pharmacy invoice. Create a billing statement with inmate's charge amounts based on actual cost of the medications. This include reviewing each inmate's prescribed medications and removing any charges for medications ordered on multiple cards, or anything ordered and returned. I, Stephanie, or the front desk clerk will enter each charge on the inmate's canteen account.

## List of Job Duties Wendi Ingram

**Itemized Statements:** Prepare itemized statements for inmates requesting explanations for their charges.

**Request Forms:** Answer request forms from inmates regarding all hospital billing, Medicaid, pharmacy charges.

**Records:** Answer all incoming requests for inmate records. Copy and fax or mail the requested records.

**Scanning:** Scan all incoming paperwork, forms created in-house, request forms, etc. into the inmate's EMR.

**Maintenance:** Maintain all equipment in medical. This would include dental equipment, i.e. autoclave, dental chair/light, x-ray equipment, pro-cart. Clean autoclave according to manual. Arrange a technician if anything needs repair. Coordinate with security to obtain clearance for tech to enter the facility.

**RFPs/ITBs:** Assist D.O.N. with creating the requests, reviewing, answering questions from vendors. Sit in on some interviews with vendors.

**Staff Interviews:** Assist D.O.N. with interviewing candidates for hire when necessary.

**Medication Returns:** Process all medications to be returned for credit. Complete all paperwork, package, and place up front for pick-up

**Medication Destruction:** Process all medications that have been opened, came from another facility, or personal medications brought in by patients or families. Verify inmates has been gone from the facility for 30 days. Count all medications, record all information, package, and return to the pharmacy for destruction.

**Medicaid:** Keep up to date with current processes by attending training either virtual or in-person. Keep a notebook of all processes and contact information. Assist inmates with completing applications by phone. Provide MedAssist at WMC with Medicaid information when available for patients admitted to the hospital. Send communications forms to Cover Virginia (CVIU) form inmates upon release or transfer. Notify when moved to WR or HEM.

**Employee Health:** Pre-order Flu vaccine yearly. Process all unused vaccine to be returned for credit. Create a yearly list of all staff for annual PPDs. Order syringes and PPD solution. Keep record of any positive employees. Coordinate with Amherst Family Practice to have CXRs and appointment available for all necessary staff. Maintain records.

**Mobile X-ray:** Schedule mobile x-ray to come in when needed. Create the list and have all inmates brought down to complete the x-ray. Pay invoice and submit to finance.

**Statistics:** Formulate statistical reports when requested from Administration. Research and supply reports regarding numerous issues, including cost analysis, medical problems, appointments, purchasing, etc.

**DOC Documentation:** When necessary, gather all documentation required by accreditation for audits. Prepare auditor's notes, answer auditor's questions during audits.

**Errands:** Go to retail stores, pharmacies, medical suppliers, etc. to pick up items for the facility or inmates.

**List of Job Duties**  
**Wendi Ingram**

**Quarterly Meetings:** For many years, I was responsible for the Quarterly Medical meeting, which included manually compiling statistics to present to the D.O.N., A.D.O.N., Superintendent, doctors, pharmacists, Free Medical Clinic, Mental Health staff, and NWCS. Reports were created for several different points of interest. This included total cost, expensive inmates, grievances, percentages of various subjects, costs of non-formulary medications, total outside appointments, etc. Invitations were sent, the Roll Call room was set up, a Power Point presentation was created, and I presented the information with the Superintendent. All questions were directed to me for answering. When we acquired a new Supt., the meetings changed. I could continue this process if directed.

**Phones:** Answering numerous phone calls for medical and answering questions regarding a variety of subjects or taking messages when appropriate.

**Various Tasks:** Issues arise daily that need researching to provide adequate care for the inmates. These issues are varied, to include locating special medical equipment, finding sources for special medications, finding information from different locations of previous treatment to provide continuity of care, all requiring problem solving skills and connections. These issues are case by case and are becoming more frequent with the higher acuity of individuals being incarcerated.

**COVID:** When the pandemic started, I was tasked with locating many of the supplies necessary to provide to staff and inmates. This required much research because supplies were extremely difficult to find anywhere. I was also asked to keep record of all costs involved. Later I was asked to collect all invoices from other staff which were related to COVID. I was told to keep record of their invoices as well. I was then asked to provide all information to Finance along with explanations of their relation to COVID.

**Dental Call:** When necessary, assist with dental call. Take notes, have the inmates brought down, etc. I have provided the list to transportation and security prior to the appointed time. I maintain the inventory with the help of the current dental assistant.

# **Attachment #5**

# Northwestern Regional Adult Detention Center

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**Position Title:** ADMINISTRATIVE ASSISTANT (5/3/2021)

**Reports To:** Director of Staff Development

**Purpose of Grade:**

This is responsible work involving complex clerical and technical skills that involve routine administrative and human resource functions.

