



Classification and Compensation Study

Carroll County, Virginia

October 7, 2010

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Mission Statement

Springsted provides high quality, independent financial and management advisory services to public and non-profit organizations, and works with them in the long-term process of building their communities on a fiscally sound and well-managed basis.



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LETTER OF TRANSMITTAL

September 7, 2010

The Honorable Wesley Hurst and
Members of the Board of Supervisors
Carroll County
605 Pine Street
Hillsville, Virginia 24343

Re: Classification and Compensation Study

Dear Chairman Hurst and Members of the Board of Supervisors:

Springsted Incorporated is pleased to provide Carroll County with the completed Classification and Compensation Study. This Study provides an overview of the County's current compensation and classification system and our final report, including the methodology used to develop new classification descriptions, a classification system, a compensation plan and options for implementing a new compensation program.

This Study represents a thorough and comprehensive review of all aspects of the County's classification and compensation system and is separate and distinct from the Study performed for the County's Public Service Authority (PSA) which is provided under separate cover. The recommendations offered in this Study will increase the market competitiveness of the County's compensation program within the regional marketplace and provide increased internal equity among positions. Implementation of these recommendations will help the County attract new employees and retain current employees needed to meet the County's service demands.

Springsted expresses its thanks to Carroll County staff who completed Springsted's Position Analysis Questionnaires and participated in job audits. We particularly want to thank the members of the County Administrator's staff who supplied us with data and answered numerous questions throughout the Study. We also express our gratitude to Ms. Nikki Shank, your Assistant County Administrator and Ms. Pam Smith for providing direction and feedback through all the phases of the Study. Springsted appreciates the privilege of serving Carroll County and hope that we may be of assistance to you in the future.

Respectfully submitted,

John Anzivino

John Anzivino, Senior Vice President
Client Representative to Carroll County

1. Executive Summary

Springsted Incorporated completed a Classification and Compensation Study for Carroll County, Virginia, in June, 2010. The Study represents a comprehensive review of the components that affect an organization's compensation program – class descriptions, current compensation structure, pay philosophy, regional market competitiveness of salaries, the internal equity of salaries paid to comparable positions, fringe benefits and ongoing maintenance and administration of the compensation system.

Over the years County employees have often been overlooked when salary increases were provided other service related employees in Carroll County due to the lack of a structured classification and compensation system. Also, in recent years, the County has faced many situations that could be addressed by conducting and implementing an updated classification and compensation system. Difficulty in recruiting and hiring quality new employees and employee turnover in a few positions throughout departments are indications that the County's compensation program is not competitive with the regional market.

A classification and compensation system provides the framework for determining how employees will be paid. As a general rule, most public entities conduct new classification and compensation studies periodically to ensure their ability to hire and retain qualified employees and that internal relationships are equitable. The external market focus is important because it ensures that the compensation plan is adequate to attract new employees and retain existing employees. If compensation levels fall below those in the regional marketplace, the organization may experience difficulty hiring qualified people when positions become available and increased employee turnover may occur as employees seek jobs with other organizations that will pay the market rates for their skills and abilities.

Organizations should expect some employee turnover, but when it becomes excessive, turnover has a serious impact on the organization's overall effectiveness. Advertising costs are a significant measurable component of turnover, and as the organization moves through the selection process the time spent by current employees covering the void left by the departing employee often diverts their attention from their day to day responsibilities creating overtime demands and often frustration on the part of the remaining employees as they attempt to meet deadlines and maintain acceptable levels of service. These are some of the hidden and non-quantifiable costs associated with turnover.

There is also a substantial cost to turnover that comes with training new employees. Employees receive significant on-the-job training which diverts the attention of other employees away from their regular duties to assist in training. Organizational effectiveness is affected as employees train new employees and as those new employees endeavor to become proficient in their job. While these

costs are not necessarily visible in expense reports, they may be seen in performance data in the form of reduced service outcomes.

As the County continues to change, it will also be important to offer competitive salaries to attract the best staff possible to serve the citizens of Carroll County. Competition for a wide range of professions in the local government marketplace becomes more intense each year as senior employees approach retirement, local government curriculums are decreased at the college level and other competing organizations increase their salaries to remain competitive and to meet demands for service in their communities.

The periodic review which comes with a comprehensive classification and compensation update also enables an organization to account for technology changes, changes in work processes, tools and equipment, and other factors that can affect job responsibilities. In today's fast paced world of technological change, this is especially important as almost every governmental process is affected by advancements in technology and as this occurs employee's skills, knowledge and abilities, as well as their proficiency in use of required tools and equipment, changes. Changes in job requirements and the jobs complexity sometimes result in a new pay grade assignment. In order to properly maintain a classification and compensation system, an ongoing process is needed to review job responsibilities and job class assignment to pay grades to ensure jobs are properly classified and compensated.

The following Study documents the comprehensive review and evaluation of the County's existing classification and compensation practices and the methodology used to develop a uniform classification and compensation system for the County. The Study was conducted with extensive participation and input from employees. Department Heads were interviewed concerning the nature of their operations and discussed particular issues they were having with employee recruitment and retention. Employees supplied information about the work they perform and participated in job audits. New classification descriptions were created based on employee and supervisor input and reviewed by County staff. The revised class descriptions were then evaluated by Springsted using the Systematic Analysis and Factor Evaluation (SAFE[®]) system. The SAFE system provides a consistent and objective approach to evaluating jobs by applying standard criteria to the training and experience needed to perform the job, the level of complexity of the work performed, working conditions, the impact of end results and the consequences of errors, and other factors that relate to the type and level of the work performed.

A compensation survey was developed and comprehensive wage and benefit information was collected from comparable regional employers. The results of the job evaluation and the salary survey data were used to create a salary curve which served as the foundation for creating a classification and compensation program tailored to the County's needs and the marketplace. The compensation

program structure relied upon a review of pay philosophy concepts that included:

- Providing fair and equitable compensation to employees in a competitive and changing labor market
- Maintaining a competitive pay structure that takes into consideration the County's fiscal resources
- Ensuring that employee compensation is based on individual performance that meets or exceeds expectations, and reflects changing economic conditions
- Providing consistent administration of pay policies and procedures among all departments

Major findings of the Study can be summarized as follows:

The current salary ranges for many of Carroll's positions are lower than the average salary ranges paid in comparable regional organizations based on our review of market data. Because salaries are below average market rates, Carroll County experiences difficulty hiring qualified employees in certain positions. The County has experienced turnover in a few positions that are paid at a higher rate by comparable organizations with which the County competes. Based on the recommended compensation plan developed as part of this Study, we found that 50.55% of the County's workforce is paid at a rate below the minimum salary rate of their newly assigned pay grade.

Some internal pay relationship inequities also exist within the County. Positions that require similar minimum qualifications and have comparable responsibilities should be compensated at comparable levels. We reviewed and updated all positions and then evaluated each position against standard criteria. Each position was assigned to a pay grade that reflected its internal relationship to other positions thereby ensuring equitable internal pay relationships.

The Study offers a recommended compensation plan and recognizes an implementation schedule which would be effective on December 1, 2010 and can be phased, if necessary. The implementation schedule provides a strategy that ensures that all employees are paid at least at the minimum of their assigned pay grade. The proposed salary schedule ensures that new hires are brought in at a more competitive wage, thereby expanding the pool of qualified candidates.

2. Introduction

Carroll County, Virginia, retained Springsted Incorporated to conduct a Classification and Compensation Study in September of 2009. Completion of this Study reflects a significant effort by County staff to supply policies and human resources data, some of which were not readily available through the County's information system. Throughout this study we have introduced the staff to new concepts and terms. A glossary is provided in Appendix A to share our terminology with the reader.

The County identified several objectives for this study, which included:

- Include all departments identified in the Request for Proposals
- Evaluate the external competitiveness of the salary and wages as compared to the market
- Establish internal equity between job classes
- Create a classification system and salary ranges to become competitive in the job market for quality employees
- Ensure that job descriptions comply with applicable laws and regulations and include essential and marginal functions
- Enable ongoing administration and maintenance of the pay plan by staff
- Review of exempt/non exempt status for all positions under the federal Fair Labor Standards Act (FLSA)

This final report represents the culmination of the Classification and Compensation Study for the County. It reflects significant County staff involvement, including their participation and attendance at multiple employee orientation meetings and completion and submission of Position Analysis Questionnaires. In addition, we conducted seventeen (17) individual job audits with County employees to verify our understanding of various job classes, the essential functions performed and minimum qualifications.

Members of the Springsted team also met with the County Administrator and members of his staff to learn about the County's operations and organizational structure. These meetings provided an opportunity for them to explain staffing problems affecting County operations that needed to be addressed through the Study.

A comprehensive wage and benefits survey was also conducted as part of this Study in April 2010. Twenty-nine (29) County and eight (8) Public Service Authority benchmark positions were included in the survey. The benchmark positions reflected a cross section of positions and were chosen to reflect positions with high turnover and recruitment/retention issues and ensuring that all job types were represented.

Survey recipients were selected based on demographics and geographic proximity. Thirteen (13) public entities, listed below, were invited to participate in the survey:

- Ashe County, North Carolina
- Grayson County, Virginia
- Montgomery County, Virginia
- Pulaski County, Virginia
- Roanoke County, Virginia
- Smyth County, Virginia
- Surry County, Virginia
- Wythe County, Virginia
- Galax County, Virginia
- Mount Airy, North Carolina
- Radford, Virginia
- Commonwealth of Virginia
- Regional Emergency Medical Services Incorporated

Information from some localities was difficult to obtain. Repeated requests by Springsted staff resulted in a strong representation of information spread across all job classes with information being utilized from nine (9) localities or entities. Ashe, Roanoke, Smyth and Wythe Counties chose not to participate.

Survey respondents were asked to provide information on only those benchmark positions which they considered to be comparable to positions in their organizations. Therefore, survey respondents did not provide data for every position surveyed.

