



AGENDA

Special Meeting

WEDNESDAY October 4, 2023 – 6:00 P.M.

11960 East Street Fort Jones, CA 96032

CALL TO ORDER:

Fort Jones Town Council Roll Call:

MEMBERS: Garcia _____ Banks _____ Eayrs _____ Collie-Mason _____
LaRiviere _____

PLEDGE OF ALLEGIANCE: Led by Mayor

PUBLIC COMMENTS:

Discussion items only, no action to be taken. Any person may address the Council at this time upon agenda subjects only. Any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Council meeting. There is a three (3) minute limit per person.

DISCUSSION/REPORTS: ACTION ITEMS:

1. Town Clerk/Town Administrator Job Description

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

PUBLIC COMMENTS ON CLOSED SESSION:

(This is the time for community members to bring up items they wish to discuss regarding closed session items only)

ADJOURN TO CLOSED SESSION:

The Council will meet pursuant to Government Code § 54957(b) to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee. Position – Town Administrator/Town Clerk.

RETURN TO OPEN SESSION:

REPORT ON CLOSED SESSION: *(Any action will be reported in open session)*

ADJOURNMENT:

The next Fort Jones Town Council Meeting is scheduled to be held on October 9, 2023 at 7:00 p.m.

The Town of Fort Jones intends to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you need special assistance beyond what is normally provided, the Town will attempt to accommodate you in every reasonable manner. Individuals who need auxiliary aids or services for effective communication or to participate in programs and services of the Town of Fort Jones are invited to make their needs and preferences known by contacting the Town Hall office, (530) 468-2281, at least 72 hours prior to the meeting.



Gateway to the Marble Mountains

Job Description: Town Administrator (part-time)

FLSA Status: Exempt

Employee Association: Non-Represented

Definition of Position:

Under the direction of the town council, the town administrator shall be responsible for the efficient administration of all the affairs of the town. The town administrator shall plan, direct, and coordinate, through appointed department heads, the various services and activities as determined by the town council in accordance with the Fort Jones Municipal Code.

Supervision Received and Exercised

- Appointed by and receives administrative direction from the town council.
- Exercises direct supervision over appointed department heads.

Examples of Essential Duties: May include, but are not limited to, the following:

- Enforce all laws and ordinances of the town and ensure that all contracts, permits, and privileges granted by the town are faithfully observed.
- Direct and supervise all department heads and employees in the efficient delivery of municipal services; establish and maintain an organizational structure of offices, departments, positions, and units within the town in the interest of efficient, effective, and economical conduct of the town's business.
- With the guidance and direction from town council, promote, demote, discipline, and discharge all officers and employees of the town, except elective officers and town attorney; represent the town in negotiations with town employee collective bargaining units.
- Recommend to the town council the adoption of ordinance and resolutions deemed necessary and appropriate for the best interest of the town; develop, plan, and implement town goals and objectives; recommend and administer policies and procedures.
- Directs, coordinates, and participates in the preparation of the annual budget and in budget control activities and other fiscal responsibilities
- Interpret and apply town ordinances, policies, procedures, rules, and regulations.
- Supervise and evaluate performance of department heads. Manage all aspects of human resources.
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate clearly and concisely, both orally and in writing.
- Performs other duties and related work as required.



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Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, walk, bend, stand, and use substantial movements (motions) of the wrists, arms, hands, and/or fingers. Other demands may include, but are not limited to bending, twisting, or squatting. The employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

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.

Minimum Qualifications

Experience and Training:

Any combination of experience, education, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

- Five years of increasingly responsible experience as a town administrator, assistant town administrator, assistant town manager, or department head working in a full-service town is highly desirable.

Education:

- High school diploma or GED
- Equivalent to graduation from an accredited four-year college or university with a degree in business administration, public administration, political science, or related field.
- A Master's Degree in public administration or business administration is preferred.

License/Certificate:

Valid California Driver's License or equivalent with satisfactory driving record are conditions of initial and continued employment.