**Primary Tasks:**

Manages the acquisition, distribution and accounts payable function for staff uniforms and equipment including keys, lockers, ID cards and telephone access. Completes the intake, retention and departure process for staff including the arrangement of ceremonies during periods of promotion, recognition or resignation. Serves as Secretary to the Jail Authority in organizing meeting schedules, setting up board rooms, distributing agendas, minutes and other material. Serves as liaison to Frederick County Human Resources and complies with all regulations regarding intake, retention and departure of personnel including employee payroll, timekeeping, benefits and evaluations. Serves as liaison to the County in processing employee workers' compensation claims and recognition programs. Answers ALL incoming calls for the Superintendent and refers those not requiring the Superintendent's attention to the appropriate Division Commander for action. Directs cleaning instructions to the Inmate Work Force attendant. Orders office supplies including stationary; manages inmate telephone accounts and responding to service complaints, arranges outgoing shipments with UPS/FedEx; Announces positions available for internal transfer. Manages the acquisition, distribution and accounts payable function for staff cell phones. Manages the Detention Center's automated forms system.

**Equipment Operated:**

Personal computer hardware and software (WordPerfect 8, Windows '00 Microsoft Works Office Pro '00-Word, Excel, Power Point, Access, Excel and Publisher) calculator, typewriter, telecopier, photocopier, postal meter and switchboard.

**Working Conditions:**

Involves adjusting to stress produced by working in an adult detention center setting. May at times have contact with inmates.

**Knowledge, Skills and Abilities:**

Thorough knowledge of standard office procedures, practices, equipment and secretarial techniques; Comprehensive knowledge of human resources functions, and associated principles, practices and procedures; knowledge of employment and EEOC laws guidelines, knowledge of FLSA and ADA rules and regulations, ability to handle tasks that cross organizational lines; ability to review and follow Standard Operating Procedures as it relates to Administrative Services and the organization; comprehensive knowledge of business English and spelling; ability to organize and maintain files, logs and reports where confidentiality is essential; work under limited supervision; ability to type proficiently detailed documents, complex forms, tables and reports; ability to formulate information into typeset material that is camera ready for publication and printing; ability to effectively deal with other employees and the public through strong interpersonal, oral and written communication skills; Comprehensive knowledge of computer hardware and software as listed; ability to follow emergency plans; ability to manage multiple and complex projects at one time; ability to compose correspondence.

**Experience:**

Three (3) years office experience as a secretary in a public or private agency having performed human resource functions.

**Education:**

Graduation from high school or certification of high school equivalency, supplemented by training or education in secretarial, business and human resources related courses.

**Special Requirements:** None

# **Attachment #6**

## Tana Jones

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**From:** Jeanne Colvin <jcolvin@co.augusta.va.us>  
**Sent:** Wednesday, April 21, 2021 9:21 AM  
**To:** Tana Jones  
**Subject:** '[External]'pay information

Ms. Jones

Major Eric Young asked me to reply to your request for pay information for medical secretary and maintenance staff.

Based on a 5% pay increase July 1, 2021:

Medical Secretary: we have two positions, pay range: \$36,242 - \$40,000

Maintenance Staff: we have four maintenance positions: pay range: \$42,000 - \$48,890,  
Supervisor of Maintenance: \$68,379-

Let me know if I can provide any further information,

*Jeanne R. Colvin*  
*Director of Finance*  
*Middle River Regional Jail*  
*245-5420, ext 1162*  
[\*jcolvin@co.augusta.va.us\*](mailto:jcolvin@co.augusta.va.us)



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**PRINCE WILLIAM-MANASSAS REGIONAL ADULT DETENTION CENTER**

**Medical Department Support Staff**

**Total Support Staff**            1

**Administrative Technician**    1

**Salary Range for position**            \$20.43 - \$42.14 hourly (FLSA: Non-exempt)

**Typical starting salary range**        \$20.43 - \$25.86





# Administrative Technician / B21

Class Code:  
R112

PRINCE WILLIAM COUNTY GOVERNMENT  
Established Date: Aug 21, 2019

## SALARY RANGE

\$20.43 - \$42.14 Hourly

### FLSA:

Non-Exempt

### INTRODUCTION:

∴

### NATURE OF WORK

This class is part of the Administrative Services Job Family. Incumbents support for internal or external customers following standard procedures for routine and non-routine tasks. Responsibilities may include performing data review and report compilation activities; preparing specific documentation and correspondence; conducting research to identify and compile related information; and answering phone, email, and in-person inquiries.

### Distinguishing Characteristics

This position is dedicated to performing both routine and non-routine office and administrative support functions requiring knowledge of assigned work area(s).