3. Methodology

Springsted Incorporated used the following methodology to develop a new and revised classification system and compensation program for Carroll County:

1. Springsted met with the County Administrator, Assistant County Administrator, Finance Director and other staff to establish working relationships, review current policies and practices relating to the County's existing pay practices, and obtain data on the programs and materials currently in use. This meeting also provided an opportunity to discuss the County's goals in adopting a classification system and compensation plan for County employees.
2. Multiple employee orientation sessions were conducted by Springsted explaining the study process and answering employees questions concerning their part in the study. These meetings also provided an opportunity for employees to voice concerns and have input into the study.
3. All employees received Position Analysis Questionnaires (PAQ's) and instruction sheets and were encouraged to participate in the study by completing the PAQ. They were asked to describe their job duties and responsibilities and all employees were asked to respond to questions on characteristics applicable to each position including information which would ensure that relevant information was available to develop new position descriptions which would also meet the federal requirements under the Americans with Disabilities Act. Each employee's supervisor reviewed the completed questionnaires for completeness and accuracy and provided any additional information they felt was relevant to the position.
4. The Springsted consultant team reviewed each PAQ upon receipt and made preliminary classification decisions. At this initial stage of the process, any apparent discrepancies, conflicts or omissions were noted. Job audits were conducted with employees to expand, clarify or confirm available information.
5. Position descriptions were developed and preliminary class assignments were made. The County reviewed the descriptions for accuracy and returned comments to Springsted to ensure that all appropriate information was captured.
6. Springsted developed a comprehensive wage and benefits survey which included requests for general information on compensation policies, such as whether an open range or step system was utilized, years of service to maximum, number of steps, if utilized, and percentages between steps and grades. This information was requested from the localities and agencies identified in consultation with the County to determine the market for certain benchmark positions.
7. Salary data for the benchmark positions was collected. Information was gathered on minimum, maximum, and actual wage information for all positions surveyed. Data on a wide variety of fringes benefits, including

holidays, vacation, sick leave, insurances, deferred compensation, uniform allowance and other additional compensation were also obtained.

8. All positions were evaluated using the Systematic Analysis and Factor Evaluation (SAFE[®]) system to assist in assuring that the internal relationships of positions within the County were equitable. Positions were evaluated based on information provided by employees and their supervisors in the Position Analysis Questionnaire's.
9. Utilizing the salary data supplied by comparable organizations and the results of the Systematic Analysis and Factor Evaluation (SAFE) job evaluation system, each position was assigned to an appropriate salary grade in the proposed compensation plan.
10. Guidelines for implementation and ongoing administration of the proposed compensation program were developed. These guidelines provide for annual adjustments to the salary schedule ensuring that the County's pay scales stay current with changing economic and market conditions. The guidelines also provide for annual salary adjustments for employees based on employee performance that meets or exceeds job expectations. Implementation options and the estimated costs of each are provided as part of this Study as well.

4. Findings and Recommendations

Conducting a comprehensive classification and compensation study involves the analysis of substantial quantities of data collected from employees, supervisors, comparable employers and from the County. We have evaluated the County's existing compensation program based on our analysis of the study data and the survey results. Using this information, we have developed a compensation program for Carroll County which is described below and is customized to the County's identified needs. Options for implementing the recommended changes conclude this section.

Evaluation of the Current Compensation Program

Discussions with County personnel and a review of compensation data indicate that there is no formal compensation program for the County and the wages for many employees of Carroll are below the wages in comparable regional organizations. Wages have been impacted additionally by increases for some salary groups and not others. Other findings discussed earlier in the Study indicate a wage problem demonstrated by:

- Concerns about future employee turnover because employees may leave the County to take higher paying jobs with other employers.
- Departments experiencing difficulty hiring new and appropriately qualified personnel.
- Job classes with comparable responsibilities requiring comparable education and experience that are assigned to different pay ranges resulting in pay differences.

Pay Philosophy

A pay philosophy guides the design of a compensation system and answers key questions regarding pay strategy. It generally takes a comprehensive, long term focus and explains the compensation program's goals and how the program supports the employer's long-range strategic goals. Without a pay philosophy, compensation decisions tend to be viewed from a short-term tactical standpoint apart from the organization's overall goals.

Market competitiveness and internal equity are among the most important areas addressed in a pay philosophy. An organization's desired market position involves defining the market and identifying where the organization wants to be positioned within that market. Market position should balance what it takes to attract new employees and to retain skilled employees. Internal equity expresses an organization's desire to provide comparable pay to job classes with comparable duties and responsibilities. The County has taken the first step in this area by commissioning this Study.

A pay philosophy should be developed that establishes a compensation program based on individual employee performance as a key feature of the pay philosophy. Therefore, we have emphasized references to performance in the pay philosophy discussion recognizing that the County will soon address this need through development of a new employee performance evaluation system.

In consultation with the County's management team, the Springsted team developed a pay philosophy framework guiding the compensation program development and the direction of this Study. As part of this Study, we recommend that the County consider these concepts in the adoption of a formal pay philosophy:

- Providing fair and equitable rates of pay to employees
- Developing a system of pay grades that state the minimum and maximum rates divided into twenty (20) steps that the County will pay individuals within a job class and identify the midpoint of the range as the "market" rate
- Consistently defining the County's market area based on the nature of the job class requirements and the availability of potential candidates locally, state-wide, regionally, or nationally
- Establishing rates of pay that allow the County to compete successfully for new and appropriately skilled employees within its market area
- Establishing a market position that is fiscally responsible with public resources
- Ensuring that pay rates for employees are based on individual performance that meets or exceeds expectations and reflects changing economic conditions
- Developing pay administration policies and procedures that ensure their consistent application between departments
- Ensuring that the compensation program is understandable to employees, managers, the Board of Supervisors and the public

Defining and Evaluating Job Classes

Employees completed individual Position Analysis Questionnaires (PAQs). Supervisors reviewed the PAQs and provided information for each position. Employees and supervisors both responded to questions regarding education and experience, various factors affecting positions, working conditions and the physical requirements of each job in compliance with the Americans with Disabilities Act (ADA).

Employees also provided information regarding essential duties and responsibilities. Based on the information provided in the PAQ's, new position and class descriptions were developed for all employees. We examined the PAQ's carefully to review the type of work performed and the qualifications of positions. If the work performed is essentially the same, positions are consolidated into one job class. Consolidating job titles is beneficial because it promotes internal equity, particularly with comparable positions that exist in different departments. It also gives greater flexibility to supervisors in assigning work and supports employee cross training and professional development. Position and class descriptions provide a broad description of the essential functions, examples of work performed, and minimum requirements for each

job class, but they do **not** provide an exhaustive list of tasks performed by each position. In this way, descriptions can cover a group of positions, some of which may be in different departments, which share comparable levels of responsibility, perform comparable work, and have comparable minimum requirements.

All positions were reviewed to determine those positions that qualify as exempt from the overtime provisions of the federal Fair Labor Standards Act (FLSA) consistent with the regulations which took effect on August 23, 2004 and their subsequent amendment.

With the completion of the descriptions, we utilized the SAFE job evaluation system, to review and rate each job class. The factors considered in determining the relative value of positions are:

- Training and Ability
- Level of Work
- Physical Demands
- Independence of Actions
- Supervision Exercised
- Experience Required
- Human Relations Skills
- Working Conditions/Hazards
- Impact on End Results

Developing a Salary Schedule

The process of developing a salary schedule draws substantially from market data. This data is obtained by conducting a comprehensive survey of other comparable employers within the County's defined market. Respondents are asked to provide information about the structure of their pay plans and the minimum, maximum, and actual salary rates of their corresponding benchmark positions, years to maximum, number of steps (if applicable), and information on additional compensation.

Survey Results. The salary survey developed for Carroll County included a series of questions designed to obtain information on a variety of pay practices. Ten respondents provided information on their pay plans.

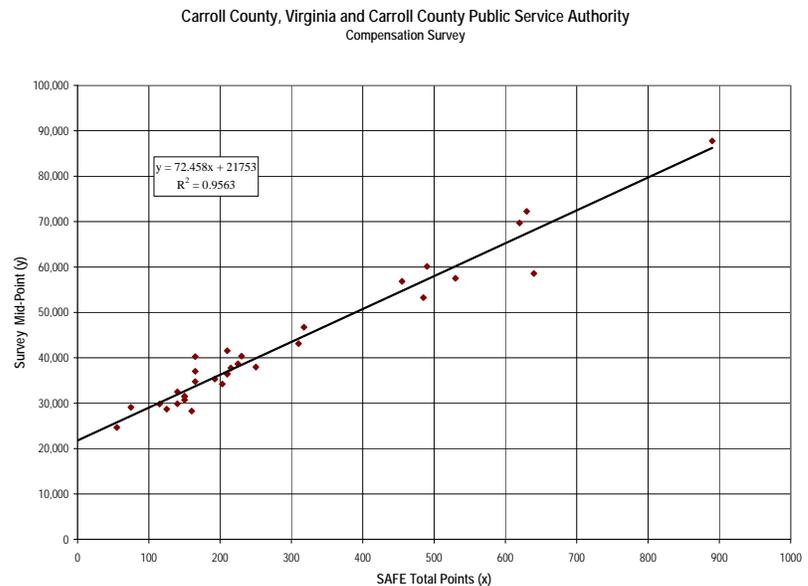
A salary survey was conducted using data from comparable public agencies in the region. The survey included seventy-nine (79) benchmark positions covering a full range of positions from administrative support, public safety, and maintenance positions to professional employees and department heads.

A general summary of survey results appears in Appendix B. Four (4) job titles were not used in developing the salary schedule because positions either did not match the position being surveyed or the data received was inconsistent or inadequate.

Compensation Plans. A review of the compensation programs of the survey participants indicated that the spread of the pay ranges, or the difference between the minimum and the maximum of the range, was 54.0 percent, with a low of 50.0 percent and a high of 65.0 percent. The distance between pay ranges for all respondents was 5.0 percent. The average distance between steps for the two (2) organizations reporting use of a step system was 1.00%. All other respondents with

a compensation system in place reported using an open range system, which provides a minimum, mid-point, and maximum level of pay for each salary grade.

Designing the Salary Schedule. The first step in designing a compensation plan is to create a salary curve using the salary survey data for the benchmark positions and the corresponding job evaluation point factors for each benchmark position. This data produced the salary curve shown below. Any given point on the salary curve identifies where the market salary rate and the job evaluation point factors intersect.



The County does not have an adopted pay plan and because of this a system was developed that best meets the needs of the County. The recommended compensation plan for Carroll County employees can be found in Appendix C of this report and contains a minimum to maximum range of 60.0 percent divided into 25 steps that are separated by 2.0 percent and an approximate 5.0 percent spread between grades which is consistent with the survey average.

The consultant then assigned each position to the appropriate salary grade in the proposed salary schedule. The List of Classes and Assignment to Salary Grade is shown in Appendix D.

The recommended pay plan is the result of the analysis of the data received and obtained and reflects the market ranges of salaries as reflected by competitors in the area.

5. Implementing the Recommended Salary Plan

To estimate implementation costs, we used current employee salaries for all County departments covered by the Study. Consistent with County direction, we have estimated implementation costs using personnel data as of February 2010, making the following assumptions:

- Recommended compensation program will be effective December 1, 2010.
- Implementation will address internal equity by making sure that no employee is paid below the minimum rate of their assigned salary grade.

Overtime and other direct personnel costs associated with non-classified employees are a factor of compensation but not base pay. As in all studies of this type the system can be adjusted to reflect when it is implemented.

Option 1. Minimum Implementation In this option all employee salaries are brought to the market defined minimum of the proposed pay grade. To apply this strategy, we brought all employees with salaries below their proposed minimum salary rate up to the minimum rate of the proposed pay grade. Those employees who fell naturally within the proposed pay grade were placed within the range on the nearest step that did not cause a decrease in pay, moving them away from the minimum level of pay unless this increase brought them above the maximum, in which case they were moved to the maximum or remained at their current salary, whichever was greater. The estimated implementation cost of this option is \$100,171. This is equal to 7.37% of the County’s \$1.4 million payroll. Implementation of this option will address internal equity and increase market comparability for the County and begin to address the issue of wage compression.

**Option 1 - Minimum
(Dec 1 Implementation)**

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	91	1,359,642.33	1,459,813.59	100,171.26	7.37%
Employee Below Min	46	541,152.75	632,444.49	91,291.74	16.87%
Employee Within Range	45	818,489.58	827,369.10	8,879.52	1.08%
Employee Above Max	0	0.00	0.00	0.00	

Option 2. Years of Service For this option, individual employee salaries were placed within their proposed pay grade based on a move of one step for each year of service in their current position. All employees who are currently paid under the market defined minimum rate of their proposed pay grade were brought up to the minimum rate and then given a one step increase based on years of service in their current position. The cost of implementing this option is estimated to be \$235,154. This is equal to 17.30% of the County’s approximate \$1.4 million payroll. Implementing this option will increase market comparability and further reduce the opportunity for wage compression among employees by recognizing the values of employees’ experience and past merit increases.

**Option 2 - Yrs of Svc
(Dec 1 Implementation)**

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	91	1,359,642.33	1,594,796.10	235,153.77	17.30%
Employee Below Min	46	541,152.75	706,899.63	165,746.88	30.63%
Employee Within Range	45	818,489.58	887,896.47	69,406.88	8.48%
Employee Above Max	0	0.00	0.00	0.00	

Option 3. Minimum or 2.0% In this option, all employee salaries are brought to the market defined minimum of the proposed pay grade or given a 2.0% increase, whichever is greater. To apply this strategy, we first brought all employees with salaries below their proposed minimum salary rate up to the minimum rate of the proposed pay grade, if this increase was less than 2.0%; employees were given a 2.0% increase. Employees whose current salary fell naturally within the proposed pay grade were given a 2.0% increase unless this increase brought them above the maximum, in which case they were moved to the maximum or remained at their current salary, whichever was greater. The estimated implementation cost of this option is \$118,245. This is equal to 8.70% of the County’s approximate \$1.4 million payroll. Implementation of this option will increase market comparability and begin to address the issue of wage compression.

**Option 3 - Minimum or 2.0% Increase
(Dec 1 Implementation)**

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	91	1,359,642.33	1,477,887.86	118,245.53	8.70%
Employee Below Min	46	541,152.75	633,971.37	92,818.63	17.15%
Employee Within Range	45	818,489.58	843,916.49	25,426.90	3.11%
Employee Above Max	0	0.00	0.00	0.00	

In some cases, implementation of this option would result in significant increases in salaries for those employees paid well below the identified market rate for their positions. In cases such as these, some governing bodies have chosen to phase in increases over a period of time which typically does not adversely impact the validity of the initial salary data if the local government chooses to maintain the system with annual updates via consistent cost of living indicators.

Phase Option Impacts

In order to assist Carroll County in analyzing implementation options we have broken each of our recommendations out into two or three year implementation options.

Option 1. Minimum (Two Year Implementation) In this option all employee salaries are brought to the market defined minimum of the proposed pay grade. To apply this strategy, we brought all employees with salaries below their proposed minimum salary rate up to the minimum rate of the proposed pay grade. Those employees who fell naturally within the proposed pay grade were placed within the

range on the nearest step that did not cause a decrease in pay, moving them away from the minimum level of pay unless this increase brought them above the maximum, in which case they were moved to the maximum or remained at their current salary, whichever was greater. The estimated December 1 implementation cost of this option is \$100,171. This is equal to 7.37% of the County’s \$1.4 million semi-annual payroll.

Option 1 - Minimum (Dec 1 Imp of Two Year Implementation)

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	91	1,359,642.33	1,459,813.59	100,171.26	7.37%
Employee Below Min	46	541,152.75	632,444.49	91,291.74	16.87%
Employee Within Range	45	818,489.58	827,369.10	8,879.52	1.08%
Employee Above Max	0	0.00	0.00	0.00	

We recommend that the second year of study implementation be preceded by a 2.0% COLA. The estimated implementation cost of the COLA is \$50,051 which is 2.0% of the \$2.5 million annual payroll. Following adoption of the COLA the portion of the Minimum recommendation would have an estimated implementation cost of \$107,671. This is equal to 4.22% of the County’s \$2.55 million annual payroll.

2.0% COLA

	Current Salary	Proposed Salary	Difference	% Increase
Totals	2,502,537.59	2,552,588.34	50,050.75	2.00%

**Option 1 - Minimum
(Year Two of Two Year Implementation)**

	Current Salary	Proposed Salary	Difference	% Increase
Totals	2,552,588.34	2,660,259.48	107,671.14	4.22%
Employee Below Min	1,105,874.36	1,184,611.22	78,736.86	7.12%
Employee Within Range	1,446,713.98	1,475,648.26	28,934.28	2.00%
Employee Above Max	0.00	0.00	0.00	

Option 2. Years of Service (Three Year Implementation) For this option, individual employee salaries were placed within their proposed pay grade based on a move of one step for each year of service in their current position. All employees who are currently paid under the minimum rate of their proposed pay grade were brought up to the market defined minimum rate and then given a one step increase based on years of service in their current position. The estimated December 1 implementation cost of this option is \$123,960. This is equal to 9.12% of the County’s approximate \$1.4 million payroll.

**Option 2 - Yrs of Svc
(Dec 1 Imp of Three Year Implementation)**

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	91	1,359,642.33	1,483,601.96	123,959.63	9.12%
Employee Below Min	46	541,152.75	628,525.03	87,372.29	16.15%
Employee Within Range	45	818,489.58	855,076.93	36,587.34	4.47%
Employee Above Max	0	0.00	0.00	0.00	

We recommend that the second year of study implementation be preceded by adoption of a 2.0% COLA. The estimated implementation cost of the COLA is \$50,866 which is 2.0% of the County’s \$2.5 million annual payroll. Following the approval of the COLA the first half of the Years of Service recommendation would have an estimated implementation cost of \$123,960. This is equal to 4.78% of the County’s \$2.6 million annual payroll.

2.0% COLA

	Current Salary	Proposed Salary	Difference	% Increase
Totals	2,543,317.65	2,594,184.00	50,866.35	2.00%

Option 2 - Yrs of Svc
(Year Two of Three Year Implementation)

	Current Salary	Proposed Salary	Difference	% Increase
Totals	2,594,184.00	2,718,143.63	123,959.63	4.78%
Employee Below Min	1,099,020.92	1,186,393.20	87,372.29	7.95%
Employee Within Range	1,495,163.08	1,531,750.43	36,587.34	2.45%
Employee Above Max	0.00	0.00	0.00	

We recommend that the third year of study implementation be preceded by approval of a 2.0% COLA. The estimated implementation cost of the COLA is \$54,363 which is 2.0% of the County’s \$2.7 million annual payroll. Following adoption of the COLA the second half of the Years of Service recommendation would have an estimated implementation cost of \$173,210. This is equal to 6.25% of the County’s \$2.8 million annual payroll.

2.0% COLA

	Current Salary	Proposed Salary	Difference	% Increase
Totals	2,718,143.63	2,772,506.50	54,362.87	2.00%

Option 2 - Yrs of Svc
(Year Three of Three Year Implementation)

	Current Salary	Proposed Salary	Difference	% Increase
Totals	2,772,506.50	2,945,716.29	173,209.79	6.25%
Employee Below Min	1,210,121.07	1,318,141.83	108,020.76	8.93%
Employee Within Range	1,562,385.43	1,627,574.46	65,189.03	4.17%
Employee Above Max	0.00	0.00	0.00	

Option 3. Minimum or 2.0% (Two Year Implementation) In this option, all employee salaries are brought to the market defined minimum of the proposed pay grade or given a 2.0% increase, whichever is greater. To apply this strategy, we first brought all employees with salaries below their proposed minimum salary rate up to the minimum rate of the proposed pay grade, if this increase was less than 2.0%; employees were given a 2.0% increase. Employees whose current salary fell naturally within the proposed pay grade were given a 2.0% increase unless this increase brought them above the maximum of the pay grade, in which case they

were moved to the maximum or remained at their current salary, whichever was greater. The estimated December 1 implementation cost of this option is \$118,246. This is equal to 8.7% of the County’s approximate \$1.4 million payroll.

Option 3 - Minimum or 2.0% Increase (Dec 1 Imp of Two Year Implementation)

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	91	1,359,642.33	1,477,887.86	118,245.53	8.70%
Employee Below Min	46	541,152.75	633,971.37	92,818.63	17.15%
Employee Within Range	45	818,489.58	840,284.07	21,794.49	2.66%
Employee Above Max	0	0.00	0.00	0.00	

We recommend that the second year of study implementation be preceded by adoption of a 2.0% COLA. The estimated implementation cost of the COLA is \$50,670 which is 2.0% of the County’s \$2.5 million annual payroll. Following adoption of the COLA the second half of the Minimum or 2.0% recommendation would have an estimated implementation cost of \$108,303. This is equal to 4.19% of the County’s \$2.6 million annual payroll.

2% COLA

	Current Salary	Proposed Salary	Difference	% Increase
Totals	2,533,522.05	2,584,192.49	50,670.44	2.00%

Option 3 - Minimum or 2.0% Increase (Year Two of Two Year Implementation)

	Current Salary	Proposed Salary	Difference	% Increase
Totals	2,584,192.49	2,692,495.71	108,303.22	4.19%
Employee Below Min	1,108,544.23	1,187,334.48	78,790.25	7.11%
Employee Within Range	1,475,648.26	1,505,161.22	29,512.97	2.00%
Employee Above Max	0.00	0.00	0.00	

Ongoing Administration

After initial implementation is achieved, the County will need to develop administrative procedures that provide for annual salary adjustments based on market and economic conditions and adjustments that recognize individual employee performance.

Base adjustments. In Fiscal Year 2011-12, and subsequent years it will be necessary for the County to adjust the salary schedule and grades based on cost of living and other factors such as recruitment. The County can establish a guideline for determining annual base adjustments. For example, the County could base its adjustment on the Consumer Price Index (CPI). The County could also contact comparable jurisdictions to find out what percentage adjustment they are making to their pay scales as a second level of verification of the pay range adjustment. This would also ensure that the County maintains marketability among comparable regional organizations.