TYPICAL CLASS RESPONSIBILITIES (These responsibilities are a representative sample; position assignments may vary.)

1. Performs routine or non-routine administrative support duties, which include: responding to inquiries from employees, other department staff, and the public; scheduling and coordinating appointments, meetings, activities or events; maintaining and ordering office supplies; tracking and allocating financial or related transactions.
2. Processes, prepares, and records paperwork, databases, spreadsheets, applications,

certifications, licenses, permits, and other documents, forms, reports, and/or confidential information related to assigned area of responsibility; maintains related records.

3. Conducts research to gather information on current permits, plans, cases, certifications, subpoenas, or other items related to area of assignment; provides and/or explains available information to customers.

4. Files documents alphabetically, numerically, or by other prescribed methods in established filing systems; makes photocopies; and faxes documents.

5. Receives, sorts, and distributes a variety of correspondence, deliveries, and mail.

6. Performs other duties of a similar nature or level.

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### **KNOWLEDGE**

Customer service principles;

Modern office procedures and equipment;

Policies, procedures, and programs in assigned area;

Time management and organizational principles;

Recordkeeping principles;

Mathematical concepts;

Document review techniques;

Filing systems;

Computers and related software applications.

### **SKILLS**

Providing customer service;

Maintaining records and files;

Time management;

Reviewing calendars and scheduling meetings;

Using computers and related software applications;

Performing data entry;

Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**DISCIPLINE SPECIFIC RESPONSIBILITIES**

Discipline specific responsibilities do not apply to this classification.

**LEVEL OF DECISIONS**

Responsibilities typically require adaptation of procedures, processes, tools, equipment and techniques to meet the specialized requirements of the position.

**DIRECTION RECEIVED**

Incumbents apply procedures and standards to specific situations, and work under general supervision.

**DIRECTION PROVIDED**

Incumbents may assign/delegate work assignments to temporary employees, and/or regular employees; troubleshoot problems and issues commensurate with relevant experience.

..

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS**

High school diploma or G.E.D. and 1 year of related experience.

**SPECIAL REQUIREMENTS**

None.

**PHYSICAL REQUIREMENTS**

Positions in this class typically require: reaching, standing, walking, pushing, pulling, fingering, talking, hearing, seeing and repetitive motions.

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, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

The position 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 the

requirements of the job change.

Prince William County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Effective July 2019