Performance adjustments. Employees’ progression through the pay grade should be based on individual performance. Such a practice is consistent with the

respondents to the salary survey and provides an opportunity for employees to earn their way from the minimum level of pay to the maximum based upon a defined set of criteria. Typically, a well developed evaluation system will allow for objective evaluation of individual employees performance based upon standards established for each job with essential functions, typical duties, other performance factors and progress toward attainment of annually established goals being utilized to evaluate each employee. Supervisors can recognize an employee's contribution to department and organizational goals through performance adjustments. With the ability to recommend performance adjustments, supervisors will have an important role in linking pay and performance.

When compensation is based on performance, employees look for assurance that managers will honestly evaluate performance and not inflate ratings in order to obtain a higher salary for particular employees. Generally, such systems provide for a review by the County Administrator's Office in conjunction with the Human Resources Department to provide a mechanism that assists managers in applying performance standards consistently.

When pay is based on performance, the evaluation system often provides for reviews at periodic intervals, so employees know how supervisors view their performance and have the opportunity to improve performance and their prospect for a pay increase.

The County has decided to move forward with adoption of a uniform pay for performance system which will be completed as the second phase of this study.

Review of Fringe Benefits and Other Policies

Fringe benefits are an important component of the total compensation package provided by employers both in the public and private sector. Carroll County recognizes that fringe benefits also provide the organization with an opportunity to be competitive in the market place and that a well rounded benefits program is important in retaining that competitiveness. The various organizations that responded to the salary survey also provided information about their fringe benefit programs. Several observations can be made based on a review of the survey data.

Benefit findings include:

- Holiday leave varies from 10 to 14 days per year with an average of 12 days of paid holiday leave. Carroll provides employees with 13 days of paid holiday leave which is slightly higher than the survey average. A separate question concerning the use of 'Floating Holidays' was also asked at the County's request. All seven of the benefit reporting organizations indicated that they do not provide employees with floating holidays. Carroll does not provide floating holidays which is consistent with the survey average.
- When holidays fall on regular days off, all respondents indicate that they provide employees with either the Friday before the holiday off or the Monday after the holiday. Carroll is consistent with survey respondents in this practice.

- When employees are required to work on an official holiday observed by the organization, the majority of respondents indicate that they provide the employee with time and one-half or some other compensation such as providing them with a different day off. Carroll County pays on an hour for hour basis or allows special duty leave.
- Annual leave schedules vary with the survey respondents providing:
 - 0 to 12 days of leave for 0 to 1 year of service with an average of 11.5 days
 - 10 to 15 days of leave for 1 to 6 years of service with an average of 11.3 days
 - 10 to 21 days of leave for employees with up to 15 years of service with an average of 15.3 days
 - 15 to 24 days of leave for employees with up to 20 years of service with an average of 18.5 days.
 - 15 to 24 days of leave for employees with 20 or more years of service with an average of 19 days

Annual leave offered by Carroll County is above the survey average for the various ranges outlined above. Our analysis indicates that the County provides an average of 12 days of annual leave for up to a year of service, 12 days of annual leave for 1 to 5 years of service, 18 days of annual leave for 6 to 15 years of service, 21 days of annual leave for 15 to 20 years of service, 24 days of annual leave for more than 20 years of service.

- Annual leave days that can be carried over from year to year by employees were also an important question raised in the benefits section of the survey. Respondents indicated that on average 22 days of the annual leave time that an employee has accumulated can be carried over on an annual basis. Employees of Carroll are allowed to carry over 30 days of their accrued leave time which is above the survey average.
- Maximum accumulation of annual leave ranges from 15 days earned to an 42 days with the average of 29 days which can be accumulated. Employees of Carroll County may accumulate up to 30 days of annual leave days which is consistent with the survey average.
- Survey respondents were also asked to provide information concerning whether they provide compensation for annual leave once the maximum amount of leave earned was exceeded. Six respondents indicated that they do not compensate for leave accrued over the maximum and the one respondent indicated they compensate by converting excess vacation into sick leave. Carroll County does not compensate for excess leave which is consistent with the survey respondents.
- Sick leave days earned per year among survey respondents ranged from 12 to 15 days of leave earned per year with an average of 13 days earned among survey respondents. Carroll County currently provides employees with 12 days of sick leave which is below the survey average.
- Sick leave days that can be carried over from year to year by employees was also a question which was asked in the survey. Two of the respondents indicated that an unlimited number of days of sick leave time that the

employee has accumulated can be carried over on an annual basis.

Employees of Carroll County are also allowed to carry over all of their accrued sick leave time which is consistent with the survey average.

- Survey respondents indicated that the maximum accumulation of sick leave which an employee may accumulate ranges from 15 days earned to an unlimited number of sick leave days which can be accumulated. Employees of Carroll may accumulate an unlimited number of sick leave days which is consistent with the survey average.
- Three of the responding organizations indicated that they currently pay out all, or a portion, of an employees' sick leave at the employees' termination, voluntary separation or retirement. Carroll County's policy, providing for a partial payout for unused sick leave at voluntary separation of service, is consistent with the survey average.
- All respondents indicated that employees may use their sick leave for medical appointments and dental appointments. Only one respondent indicated that sick leave could not be used when caring for a family member who is ill. Carroll County allows sick leave to be used for these purposes and is consistent with the survey average in this practice.
- Four of the responding organizations have provisions for establishment and use a sick leave bank. Carroll County does not currently provide a sick leave bank but is in the process of establishing one for employee utilization which is consistent with the survey average.
- All of the responding organizations offer medical insurance to their eligible employees. Four of the responding organizations offer multiple insurance plans. None of the organizations compensates an employee who chooses to opt out of participation in their approved health insurance plan. Carroll County is consistent with the survey average.
- The average monthly cost provided by survey respondents for an employee only medical plan is \$444.10, \$889.12 for the employee and their spouse, \$737.88 for the employee and one child, and \$1,177.54 for family coverage. Carroll County provides employees with individual, employee and one child, employee and spouse, and family plans. Carroll County rates are above average for all coverage categories.
- On average from those responding to the survey, the employer pays 92.25% of the cost of employee coverage, 63.07% of the cost for employee and spouse, 70.64% of the cost of employee and one child, and 57.69% for family coverage. Carroll is below average for the percentage of local government contribution in all categories.
- Four of the responding organizations offer medical insurance to their retirees and the majority contribute toward the cost of this benefit for their retirees. Carroll County currently offers medical insurance to retirees and like the reporting agencies does not contribute to the coverage which is consistent with the survey average.
- All of the responding organizations offer dental insurance for their employees with three organizations including coverage in their health insurance and paying an average of 100.0% toward the cost of coverage for

their employees. All of the responding organizations offer vision insurance to their employees, four include it in their insurance plan and the average employer contribution is up to 100% of the payment towards the cost of coverage. Carroll County's dental insurance is included in the County's basic health insurance plan for employees and the County contributes 90.0% of the employee's premium which is consistent with the survey average. Carroll County's vision insurance is included in the County's basic health insurance plan for employees and the County contributes 90.0% of the employee's premium which is consistent with the survey average.

- All of the organizations responding to the survey provide employees with a retirement plan other than social security with all responding that this benefit is provided through Virginia's state-sponsored system. Employers responded that they contributed up to 14.76% towards this plan for their employees with an average contribution of 8.89%. Carroll County also provides employees with the state's retirement plan and contributes 14.06% to employees' plans. The County's contribution is higher than the survey average based upon actuarial assigned rates of contribution. All of the organizations also provide a death benefit as a portion of the program and Carroll County is consistent with the survey respondents in this practice.
- Seven organizations responded that they offer life insurance to employees and contribute 100.00% towards the cost of coverage for employees. Carroll County also offers life insurance to employees and the County contributes 100.00% toward the cost which is consistent with the survey average.
- Five organizations provide accidental death and dismemberment insurance, and all five include a double indemnity plan. All of the organizations pay 100.00% of the cost of coverage. Carroll County offers employees this benefit but does not contribute to the cost of coverage which is not consistent with the survey average.
- Two of the responding organizations indicated that they offer short-term disability insurance to their employees but they do not contribute to the premium cost. Carroll County offers employees short-term disability and does not contribute to the cost which is consistent with the survey average.
- Three of the responding organizations offer long-term disability to their employees, while four organizations do not provide this benefit. Two of the responding organizations pay 100.0% of the premium and the other does not contribute. Carroll County currently offers long-term disability insurance and does not contribute toward the premium cost which is consistent with the survey average.
- Six responding organizations indicated that they currently provide employees with a deferred compensation plan with six organizations indicating that they do not provide a contribution on the employees' behalf. Carroll County offers deferred compensation programs and does not contribute to the program which is consistent with the survey average.
- Four of the responding agencies provide call back pay. One agency has a minimum of two hours pay and one agency has a minimum of one hour pay for call-backs. One agency pays call backs at a time and one/half rate.

Carroll County's does not have a call back policy which is not consistent with the survey average and should be examined.

- Five of the responding agencies provide on call/stand by pay. These agencies have various policies that pay set amounts per week and/or hour on call. Carroll County does not provide on call/stand by pay which is inconsistent with the survey average and should be examined.
- One of the responding organizations offer a post retirement healthcare savings plan. Carroll County does not provide a post retirement healthcare savings plan which is consistent with the survey average.
- When asked whether or not they provide their employees with any additional benefits many of the responding organizations indicated that they currently offer their employees additional benefits through a variety of programs, but there was no consistent approach across the respondents offering these benefits. Examples of these benefits are as follows:
 - On-site clinic
 - Employee Assistance Plan
 - Flexible spending accounts
 - Wellness Screenings

A summary of the fringe benefits survey appears in Appendix E.

Appendix A

Glossary

Annual Salary Adjustment – A salary increase based on changes in a price index, such as the Consumer Price Index (CPI), designed to help salaries keep pace with market changes. Other factors may be considered in annual salary adjustments, including the anticipated increases in the salary schedules of comparable employers. The adjustments are applied to the minimum, midpoint, and maximum rate of each pay grade and to employee salaries so their position within their assigned pay grades is maintained.

Benchmark Jobs – A group of jobs used as reference points for making pay comparisons with other organizations.

Class Description – A summary of the essential duties performed within a job class and examples of the specific tasks and employee knowledge, skill and abilities required to perform the job.

Classification – The assignment of positions to appropriate job classes and pay grades based on the results of a job evaluation.

Internal Equity – Fair and consistent pay relationships among jobs or skill levels within a single organization that establishes equal or comparable pay for jobs involving comparable work and utilization of comparable skills.

Job Class – A grouping of jobs that is considered to be substantially similar for pay purposes.

Job Evaluation – A systematic procedure designed to make classification decisions by applying standard criteria to a review of all job classes.

Line of Best Fit – In regression analysis, the line fitted to a scatter plot of coordinates measuring pay and job evaluation factors. The line is used to develop the salary structure.

Occupational Group – Jobs involving work of the same nature but requiring different skill and responsibility levels.

Pay Grade – A level within a salary schedule into which job classes with similar job evaluation factors are placed for compensation purposes. Pay grades have a minimum rate, a midpoint rate, and a maximum rate and define what an employer is willing to pay for a particular job. The midpoint of the pay grades approximates the market salary rate which would be paid for satisfactory performance.

Pay Philosophy – Decisions about employee compensation that address the relative importance of internal equity, external competitiveness, employee contributions or performance, and administration of the pay system.

Performance Evaluation – The process of determining the extent to which a worker's assigned task outcomes meet employer performance expectations and performance standards.

Position Analysis Questionnaire (PAQ) – A structured job analysis technique that classifies job information based on such factors as information input, mental processes, work output, relationships with other persons, job context, and other job characteristics. The PAQ analyzes jobs in terms of worker-oriented data.

Progression through Pay Grades – Strategies that move employees through the pay grade by merit progression based on performance, by automatic progression through designated steps, or some combination thereof.

Salary Survey – The systematic process of collecting information and making judgments about the compensation paid by other comparable employers. Salary data are useful in designing pay grades and salary structures.

Appendix B

Carroll County, Virginia Salary Survey - Results

Position Surveyed	Number of Respondents	Average FTES	Weighted Avg Sal	Minimum Salary			Midpoint Salary		Maximum Salary		
				Lowest	Highest	Weighted	Lowest	Highest	Lowest	Highest	Weighted
Administrative Coordinator	7	1.86	36,511	24,281	32,917	28,818	30,352	43,616	36,422	54,314	44,203
Payroll Technician	5	1.00	38,664	28,087	34,167	30,463	35,109	43,616	42,131	54,314	46,864
Finance Director	4	1.00	72,252	55,000	64,375	58,467	64,301	80,469	73,602	96,563	86,036
DNU - Travel Advisor											
Tourism Relations Manager	2	1.00	31,564	23,107	26,964	25,036	28,884	34,244	34,660	41,523	38,092
Information Technology Director	2	1.00	56,847	39,837	50,480	45,159	50,593	63,100	61,349	75,720	68,535
DNU - Assessor	2	1.00	64,359	49,129	49,129	49,129	64,359	64,359	79,589	79,589	79,589
Secretary to the Circuit Court Judge	3	1.00	37,007	23,533	39,909	30,978	29,475	44,682	35,417	49,454	43,036
DNU - Victim Witness Program Director											
Permit Technician	5	1.00	31,449	19,543	28,035	24,735	23,117	36,446	26,691	44,857	38,164
Building Inspector	3	1.33	41,557	29,417	34,140	32,719	36,638	44,301	43,858	54,524	50,395
Building Official	7	1.00	53,239	29,514	53,619	41,699	36,893	71,046	44,271	88,472	64,778
Chief Animal Control Officer	6	1.00	37,740	24,457	35,781	29,266	31,060	46,516	37,663	57,250	46,214
Firefighter/Emergency Medical Technician - Basic	5	2.60	30,712	20,082	30,000	25,417	30,648	34,244	32,125	41,523	35,906
Firefighter/Emergency Medical Technician - Intermediate	3	3.00	34,242	23,999	32,473	28,593	34,968	37,754	37,462	49,255	39,891
Fire Lieutenant/Paramedic	3	1.00	43,119	34,156	36,134	33,262	45,890	45,890	55,645	55,645	52,664
Emergency Services Director	3	1.00	58,568	46,117	46,117	46,117	58,568	58,568	71,019	71,019	71,019
Building Custodian	5	3.00	24,640	15,600	24,563	19,901	19,816	28,555	24,032	32,546	29,374
Maintenance Technician	2	2.50	28,277	22,006	24,563	23,885	27,508	28,555	32,546	33,010	32,669
Master Carpenter	2	1.00	35,333	26,700	28,312	27,506	34,711	35,956	42,721	43,600	43,161
DNU - HVAC Technician											
Automotive Mechanic	5	2.40	32,492	21,362	29,437	25,776	26,522	38,268	31,682	47,099	39,208
DNU - Maintenance Director	1	1.00	46,516	35,781	35,781	35,781	46,516	46,516	57,250	57,250	57,250
Program Supervisor	2	1.00	40,254	29,514	32,918	31,216	36,893	43,616	44,271	54,314	49,293
Recreation Director	5	1.00	60,102	40,300	53,386	48,109	49,171	67,800	58,041	82,213	72,094
Library Assistant	4	1.25	29,092	20,280	24,457	23,040	25,065	31,060	29,849	37,663	35,144
Branch Manager	2	2.00	37,944	26,322	35,781	32,822	32,871	40,254	39,419	44,726	43,066
Business Development Director	4	1.00	57,492	34,167	58,539	46,202	42,709	73,062	51,251	87,585	68,782

Carroll County, Virginia Salary Survey - Summary

Department/Division	Position Title	Grade	Proposed			Salary Survey vs Proposed					
			1	Mid	25	Min	% Diff	Mid	% Diff	Max	% Diff
Animal Control	Assistant Animal Control Officer	12	25,792	32,710	41,485						
Animal Control	Chief Animal Control Officer	15	29,857	37,866	48,024	29,266	2.02%	37,740	0.34%	46,214	3.92%
Assessor's Office	Office Technician	12	25,792	32,710	41,485						
Assessor's Office	Land Use/Office Technician	14	28,436	36,063	45,737						
Assessor's Office	Assessor	21	40,012	50,745	64,356						
Circuit Court	Secretary to the Circuit Court Judge	12	25,792	32,710	41,485	30,978	-20.11%	37,007	-13.14%	43,036	-3.74%
County Administrator's Office	Administrative Coordinator	16	31,350	39,760	50,425	28,818	8.79%	36,511	8.90%	44,203	14.08%
County Administrator's Office	Assistant County Administrator	32	68,434	86,790	110,071						
Emergency Services	Firefighter/Emergency Medical Technician - Basic	12	25,792	32,710	41,485	25,417	1.47%	30,712	6.51%	35,906	15.54%
Emergency Services	Training and Billing Coordinator	12	25,792	32,710	41,485						
Emergency Services	Firefighter/Emergency Medical Technician - Enhanced	13	27,082	34,346	43,559						
Emergency Services	Firefighter/Emergency Medical Technician - Intermediate	14	28,436	36,063	45,737	28,593	-0.55%	34,242	5.32%	39,891	14.66%
Emergency Services	Firefighter/Emergency Medical Technician - Paramedic	15	29,857	37,866	48,024						
Emergency Services	Fire Lieutenant/Paramedic	18	34,564	43,835	55,593	33,262	3.91%	43,119	1.66%	52,664	5.56%
Emergency Services	Emergency Services Director	28	56,301	71,403	90,556	46,117	22.08%	58,568	21.91%	71,019	27.51%
Farmers Market	Farmers Market Office Technician	13	27,082	34,346	43,559						
Farmers Market	Market Technician	13	27,082	34,346	43,559						
Farmers Market	Senior Market Technician	14	28,436	36,063	45,737						
Farmers Market	Market Manager	24	46,319	58,743	74,501						
Finance	Finance/Human Resources Generalist	16	31,350	39,760	50,425						
Finance	Payroll Technician	16	31,350	39,760	50,425	30,463	2.91%	38,664	2.84%	46,864	7.60%
Finance	Finance Director	28	56,301	71,403	90,556	58,467	-3.85%	72,252	-1.19%	86,036	5.25%
GIS	Geographic Information System Coordinator	21	40,012	50,745	64,356						
Human Resources	Human Resources Director	26	51,066	64,764	82,137						
Industrial Development Authority	Business Development Assistant	15	29,857	37,866	48,024						
Industrial Development Authority	Business Development Director	24	46,319	58,743	74,501	46,202	0.25%	57,492	2.18%	68,782	8.31%
Information Technology	PC/Network Technician	16	31,350	39,760	50,425						
Information Technology	Network Services Specialist	17	32,918	41,748	52,946						
Information Technology	Systems and Applications Specialist	17	32,918	41,748	52,946						
Information Technology	Information Technology Director	23	44,113	55,946	70,953	45,159	-2.37%	56,847	-1.61%	68,535	3.53%
Inspection/Property Maintenance	Permit Technician	12	25,792	32,710	41,485	24,735	4.27%	31,449	4.01%	38,164	8.70%
Inspection/Property Maintenance	Building Inspector	16	31,350	39,760	50,425	32,719	-4.37%	41,557	-4.52%	50,395	0.06%
Inspection/Property Maintenance	Erosion and Sediment Control Inspector	16	31,350	39,760	50,425						
Inspection/Property Maintenance	Building Official	23	44,113	55,946	70,953	41,699	5.79%	53,239	5.09%	64,778	9.53%
Land Use and Planning	Land Use and Planning Director	23	44,113	55,946	70,953						
Library	Library Assistant	8	21,219	26,911	34,130	23,040	-8.58%	29,092	-8.11%	35,144	-2.97%
Library	Assistant Branch Manager	12	25,792	32,710	41,485						
Library	Branch Manager	16	31,350	39,760	50,425	32,822	-4.70%	37,944	4.78%	43,066	17.09%