**RSW Regional Jail Salary Scale**

Horizontal (Step) Increase = 2.5%  
Vertical (Grade) Increase = 10%

		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R		
Position	Grade	2.50%	5.00%	7.50%	10.00%	12.50%	15.00%	17.50%	20.00%	22.50%	25.00%	27.50%	30.00%	32.50%	35.00%	37.50%	40.00%	42.50%			
CUSTODIAN	R1	\$23,273	\$23,854	\$24,451	\$25,062	\$25,889	\$26,331	\$26,989	\$27,664	\$28,366	\$29,064	\$29,791	\$30,536	\$31,299	\$32,082	\$32,884	\$33,706	\$34,548	\$35,412		
		\$1,939.39	\$1,987.87	\$2,037.57	\$2,088.51	\$2,140.72	\$2,194.24	\$2,249.10	\$2,305.33	\$2,362.96	\$2,422.03	\$2,482.58	\$2,544.65	\$2,608.26	\$2,673.47	\$2,740.31	\$2,808.81	\$2,879.04	\$2,951.01		
RECEPTIONIST	R2	\$25,600	\$26,240	\$26,896	\$27,568	\$28,257	\$28,964	\$29,688	\$30,430	\$31,191	\$31,970	\$32,770	\$33,589	\$34,429	\$35,289	\$36,172	\$37,076	\$38,003	\$38,953		
		\$2,133.31	\$2,186.64	\$2,241.31	\$2,297.34	\$2,354.77	\$2,413.64	\$2,473.98	\$2,535.83	\$2,599.23	\$2,664.21	\$2,730.81	\$2,799.08	\$2,869.06	\$2,940.79	\$3,014.31	\$3,089.66	\$3,166.91	\$3,246.08		
COOK	R3	\$28,160	\$28,864	\$29,585	\$30,325	\$31,083	\$31,860	\$32,657	\$33,473	\$34,310	\$35,168	\$36,047	\$36,948	\$37,872	\$38,818	\$39,789	\$40,784	\$41,803	\$42,848		
		\$2,346.84	\$2,405.31	\$2,465.44	\$2,527.07	\$2,590.25	\$2,655.01	\$2,721.38	\$2,789.42	\$2,859.15	\$2,930.63	\$3,003.90	\$3,079.00	\$3,155.97	\$3,234.87	\$3,315.74	\$3,398.63	\$3,483.60	\$3,570.89		
FINANCE/PAYROLL CLERK RECORDS CLERK MED. TECH	R4	\$30,976	\$31,750	\$32,544	\$33,357	\$34,191	\$35,046	\$35,922	\$36,820	\$37,741	\$38,684	\$39,651	\$40,643	\$41,659	\$42,700	\$43,768	\$44,862	\$45,984	\$47,133		
		\$2,581.31	\$2,645.84	\$2,711.99	\$2,779.78	\$2,849.28	\$2,920.51	\$2,993.52	\$3,068.36	\$3,145.07	\$3,223.70	\$3,304.29	\$3,386.90	\$3,471.57	\$3,558.36	\$3,647.32	\$3,738.50	\$3,831.96	\$3,927.76		
MAINTENANCE ASSISTANT	R5	\$34,074	\$34,926	\$35,799	\$36,694	\$37,611	\$38,551	\$39,515	\$40,503	\$41,515	\$42,553	\$43,617	\$44,708	\$45,825	\$46,971	\$48,145	\$49,349	\$50,583	\$51,847		
		\$2,839.47	\$2,910.46	\$2,983.22	\$3,057.80	\$3,134.25	\$3,212.60	\$3,292.92	\$3,375.24	\$3,459.62	\$3,546.11	\$3,634.77	\$3,725.64	\$3,818.78	\$3,914.25	\$4,012.10	\$4,112.40	\$4,215.21	\$4,320.59		
		\$16.38	\$16.79	\$17.21	\$17.64	\$18.08	\$18.53	\$19.00	\$19.47	\$19.96	\$20.46	\$20.97	\$21.49	\$22.03	\$22.58	\$23.15	\$23.73	\$24.32	\$24.93		
<b>SWORN OFFICERS AND MANAGERS</b>																					
JAIL OFFICER ADMINISTRATIVE ASSISTANT	R6	\$41,373	\$42,408	\$43,468	\$44,554	\$45,668	\$46,810	\$47,980	\$49,180	\$50,409	\$51,670	\$52,961	\$54,285	\$55,642	\$57,033	\$58,459	\$59,921	\$61,419	\$62,954		
		\$3,447.77	\$3,533.96	\$3,622.31	\$3,712.87	\$3,805.69	\$3,900.84	\$3,998.36	\$4,098.32	\$4,200.77	\$4,305.79	\$4,413.44	\$4,523.77	\$4,636.87	\$4,752.79	\$4,871.61	\$4,993.40	\$5,118.23	\$5,246.19		
HR; INMATE ACCTS; LIDS TECH LPN; FACILITIES TECHNICIAN COMPLIANCE OFFICER	R7	\$45,510	\$46,648	\$47,814	\$49,010	\$50,235	\$51,491	\$52,778	\$54,097	\$55,450	\$56,836	\$58,257	\$59,713	\$61,206	\$62,736	\$64,300	\$65,912	\$67,560	\$69,249		
		\$3,792.52	\$3,887.33	\$3,984.52	\$4,084.13	\$4,186.23	\$4,290.89	\$4,398.16	\$4,508.11	\$4,620.82	\$4,736.34	\$4,854.75	\$4,976.11	\$5,100.52	\$5,228.03	\$5,358.73	\$5,492.70	\$5,630.02	\$5,770.77		
SERGEANT INTERNAL AFFAIRS	R8	\$50,061	\$51,313	\$52,596	\$53,910	\$55,258	\$56,640	\$58,056	\$59,507	\$60,995	\$62,520	\$64,083	\$65,685	\$67,327	\$69,010	\$70,735	\$72,504	\$74,316	\$76,174		
		\$4,171.77	\$4,276.06	\$4,382.97	\$4,492.54	\$4,604.85	\$4,719.97	\$4,837.97	\$4,958.92	\$5,082.90	\$5,209.97	\$5,340.22	\$5,473.72	\$5,610.57	\$5,750.83	\$5,894.60	\$6,041.97	\$6,193.02	\$6,347.84		
MH COUNSELOR RN	R9	\$55,067	\$56,444	\$57,855	\$59,301	\$60,784	\$62,304	\$63,861	\$65,458	\$67,094	\$68,771	\$70,491	\$72,253	\$74,059	\$75,911	\$77,809	\$79,754	\$81,748	\$83,791		
		\$4,588.94	\$4,703.66	\$4,821.25	\$4,941.78	\$5,065.33	\$5,191.96	\$5,321.76	\$5,454.80	\$5,591.17	\$5,730.95	\$5,874.23	\$6,021.08	\$6,171.61	\$6,325.90	\$6,484.05	\$6,646.15	\$6,812.30	\$6,982.61		
LIEUTENANT; FOOD SERVICE MGR; INFO TECH.; MAINT. SUPERVISOR	R10	\$60,574	\$62,089	\$63,641	\$65,232	\$66,863	\$68,534	\$70,248	\$72,004	\$73,804	\$75,649	\$77,540	\$79,479	\$81,466	\$83,502	\$85,590	\$87,730	\$89,923	\$92,171		
		\$5,047.85	\$5,174.05	\$5,303.40	\$5,435.99	\$5,571.89	\$5,711.18	\$5,853.96	\$6,000.31	\$6,150.32	\$6,304.08	\$6,461.68	\$6,623.22	\$6,788.80	\$6,958.52	\$7,132.48	\$7,310.80	\$7,493.57	\$7,680.91		
CAPTAIN NURSING DIRECTOR FINANCE MANAGER	R11	\$68,631	\$68,297	\$70,004	\$71,755	\$73,548	\$75,387	\$77,272	\$79,204	\$81,184	\$83,213	\$85,294	\$87,426	\$89,612	\$91,852	\$94,148	\$96,502	\$98,914	\$101,387		
		\$5,552.60	\$5,691.42	\$5,833.70	\$5,979.55	\$6,129.04	\$6,282.26	\$6,439.32	\$6,600.30	\$6,765.31	\$6,934.44	\$7,107.80	\$7,285.50	\$7,467.63	\$7,654.33	\$7,845.68	\$8,041.83	\$8,242.87	\$8,448.94		
DEPUTY SUPERINTENDENT	R12	\$73,294	\$75,127	\$77,005	\$78,930	\$80,903	\$82,926	\$84,999	\$87,124	\$89,302	\$91,534	\$93,823	\$96,168	\$98,573	\$101,037	\$103,563	\$106,152	\$108,806	\$111,526		
		\$6,107.85	\$6,260.55	\$6,417.06	\$6,577.49	\$6,741.93	\$6,910.48	\$7,083.24	\$7,260.32	\$7,441.83	\$7,627.87	\$7,818.57	\$8,014.03	\$8,214.38	\$8,419.74	\$8,630.24	\$8,845.99	\$9,067.14	\$9,293.82		
SUPERINTENDENT	R13	\$80,623	\$82,639	\$84,705	\$86,822	\$88,993	\$91,218	\$93,498	\$95,836	\$98,232	\$100,687	\$103,205	\$105,785	\$108,429	\$111,140	\$113,919	\$116,766	\$119,686	\$122,678		
		\$6,718.60	\$6,886.57	\$7,058.73	\$7,235.20	\$7,416.08	\$7,601.48	\$7,791.52	\$7,986.31	\$8,185.97	\$8,390.61	\$8,600.38	\$8,815.39	\$9,035.77	\$9,261.67	\$9,493.21	\$9,730.54	\$9,973.80	\$10,223.15		
		\$38.76	\$39.73	\$40.72	\$41.74	\$42.79	\$43.85	\$44.95	\$46.07	\$47.23	\$48.41	\$49.62	\$50.86	\$52.13	\$53.43	\$54.77	\$56.14	\$57.54	\$58.98		

RSW Regional Jail		
FLSA Status: Non-E		Position Number: C004; C009; C016; C119
Grade 3	Records Clerk	Revision Date: 2/24/2014

**GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs complex clerical and data entry work; to ensure RSW facility maintains compliance with all Federal, State and Local laws. Work is performed under the general supervision of the Classification and Records Sergeant or the Chief Financial/Personnel Manager

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Performs clerical and manual work needed to effectively maintain the RSW operations in compliance with all applicable procedures.**

- Organize, file and retrieve information regarding RSW's records and accounts;
- Ensure records are kept up to date, make necessary changes or additions in a timely manner;
- Performs data entry
- Integrates data, physical paperwork and receipts into a consistent filing system;
- Answer inquiries by searching and retrieving files;
- Process all incoming and outgoing correspondence;
- Prepares routine correspondence to various courts, counties, police agencies, medical facilities and correctional institutions;
- Coordinate with the Accounts Clerk and Medical staff to ensure full documentation is received for transfer;
- Prepare required reports, as directed by Supervisor or designee;
- Conduct random file audits to ensure completeness and accuracy;
- Be proactive in identifying and correcting potential problems;
- Backup to Receptionist when on breaks;
- Performs all duties in accordance with RSW Policy and Procedures, Virginia Department of Corrections standards, PREA standards and all regulations as directed;
- Performs all duties in compliance with all Federal, State, and Local Laws;
- Perform all additional duties as directed by Supervisor or designee.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge and experience in conducting day to day operation as Records Clerk. Thorough knowledge of the principles, practices and operations of a modern Adult Detention Center; Ability to perform standard office practices, procedures, use of office equipment; thorough knowledge of business English, spelling and arithmetic; working and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to prepare effective correspondence; ability to establish and maintain effective working relationships with associates and the general public; ability to communicate effectively both orally and in writing in a highly interactive team oriented work environment. Ability to establish and maintain First Aid, CPR and AED certifications.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school; experience working in a modern correctional facility; experience in general office skills and record keeping, ability to effectively work with senior staff personnel; ability to effectively communicate with internal and external agencies using the English language, hand writing and a computer.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word' hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