Carroll County, Virginia Salary Survey - Summary

Department/Division	Position Title	Grade	Proposed			Salary Survey vs Proposed					
			1	Mid	25	Min	% Diff	Mid	% Diff	Max	% Diff
Maintenance	Building Custodian	7	20,209	25,629	32,504	19,901	1.54%	24,640	4.02%	29,374	10.66%
Maintenance	Site Attendant	7	20,209	25,629	32,504						
Maintenance	Automotive Mechanic	11	24,564	31,153	39,509	25,776	-4.94%	32,492	-4.30%	39,208	0.77%
Maintenance	Head Custodian	12	25,792	32,710	41,485						
Maintenance	Maintenance Technician	12	25,792	32,710	41,485	23,885	7.98%	28,277	15.68%	32,669	26.98%
Maintenance	Maintenance Technician/Cannery Operator	12	25,792	32,710	41,485						
Maintenance	Master Carpenter	14	28,436	36,063	45,737	27,506	3.38%	35,333	2.07%	43,161	5.97%
Maintenance	Master Electrician	15	29,857	37,866	48,024						
Maintenance	HVAC Technician	17	32,918	41,748	52,946						
Maintenance	Lead Automotive Mechanic/Field Supervisor	17	32,918	41,748	52,946						
Maintenance	Maintenance Director	23	44,113	55,946	70,953						
Recreation	Unskilled Worker	5	18,330	23,247	29,482						
Recreation	Skilled Worker	8	21,219	26,911	34,130						
Recreation	Recreation Aide	9	22,280	28,256	35,836						
Recreation	Program Supervisor	12	25,792	32,710	41,485	31,216	-21.03%	40,254	-23.06%	49,293	-18.82%
Recreation	Assistant Recreation Director	18	34,564	43,835	55,593						
Recreation	Recreation Director	24	46,319	58,743	74,501	48,109	-3.86%	60,102	-2.31%	72,094	3.34%
Resource Development	Resource Development Director/Grant Administrator	20	38,106	48,328	61,292						
Tourism	Travel Advisor	7	20,209	25,629	32,504						
Tourism	Senior Travel Advisor	8	21,219	26,911	34,130						
Tourism	Tourism Relations Manager	13	27,082	34,346	43,559	25,036	8.17%	31,564	8.82%	38,092	14.35%
Tourism	Tourism Director	21	40,012	50,745	64,356						
Victim Witness	Victim Witness Program Director	18	34,564	43,835	55,593						
Voter Registration	Assistant Registrar	11	24,564	31,153	39,509						

Appendix C

Carroll County, Virginia Pay Scale

Grade	Step																								
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
1	15,080.00	15,381.60	15,689.23	16,003.02	16,323.08	16,649.54	16,982.53	17,322.18	17,668.62	18,022.00	18,382.44	18,750.08	19,125.09	19,507.59	19,897.74	20,295.69	20,701.61	21,115.64	21,537.95	21,968.71	22,408.09	22,856.25	23,313.37	23,779.64	24,255.23
2	15,834.00	16,150.68	16,473.69	16,803.17	17,139.23	17,482.02	17,831.66	18,188.29	18,552.05	18,923.10	19,301.56	19,687.59	20,081.34	20,482.97	20,892.63	21,310.48	21,736.69	22,171.42	22,614.85	23,067.15	23,528.49	23,999.06	24,479.04	24,968.62	25,468.00
3	16,625.70	16,958.21	17,297.38	17,643.33	17,996.19	18,356.12	18,723.24	19,097.70	19,479.66	19,869.25	20,266.64	20,671.97	21,085.41	21,507.12	21,937.26	22,376.00	22,823.52	23,279.99	23,745.59	24,220.51	24,704.92	25,199.01	25,702.99	26,217.05	26,741.00
4	17,456.99	17,806.12	18,162.25	18,525.49	18,896.00	19,273.92	19,659.40	20,052.59	20,453.64	20,862.71	21,279.97	21,705.57	22,139.68	22,582.47	23,034.12	23,494.80	23,964.70	24,443.99	24,932.87	25,431.53	25,940.16	26,458.96	26,988.14	27,527.91	28,078.46
5	18,329.83	18,696.43	19,070.36	19,451.77	19,840.80	20,237.62	20,642.37	21,055.22	21,476.32	21,905.85	22,343.97	22,790.84	23,246.66	23,711.60	24,185.83	24,669.54	25,162.93	25,666.19	26,179.52	26,703.11	27,237.17	27,781.91	28,337.55	28,904.30	29,482.39
6	19,246.33	19,631.25	20,023.88	20,424.36	20,832.84	21,249.50	21,674.49	22,107.98	22,550.14	23,001.14	23,461.16	23,930.39	24,408.99	24,897.17	25,395.12	25,903.02	26,421.08	26,949.50	27,488.49	28,038.26	28,599.03	29,171.01	29,754.43	30,349.52	30,956.51
7	20,208.64	20,612.82	21,025.07	21,445.57	21,874.48	22,311.97	22,758.21	23,213.38	23,677.65	24,151.20	24,634.22	25,126.91	25,629.44	26,142.03	26,664.87	27,198.17	27,742.14	28,296.98	28,862.92	29,440.18	30,028.98	30,629.56	31,242.15	31,866.99	32,504.33
8	21,219.07	21,643.46	22,076.32	22,517.85	22,968.21	23,427.57	23,896.12	24,374.05	24,861.53	25,358.76	25,865.93	26,383.25	26,910.92	27,449.14	27,998.12	28,558.08	29,129.24	29,711.83	30,306.06	30,912.18	31,530.43	32,161.04	32,804.26	33,460.34	34,129.55
9	22,280.03	22,725.63	23,180.14	23,643.74	24,116.62	24,598.95	25,090.93	25,592.75	26,104.60	26,626.70	27,159.23	27,702.41	28,256.46	28,821.59	29,398.02	29,985.98	30,585.70	31,197.42	31,821.37	32,457.79	33,106.95	33,769.09	34,444.47	35,133.36	35,836.03
10	23,394.03	23,861.91	24,339.15	24,825.93	25,322.45	25,828.90	26,345.48	26,872.39	27,409.83	27,958.03	28,517.19	29,087.54	29,669.29	30,262.67	30,867.93	31,485.28	32,114.99	32,757.29	33,412.43	34,080.68	34,762.30	35,457.54	36,166.69	36,890.03	37,627.83
11	24,563.73	25,055.01	25,556.11	26,067.23	26,588.57	27,120.34	27,662.75	28,216.01	28,780.33	29,355.93	29,943.05	30,541.91	31,152.75	31,775.81	32,411.32	33,059.55	33,720.74	34,395.15	35,083.06	35,784.72	36,500.41	37,230.42	37,975.03	38,734.53	39,509.22
12	25,791.92	26,307.76	26,833.91	27,370.59	27,918.00	28,476.36	29,045.89	29,626.81	30,219.34	30,823.73	31,440.20	32,069.01	32,710.39	33,364.60	34,031.89	34,712.53	35,406.78	36,114.91	36,837.21	37,573.95	38,325.43	39,091.94	39,873.78	40,671.26	41,484.68
13	27,081.51	27,623.14	28,175.61	28,739.12	29,313.90	29,900.18	30,498.18	31,108.15	31,730.31	32,364.92	33,012.21	33,672.46	34,345.91	35,032.83	35,733.48	36,448.15	37,177.11	37,920.66	38,679.07	39,452.65	40,241.70	41,046.54	41,867.47	42,704.82	43,558.91
14	28,435.59	29,004.30	29,584.39	30,176.07	30,779.60	31,395.19	32,023.09	32,663.55	33,316.82	33,983.16	34,662.82	35,356.08	36,063.20	36,784.47	37,520.16	38,270.56	39,035.97	39,816.69	40,613.02	41,425.28	42,253.79	43,098.87	43,960.84	44,840.06	45,736.86
15	29,857.37	30,454.52	31,063.61	31,684.88	32,318.58	32,964.95	33,624.25	34,296.73	34,982.67	35,682.32	36,395.97	37,123.88	37,866.36	38,623.69	39,396.16	40,184.09	40,987.77	41,807.52	42,643.67	43,496.55	44,366.48	45,253.81	46,158.88	47,082.06	48,023.70
16	31,350.24	31,977.24	32,616.79	33,269.12	33,934.50	34,613.19	35,305.46	36,011.57	36,731.80	37,466.44	38,215.76	38,980.08	39,759.68	40,554.87	41,365.97	42,193.29	43,037.16	43,897.90	44,775.86	45,671.38	46,584.80	47,516.50	48,466.83	49,436.17	50,424.89
17	32,917.75	33,576.10	34,247.63	34,932.58	35,631.23	36,343.85	37,070.73	37,812.15	38,568.39	39,339.76	40,126.55	40,929.08	41,747.66	42,582.62	43,434.27	44,302.96	45,189.01	46,092.80	47,014.65	47,954.94	48,914.04	49,892.32	50,890.17	51,907.97	52,946.13
18	34,563.64	35,254.91	35,960.01	36,679.21	37,412.79	38,161.05	38,924.27	39,702.75	40,496.81	41,306.74	42,132.88	42,975.54	43,835.05	44,711.75	45,605.98	46,518.10	47,448.47	48,397.44	49,365.38	50,352.69	51,359.75	52,386.94	53,434.68	54,503.37	55,593.44
19	36,291.82	37,017.65	37,758.01	38,513.17	39,283.43	40,069.10	40,870.48	41,687.89	42,521.65	43,372.08	44,239.52	45,124.31	46,026.80	46,947.44	47,886.28	48,844.01	49,820.89	50,817.31	51,833.65	52,870.33	53,927.73	55,006.29	56,106.41	57,228.54	58,373.11
20	38,106.41	38,868.54	39,645.91	40,438.83	41,247.60	42,072.55	42,914.01	43,772.29	44,647.73	45,540.69	46,451.50	47,380.53	48,328.14	49,294.70	50,280.60	51,286.21	52,311.93	53,358.17	54,425.34	55,513.84	56,624.12	57,756.60	58,911.73	60,089.97	61,291.77
21	40,011.73	40,811.96	41,628.20	42,460.77	43,309.98	44,176.18	45,059.71	45,960.90	46,880.12	47,817.72	48,774.07	49,749.56	50,744.55	51,759.44	52,794.63	53,850.52	54,921.53	56,026.08	57,146.60	58,289.53	59,455.33	60,644.43	61,857.32	63,094.47	64,356.36
22	42,012.32	42,852.56	43,709.61	44,583.81	45,475.48	46,384.99	47,312.69	48,258.95	49,224.12	50,208.61	51,212.78	52,237.03	53,281.77	54,347.41	55,434.36	56,543.05	57,673.91	58,827.38	60,003.93	61,204.01	62,428.09	63,676.65	64,950.19	66,249.19	67,574.17
23	44,112.93	44,995.19	45,895.09	46,813.00	47,749.26	48,704.24	49,678.33	50,671.89	51,685.33	52,719.04	53,773.42	54,848.89	55,945.86	57,064.78	58,206.08	59,370.20	60,557.60	61,768.75	63,004.13	64,264.21	65,549.50	66,860.49	68,197.70	69,561.65	70,952.88
24	46,318.58	47,244.95	48,189.85	49,153.65	50,136.72	51,139.45	52,162.24	53,205.49	54,269.60	55,354.99	56,462.09	57,591.33	58,743.16	59,918.02	61,116.38	62,338.71	63,585.48	64,857.19	66,154.34	67,477.42	68,826.97	70,203.51	71,607.58	73,039.73	74,500.53
25	48,634.51	49,607.20	50,599.34	51,611.33	52,643.55	53,696.43	54,770.35	55,865.76	56,983.08	58,122.74	59,285.19	60,470.90	61,680.31	62,913.92	64,172.20	65,455.64	66,764.76	68,100.05	69,462.05	70,851.29	72,268.32	73,713.69	75,187.96	76,691.72	78,225.55
26	51,066.23	52,087.56	53,129.31	54,191.89	55,275.73	56,381.25	57,508.87	58,659.05	59,832.23	61,028.87	62,249.45	63,494.44	64,764.33	66,059.62	67,380.81	68,728.43	70,102.99	71,505.05	72,935.15	74,393.86	75,881.74	77,399.37	78,947.36	80,526.30	82,136.83
27	53,619.54	54,691.94	55,785.77	56,901.49	58,039.52	59,200.31	60,384.32	61,592.00	62,823.84	64,080.32	65,361.93	66,669.16	68,002.55	69,366.69	70,749.85	72,164.85	73,608.14	75,080.31	76,581.91	78,113.55	79,675.82	81,269.34	82,894.73	84,552.62	86,243.67
28	56,300.52	57,426.53	58,575.06	59,746.56	60,941.49	62,160.32	63,403.53	64,671.60	65,965.03	67,284.33	68,630.02	70,002.62	71,402.67	72,830.73	74,287.34	75,773.09	77,288.55	78,834.32	80,411.01	82,019.23	83,659.61	85,332.81	87,039.46	88,780.25	90,555.86
29	59,115.55	60,297.86	61,503.82	62,733.89	63,988.57	65,268.34	66,573.71	67,905.18	69,263.29	70,648.55	72,061.52	73,502.75	74,972.81	76,472.26	78,001.71	79,561.74	81,152.98	82,776.04	84,431.56	86,120.19	87,842.59	89,599.45	91,391.43	93,219.26	95,083.65
30	62,071.32	63,312.75	64,579.01	65,870.59	67,188.00	68,531.76	69,902.39	71,300.44	72,726.45	74,180.98	75,664.60	77,177.89	78,721.45	80,295.88	81,901.79	83,539.83	85,210.63	86,914.84	88,653.14	90,426.20	92,234.72	94,078.32	95,947.42	97,840.23	99,763.83
31	65,174.89	66,478.39	67,807.96	69,164.12	70,547.40	71,958.35	73,397.51	74,865.46	76,362.77	77,890.93	79,447.83	81,036.79	82,657.52	84,310.67	85,996.88	87,716.82	89,471.16	91,260.58	93,085.79	94,947.51	96,846.46	98,783.39	100,759.06	102,774.24	104,829.72
32	68,433.64	69,802.31	71,198.35	72,622.32	74,074.77	75,556.26	77,067.39	78,608.74	80,180.91	81,784.53	83,420.22	85,088.62	86,790.40	88,526.20	90,296.73	92,102.66	93,944.72	95,823.61	97,740.08	99,694.88	101,688.78	103,722.56	105,797.01	107,912.95	110,071.21
33	71,855.32	73,292.42	74,758.27	76,253.44	77,778.51	79,330.78	80,920.76	82,539.17	84,189.96	85,873.76	87,591.23	89,343.06	91,129.92	92,952.51	94,811.57	96,707.80	98,641.59	100,614.79	102,627.09	104,679.63	106,773.22	108,908.69	111,086.86	113,308.60	115,574.77
34	75,448.08	76,957.04	78,496.29	80,066.11	81,667.43	83,300.78	84,966.80	86,666.13	88,39																