RSW Regional Jail

FLSA Status: Non-E

Position Number: C004;  
C009; C016; C119

Grade 3

Records Clerk

Revision Date: 2/24/2014

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive or totally restrictive. Reasonably related duties and responsibilities may be assigned as necessary at the discretion of management. Employees will be immediately notified of any changes.

Reasonable accommodations will be made to enable qualified individuals with a disability to perform the essential functions.



## Records Clerk Police Department

NON-EXEMPT  
SALARY LEVEL: Grade 7

JOB CODE: 173  
DATE: 07/01/2018

**SUMMARY:** Performs responsible administrative, clerical, and protective work in the department and does related work as required. Work is performed under regular supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may also be assigned.

- Answer telephone, meet the public, and provide routine information, direction, and service;
- Operate the standard office equipment;
- Assist the shift supervisors with clerical, compilation, statistical record keeping;
- Take, complete, disseminate, direct, and file reports and forms;
- Proficient in Microsoft Word, and Excel;
- Receive, document, and secure property and evidence using authorized actions;
- Assist with expungements;
- Assist with processing sex offender registry paperwork;
- Assist with audits and retention/destruction of records; and
- Other related duties assigned by a supervisor.

### **QUALIFICATION REQUIREMENTS:**

**Education and/or Experience:** Any combination of education and experience equivalent to a High School Diploma or General Education Degree (GED) is required.

**Certificates, Licenses, Registrations:** Possession of a valid and appropriate driver's license. Must be certified in the operation and use of department equipment used by the position.

**Language Skills:** Ability to read and understand policies and laws. Ability to write documents using proper grammar, punctuation, and spelling. Ability to speak, communicate, and present information effectively using correct English.

**Other Knowledge, Skills and Abilities:** Knowledge of police methods, practices, and procedures. Knowledge of the geography, history, and government of the City. Thorough knowledge of the general orders, procedures, and guidelines of the department. Ability to understand and carry out oral and written instructions. Ability to establish and maintain effective working relationship with other employees and the general public. Skilled in the use of department equipment, and knowledge of safety rules.

**PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:** 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.

**Required Physical Activities:** Climbing, flexing, balancing, stooping, kneeling, crouching, walking, jumping, crawling, and lifting.

**Physical Characteristics of Work:** The physical activities are required in order to carry out the functions of the position. These functions are various, unpredictable, and demanding. The job requires that the employee be a non-tobacco user.

**Vision Requirements:** 20/40 uncorrected, 20/20 corrected.

**Environmental Conditions:** Work is performed inside with few exceptions.



**EQUIPMENT ESSENTIAL TO DO THE JOB:** Computer, audio-visual, camera, files and copiers.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment.

**I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

**Approved:**

\_\_\_\_\_  
**Eden E. Freeman, City Manager**  
**July 1, 2018**



## Records Management Coordinator Police Department

NON-EXEMPT  
SALARY LEVEL: Grade 10

JOB CODE: PD-02  
DATE: 7/1/2018

**SUMMARY:** Maintains manuals, automated police records, and other law enforcement paperwork collected by the police department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may also be assigned.

- Answer telephone, meet the public, and provide routine information, direction, and service;
- Aids in planning, organizing, and maintaining the department's general and case filing system;
- Operate the standard office equipment;
- Maintains the departments selected Records Management System (RMS) software;
- Proficient in Microsoft Word, Excel, and Crystal Reporting
- Compiles, submits, and exports weekly, monthly and yearly statistics
- Assist the shift supervisors with clerical, compilation, statistical, and record keeping;
- Notarizes documents;
- Enters police reports, citations, and other RMS information
- Classifies, codes, enters and disseminates files and generates criminal and statistical reports;
- Submits IBR reports to the State Police;
- Handles expungements;
- Processes sex offender registry paperwork;
- Assists with FOIA requests;
- Train new employees on the departments automated police reports and RMS; and
- Other related duties assigned by a supervisor.

### **QUALIFICATION REQUIREMENTS:**

**Education and/or Experience:** Any combination of education and experience equivalent to a High School Diploma or General Education Degree (GED) is required. Associate degree clerical field is preferred

**Certificates, Licenses, Registrations:** Possession of a valid and appropriate driver's license. Must be certified in the operation and use of department equipment used by the position.

**Language Skills:** Ability to read and understand policies and laws. Ability to write documents using proper grammar, punctuation, and spelling. Ability to speak, communicate, and present information effectively using correct English. Foreign language skills preferred

**Other Knowledge, Skills and Abilities:** Knowledge of police methods, practices, and procedures. Knowledge of the geography, history, and government of the City. Thorough knowledge of the general orders, procedures, and guidelines of the department. Ability to understand and carry out oral and written instructions. Ability to establish and maintain effective working relationship with other employees and the general public. Skilled in the use of department equipment, and knowledge of safety rules. Working knowledge of computers, Virginia State Code, City Code, and Incident Based Crime Reporting (IBR). Ability to type, work independently and prioritize workloads. The ability to preserve confidentiality.

**PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:** 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.

**Required Physical Activities:** Climbing, flexing, balancing, stooping, kneeling, crouching, walking, crawling, and lifting.

**Physical Characteristics of Work:** The physical activities are required in order to carry out the functions of the position. These functions are various, unpredictable, and demanding. The job requires that the employee be a non-tobacco user.

**Vision Requirements:** Minimum requirements set by the Division of Motor Vehicles.

**Environmental Conditions:** Work is performed inside with very few exceptions.

***EQUIPMENT ESSENTIAL TO DO THE JOB:*** Computer, audio-visual, camera, files, and copiers.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment.

**I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

**Approved:**

\_\_\_\_\_  
**Eden E. Freeman, City Manager**  
**July 1, 2018**



CITY OF HARRISONBURG  
Established Date: Jul 1, 2014  
Revision Date: Jul 10, 2014

# Administrative Assistant

Class Code:  
5151

Bargaining Unit: N/A

## SALARY RANGE

\$13.26 - \$22.30 Hourly  
\$1,060.80 - \$1,784.00 Biweekly  
\$2,298.40 - \$3,865.33 Monthly  
\$27,580.80 - \$46,384.00 Annually

## DESCRIPTION:

### GENERAL DEFINITION OF WORK:

Performs difficult administrative support work providing general administrative support; preparing and maintaining detailed, complex and/or confidential records and files; preparing reports; assisting the public; does related work as required. Work is performed under limited supervision of an assigned supervisor.

### PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, feeling, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

## ESSENTIAL JOB FUNCTIONS:

### ESSENTIAL JOB FUNCTIONS:

- Regular, reliable attendance necessary.
- Operates a City vehicle in the performance of the job duties
- Types correspondence; answers telephone; greets the public; posts records to accounts; maintains records and files; prepares reports; serves as secretary to boards and commissions; oversees office operations.
- Takes and/or transcribes dictation or correspondence, memoranda, reports and other materials from rough draft, copy, marginal notes or verbal instruction.
- Prepares agendas, attends meetings, transcribes minutes.

- Collects and prepares data for records and reports.
- Maintains and prepares payroll time sheets and related payroll records.
- Enters a variety of operating and accounting data into computer system.
- Prepares technical monthly, quarterly and annual reports.
- Maintains department files and records.
- Checks and reviews a variety of data for accuracy, completeness and conformance to established standards and policies.
- Answers telephone, interviews visitors and refers to proper authority for disposition.
- Undertakes special projects regarding department functions as directed.
- Posts and makes entries in accounts and other records.
- Composes routine correspondence independently from supervisor's notes.
- Operates standard office, word processing and data entry equipment.
- Performs related tasks as required.

### **TYPICAL QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; thorough knowledge of business English, spelling and arithmetic; ability to type and transcribe dictation accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to follow oral and written instructions; skill in the operation of standard office, word processing and data entry equipment; ability to establish and maintain effective working relationships with associates and the general public.

#### **EDUCATION AND EXPERIENCE:**

High school diploma or GED with coursework in business or secretarial science and moderate experience in administrative support and office operations, or equivalent combination of education and experience.

#### **SPECIAL REQUIREMENTS**

- Successful applicants for this position will be subject to DMV annual review.

### **SUPPLEMENTAL INFORMATION:**

This is a classification specification and not an individualized job description. A class specification defines the general characteristics and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

FLSA Status: Non-Exempt  
WC Code: 8810  
Compensation Range: Grade 6  
EEO Code: 6



# Administrative Specialist

Class Code:  
5152

Bargaining Unit: N/A

CITY OF HARRISONBURG  
Established Date: Jul 1, 2014  
Revision Date: Jul 10, 2014

## SALARY RANGE

\$14.06 - \$23.62 Hourly  
\$1,124.80 - \$1,889.60 Biweekly  
\$2,437.07 - \$4,094.13 Monthly  
\$29,244.80 - \$49,129.60 Annually

### DESCRIPTION:

#### GENERAL DEFINITION OF WORK:

Performs intermediate skilled administrative support work that may be specialized or varied in nature including activities such as purchasing, collecting, licensing, inventory control, accounts receivable/accounts payable or requiring the application of rules and regulations, policies and procedures, directing, scheduling and controlling the activities of a facility that is used by the public, employees or students; does related work as required. Work is performed under limited supervision of an assigned supervisor.