Appendix D

Carroll County, Virginia
Sorted by Department then Grade; Showing Title and Range Schematic

Department/Division	Position Title	Proposed			
		Grade	1	Mid	25
Animal Control	Assistant Animal Control Officer	12	25,792	32,710	41,485
Animal Control	Chief Animal Control Officer	15	29,857	37,866	48,024
Assessor's Office	Office Technician	12	25,792	32,710	41,485
Assessor's Office	Land Use/Office Technician	14	28,436	36,063	45,737
Assessor's Office	Assessor	21	40,012	50,745	64,356
Circuit Court	Secretary to the Circuit Court Judge	12	25,792	32,710	41,485
County Administrator's Office	Administrative Coordinator	16	31,350	39,760	50,425
County Administrator's Office	Assistant County Administrator	32	68,434	86,790	110,071
Emergency Services	Firefighter/Emergency Medical Technician - Basic	12	25,792	32,710	41,485
Emergency Services	Training and Billing Coordinator	12	25,792	32,710	41,485
Emergency Services	Firefighter/Emergency Medical Technician - Enhanced	13	27,082	34,346	43,559
Emergency Services	Firefighter/Emergency Medical Technician - Intermediate	14	28,436	36,063	45,737
Emergency Services	Firefighter/Emergency Medical Technician - Paramedic	15	29,857	37,866	48,024
Emergency Services	Fire Lieutenant/Paramedic	18	34,564	43,835	55,593
Emergency Services	Emergency Services Director	28	56,301	71,403	90,556
Farmers Market	Farmers Market Office Technician	13	27,082	34,346	43,559
Farmers Market	Market Technician	13	27,082	34,346	43,559
Farmers Market	Senior Market Technician	14	28,436	36,063	45,737
Farmers Market	Market Manager	24	46,319	58,743	74,501
Finance	Finance/Human Resources Generalist	16	31,350	39,760	50,425
Finance	Payroll Technician	16	31,350	39,760	50,425
Finance	Finance Director	28	56,301	71,403	90,556
GIS	Geographic Information System Coordinator	21	40,012	50,745	64,356
Human Resources	Human Resources Director	26	51,066	64,764	82,137
Industrial Development Authority	Business Development Assistant	15	29,857	37,866	48,024
Industrial Development Authority	Business Development Director	24	46,319	58,743	74,501
Information Technology	PC/Network Technician	16	31,350	39,760	50,425
Information Technology	Network Services Specialist	17	32,918	41,748	52,946
Information Technology	Systems and Applications Specialist	17	32,918	41,748	52,946
Information Technology	Information Technology Director	23	44,113	55,946	70,953
Inspection/Property Maintenance	Permit Technician	12	25,792	32,710	41,485
Inspection/Property Maintenance	Building Inspector	16	31,350	39,760	50,425
Inspection/Property Maintenance	Erosion and Sediment Control Inspector	16	31,350	39,760	50,425
Inspection/Property Maintenance	Building Official	23	44,113	55,946	70,953
Land Use and Planning	Land Use and Planning Director	23	44,113	55,946	70,953
Library	Library Assistant	8	21,219	26,911	34,130
Library	Assistant Branch Manager	12	25,792	32,710	41,485
Library	Branch Manager	16	31,350	39,760	50,425
Maintenance	Building Custodian	7	20,209	25,629	32,504
Maintenance	Site Attendant	7	20,209	25,629	32,504
Maintenance	Automotive Mechanic	11	24,564	31,153	39,509
Maintenance	Head Custodian	12	25,792	32,710	41,485
Maintenance	Maintenance Technician	12	25,792	32,710	41,485
Maintenance	Maintenance Technician/Cannery Operator	12	25,792	32,710	41,485
Maintenance	Master Carpenter	14	28,436	36,063	45,737
Maintenance	Master Electrician	15	29,857	37,866	48,024
Maintenance	HVAC Technician	17	32,918	41,748	52,946
Maintenance	Lead Automotive Mechanic/Field Supervisor	17	32,918	41,748	52,946
Maintenance	Maintenance Director	23	44,113	55,946	70,953
Recreation	Unskilled Worker	5	18,330	23,247	29,482
Recreation	Skilled Worker	8	21,219	26,911	34,130
Recreation	Recreation Aide	9	22,280	28,256	35,836
Recreation	Program Supervisor	12	25,792	32,710	41,485
Recreation	Assistant Recreation Director	18	34,564	43,835	55,593
Recreation	Recreation Director	24	46,319	58,743	74,501
Resource Development	Resource Development Director/Grant Administrator	20	38,106	48,328	61,292
Tourism	Travel Advisor	7	20,209	25,629	32,504
Tourism	Senior Travel Advisor	8	21,219	26,911	34,130
Tourism	Tourism Relations Manager	13	27,082	34,346	43,559
Tourism	Tourism Director	21	40,012	50,745	64,356
Victim Witness	Victim Witness Program Director	18	34,564	43,835	55,593
Voter Registration	Assistant Registrar	11	24,564	31,153	39,509

Carroll County, Virginia
Sorted by Grade; Showing Title and Range Schematic

Department/Division	Position Title	Proposed			
		Grade	1	Mid	25
Recreation	Unskilled Worker	5	18,330	23,247	29,482
Maintenance	Building Custodian	7	20,209	25,629	32,504
Maintenance	Site Attendant	7	20,209	25,629	32,504
Tourism	Travel Advisor	7	20,209	25,629	32,504
Library	Library Assistant	8	21,219	26,911	34,130
Tourism	Senior Travel Advisor	8	21,219	26,911	34,130
Recreation	Skilled Worker	8	21,219	26,911	34,130
Recreation	Recreation Aide	9	22,280	28,256	35,836
Voter Registration	Assistant Registrar	11	24,564	31,153	39,509
Maintenance	Automotive Mechanic	11	24,564	31,153	39,509
Animal Control	Assistant Animal Control Officer	12	25,792	32,710	41,485
Library	Assistant Branch Manager	12	25,792	32,710	41,485
Emergency Services	Firefighter/Emergency Medical Technician - Basic	12	25,792	32,710	41,485
Maintenance	Head Custodian	12	25,792	32,710	41,485
Maintenance	Maintenance Technician	12	25,792	32,710	41,485
Maintenance	Maintenance Technician/Cannery Operator	12	25,792	32,710	41,485
Assessor's Office	Office Technician	12	25,792	32,710	41,485
Inspection/Property Maintenance	Permit Technician	12	25,792	32,710	41,485
Recreation	Program Supervisor	12	25,792	32,710	41,485
Circuit Court	Secretary to the Circuit Court Judge	12	25,792	32,710	41,485
Emergency Services	Training and Billing Coordinator	12	25,792	32,710	41,485
Farmers Market	Farmers Market Office Technician	13	27,082	34,346	43,559
Emergency Services	Firefighter/Emergency Medical Technician - Enhanced	13	27,082	34,346	43,559
Farmers Market	Market Technician	13	27,082	34,346	43,559
Tourism	Tourism Relations Manager	13	27,082	34,346	43,559
Emergency Services	Firefighter/Emergency Medical Technician - Intermediate	14	28,436	36,063	45,737
Assessor's Office	Land Use/Office Technician	14	28,436	36,063	45,737
Maintenance	Master Carpenter	14	28,436	36,063	45,737
Farmers Market	Senior Market Technician	14	28,436	36,063	45,737
Industrial Development Authority	Business Development Assistant	15	29,857	37,866	48,024
Animal Control	Chief Animal Control Officer	15	29,857	37,866	48,024
Emergency Services	Firefighter/Emergency Medical Technician - Paramedic	15	29,857	37,866	48,024
Maintenance	Master Electrician	15	29,857	37,866	48,024
County Administrator's Office	Administrative Coordinator	16	31,350	39,760	50,425
Library	Branch Manager	16	31,350	39,760	50,425
Inspection/Property Maintenance	Building Inspector	16	31,350	39,760	50,425
Inspection/Property Maintenance	Erosion and Sediment Control Inspector	16	31,350	39,760	50,425
Finance	Finance/Human Resources Generalist	16	31,350	39,760	50,425
Finance	Payroll Technician	16	31,350	39,760	50,425
Information Technology	PC/Network Technician	16	31,350	39,760	50,425
Maintenance	HVAC Technician	17	32,918	41,748	52,946
Maintenance	Lead Automotive Mechanic/Field Supervisor	17	32,918	41,748	52,946
Information Technology	Network Services Specialist	17	32,918	41,748	52,946
Information Technology	Systems and Applications Specialist	17	32,918	41,748	52,946
Recreation	Assistant Recreation Director	18	34,564	43,835	55,593
Emergency Services	Fire Lieutenant/Paramedic	18	34,564	43,835	55,593
Victim Witness	Victim Witness Program Director	18	34,564	43,835	55,593
Resource Development	Resource Development Director/Grant Administrator	20	38,106	48,328	61,292
Assessor's Office	Assessor	21	40,012	50,745	64,356
GIS	Geographic Information System Coordinator	21	40,012	50,745	64,356
Tourism	Tourism Director	21	40,012	50,745	64,356
Inspection/Property Maintenance	Building Official	23	44,113	55,946	70,953
Information Technology	Information Technology Director	23	44,113	55,946	70,953
Land Use and Planning	Land Use and Planning Director	23	44,113	55,946	70,953
Maintenance	Maintenance Director	23	44,113	55,946	70,953
Industrial Development Authority	Business Development Director	24	46,319	58,743	74,501
Farmers Market	Market Manager	24	46,319	58,743	74,501
Recreation	Recreation Director	24	46,319	58,743	74,501
Human Resources	Human Resources Director	26	51,066	64,764	82,137
Emergency Services	Emergency Services Director	28	56,301	71,403	90,556
Finance	Finance Director	28	56,301	71,403	90,556
County Administrator's Office	Assistant County Administrator	32	68,434	86,790	110,071