#### PHYSICAL REQUIREMENTS:

This is generally sedentary work requiring the exertion of up to 50 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects. Work requires reaching, fingering, grasping, feeling, and repetitive motions; vocal communications is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, and determining accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

### ESSENTIAL JOB FUNCTIONS:

#### ESSENTIAL JOB FUNCTIONS:

- Regular, reliable attendance necessary.
- Operates a City vehicle in the performance of duties.
- Performs office support work that emphasizes production, control, general office and administrative support individually or in a team environment; work includes frequent public contact, which requires making decisions based on interpretation and judgment of guidelines and instructions, and a specialized knowledge of office equipment capabilities and operations.

- Enters and processes larger volumes of normal routine administrative work which may require processing considerable amounts of complex technical reports, manuscripts, and mathematical, scientific, medical and legal documents.
- Prepares and formats documents from stored data by inserting variables and manipulating texts; updates databases to store, retrieve, compile, or analyze data information using commercial software to support office program requirements; performs research and documents information obtained from internet/world wide web sources.
- Prepares special reports, tabulations, logs, etc.
- Gathers budget data, assists in routine personnel and financial transactions keeping personnel and fiscal records, and processing routine purchases of books, supplies, equipment and services in support of office activities; maintains budget/inventory records including fees collected, quantity or quality of items purchased, credit or reimbursement due, positions or space needed, and availability of stock.
- Prepares and sends correspondence and form letters on general matters where instructions are explicit and precedence is followed; composes and/or edits documents as instructed; edits and proofreads materials for correct spelling and grammatical form.
- Assists with receiving departmental calls and visitors and directing to proper division or personnel.
- Work involves frequent internal and external contact with the public, with vendors regarding delegated purchasing responsibilities, with professionals to resolve production and control requirements, and with other units, departments, or other municipalities, state or federal agencies for the exchange of information.
- Coordinates and communicates departmental activities and program information internally and with other City Departments as needed.
- Oversees, coordinates and prepares complex reports for payroll processing by compiling data from daily work orders and timesheets.
- Organizes, maintains and revises files and forms.
- Receives, processes and distributes office mail and other miscellaneous tasks as needed in the absence of other office personnel.
- Assists contractors, vendors, employees and the general public with inquiries or complaints concerning projects, programs or services provided by the department, etc; responds to citizen inquiries and complaints effectively, courteously and tactfully.
- Assists with snow/ice office duties as needed by providing phone and radio support for crews and citizens; may be required to work outside of regular office hours.
- Trains and advises other office personnel as needed.
- Performs related tasks as required.

## **TYPICAL QUALIFICATIONS:**

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of office practices, procedures and office equipment; thorough knowledge of applicable laws, rules and regulations pertaining to the supported activity; thorough knowledge of a variety of manual and automated filing systems; thorough knowledge of standard English grammar, punctuation, and usage; thorough knowledge of basic computational arithmetic to include fractions, decimals and percentages; thorough knowledge of switchboard operations and of the general services provided by the City; general knowledge of laws, rules, and regulations to process complex certificates, applications, eligibility determinations that result from public contact work; skill in the operation of automated office equipment; ability to interpret and follow oral and written rules and regulations; ability to maintain harmonious working and public relations; ability to learn new practices, procedures, and equipment operations; ability to collect, assemble, and process information; ability to organize work and make independent work processing decisions; ability to work in a team environment and delegate work assignments, as needed; ability to communicate orally and in writing; ability to utilize research methodologies including accessing internet and world wide web search engines; ability to respond to multiple phone

lines; ability to establish and maintain effective working relationships with associates and the general public.

**EDUCATION AND EXPERIENCE:**

High school diploma or GED with coursework in business, bookkeeping, accounting, or related field and moderate experience providing specialized administrative support and office operations, or equivalent combination of education and experience.

**SPECIAL REQUIREMENTS:**

- Successful applicants for this position will be subject to a DMV Motor Vehicle check and must complete a satisfactory credit history and criminal background check and drug screening.

**SUPPLEMENTAL INFORMATION:**

This is a classification specification and not an individualized job description. A class specification defines the general characteristics and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

FLSA Status: Non-Exempt

WC Code: 8810

Compensation Range: Grade 7

EEO Code: 6