Appendix E

Carroll County, Virginia
Comparison of Major Fringe Benefits

	<u>Least Reported</u>	<u>Most Reported</u>	<u>Average Reported</u>	<u>Carroll County, Virginia</u>
Holidays (Days/Year)	10	14	12	13
Floating Holidays	Yes (0)	No (6)	No	No
Holiday on Regular Days Off	Other (0)	Fri-Mon (7)	Fri-Mon	Fri-Mon
Comp on Holidays Worked		T&½ (3)		
Time and a ½	T&½ (3)	3	T&½ (3)	
Double Time	Dbl (2)	2		
Double Time and a ½	DT&½ (0)	0		
Other	Other (2)	2		Other
Annual Leave (Days/Year)				
Vacation/Sick or PTO	PTO (0)	Vac-Sick (7)	Vac-Sick	Vac-Sick
Vacation				
6 months	0	12		12
1 year	10	12	11	12
2 years	10	12	11	12
3 years	10	12	11	12
4 years	10	12	11	12
5 years	10	15	12	12
6 years	10	15	14	18
7 years	10	15	14	18
8 years	10	15	14	18
9 years	10	15	14	18
10 years	10	18	15	18
11 years	11	18	16	18
12 years	12	18	16	18
13 years	13	18	16	18
14 years	14	18	16	18
15 years	15	21	18	18
16 years	15	21	18	21
17 years	15	21	18	21
18 years	15	21	18	21
19 years	15	21	18	21
20 years	15	24	19	21
20+ years	15	24	19	24
Carried into Next Year	15	30	22	30
Max Accumulation	15	42	29	30
Comp after Max Accumulation	Yes (1)	No (6)	No	No
Sick Leave (Days/Year)	12	15	13	12
Carried into Next Year	15	Unltd (2)	119	Unltd.
Max. Accumulation	15	Unltd. (2)	119	Unltd.
Paid at Termination/Retirement	Yes (3)	No (4)	No	Yes
Use for Medical Appointments	No (0)	Yes (7)	Yes	Yes
Use for Dental Appointments	No (0)	Yes (7)	Yes	Yes
Use for Family Illness	No (1)	Yes (6)	Yes	Yes
Sick Leave Bank	No (3)	Yes (4)	Yes	Yes/No
Pension and Retirement				
Other Than Social Security	No (0)	Yes (7)	Yes	Yes
State Sponsored	No (0)	Yes (7)	Yes	Yes
Employer Paid	4.00%	14.76%	8.89%	14.06%
Employee Paid	0.00%	6.00%		0.00%
Death Benefit	No (0)	Yes (7)	Yes	Yes

Carroll County, Virginia
Comparison of Major Fringe Benefits

	<u>Least Reported</u>	<u>Most Reported</u>	<u>Average Reported</u>	<u>Carroll County, Virginia</u>
Life & Disability Insurance				
Life Insurance	No (0)	Yes (7)	Yes	Yes
Employer Paid	100.0%	100.0%	100.00%	100.00%
AD&D	No (2)	Yes (5)	Yes	Yes
AD&D Double Indemnity	No (2)	Yes (5)	Yes	Yes
Employer Paid	0.0%	100.0%		0.00%
Short Term Disability	Yes (2)	No (5)	No	Yes
Employer Paid	0.0%	0.0%		0.00%
Long Term Disability	Yes (3)	No (4)	No	Yes
Employer Paid	0.0%	100.0%		0.00%
Health Insurance				
Different Levels	No (0)	Yes (7)	Yes	Yes
Not participating	No (2)	Yes (4)	Yes	No
Employee Only	Yes (0)	No (6)	No	No
Employer Paid	\$351.33	\$592.00	\$444.10	\$550.00
Employee Paid	80.00%	100.00%	92.25%	90.00%
Annual Deductible	0.00%	20.00%		10.00%
Standard Office Visit Co-pay	\$0.00	\$2,000.00		\$100.00
Employee/Spouse	\$15.00	\$30.00	\$20.00	\$15.00
Employer Paid	\$713.21	\$1,219.00	\$889.12	\$1,018.00
Employee Paid	47.64%	80.00%	63.07%	62.40%
Annual Deductible	20.00%	52.36%	36.93%	37.60%
Standard Office Visit Co-pay	\$0.00	\$20,000.00		\$100.00
Employee/Child	\$15.00	\$30.00	\$20.00	\$15.00
Employer Paid	\$526.99	\$911.00	\$737.88	
Employee Paid	58.80%	80.00%	70.64%	
Annual Deductible	20.00%	41.20%	29.36%	
Standard Office Visit Co-pay	\$0.00	\$2,000.00		
Employee/Family	\$15.00	\$30.00	\$20.00	
Employer Paid	\$878.34	\$1,439.00	\$1,177.54	\$1,485.00
Employee Paid	36.34%	80.00%	57.69%	52.20%
Retirees	20.00%	63.66%	42.31%	47.80%
Years of Service Required	No (3)	Yes (4)	Yes	Yes
Employer Paid	0	0		
Dental Insurance	0.0%	0.0%		0.00%
Part of Health Plan	No (0)	Yes (7)	Yes	Yes
Employee Only	Yes (3)	No (4)	No	Yes
Employer Paid				
Employee/Family	0.0%	100.0%		90.00%
Employer Paid				
Vision Insurance	0.0%	69.5%		52.20%
Part of Health Plan	No (0)	Yes (7)	Yes	Yes
Employee Only	No (3)	Yes (4)	Yes	Yes
Employer Paid				
Employee/Family	0.0%	100.0%		90.00%
Employer Paid				
Deferred Compensation	0.0%	80.0%		52.2%
Available to all Employees	No (1)	Yes (6)	Yes	Yes
Type of Plan	No (0)	Yes (6)	Yes	Yes
Employer Contribution	Yes (0)	No (6)	No	457(b)
Other Benefits Program				
Other Benefits	Yes (0)	No (6)	No	No
Post Retirement Hlth Care Svcs	No (2)	Yes (5)	Yes	No
Call Back Pay	Yes (1)	No (6)	No	No
On Call/Stand By Pay	No (3)	Yes (4)	Yes	No
	No (2)	Yes (5)	Yes	No

Appendix F

ANIMAL CONTROL

Assistant Animal Control Officer

FLSA Status: *Non-Exempt*

General Definition of Work

Performs technical work responding to animal control calls, patrolling to observe animal violations, picking up animals running loose and sick or injured animals, investigating animal bites, preparing and maintaining files and records, and related work as apparent or assigned. Work is performed under the moderate supervision of the Chief Animal Control Officer.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Receives and investigates citizen's complaints relating to animal control ordinances.
- Investigates animal related bites.
- Uses animal control equipment including leashes, catch poles, weapons, traps, etc.
- Patrols the County checking for violations of animal control ordinances.
- Delivers animals to the animal shelter.
- Prepares and maintains accurate records.

Knowledge, Skills and Abilities

Some knowledge of the laws, ordinances, and regulations governing the control of dogs and the protection of livestock and fowl; some knowledge of the geography of the County; some knowledge of the care, control and handling of animals; ability to recognize rabies symptoms and other animal diseases and some knowledge of the methods and procedures to be followed; ability to collect facts and prepare reports; ability to deal tactfully with the public; skill in the application of specialized animal capture techniques; ability to handle, lift and/or manage heavy animals; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED involving the care of animals and dealing with the general public, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting, frequently requires climbing or balancing and tasting or smelling and occasionally requires sitting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment, bites/rabies and zoonotic diseases, frequently requires exposure to fumes or airborne particles and exposure to toxic or caustic chemicals and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts and wearing a self contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Assistant Animal Control Officer

Special Requirements

Possession of or ability to obtain firearms training within six months of employment. Possession of or ability to obtain basic animal control training within two years of employment.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/10/2010

Chief Animal Control Officer

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate technical work in the enforcement of local and state laws and ordinances regulating the keeping, control and protection of animals within the County, and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant County Administrator. Departmental supervision is exercised over all personnel within the department.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Receives, investigates and answers complaints concerning animal control ordinances.
- Investigates animal related bites.
- Uses animal control equipment including leashes, catch poles, weapons, traps, etc.
- Patrols the County checking for violations of animal control ordinances.
- Delivers animals to the animal shelter.
- Prepares and maintains accurate records.
- Develops and administers department budget.
- Prepares and presents educational programs related to animal control.
- Supervises, assigns work to and trains department staff.

Knowledge, Skills and Abilities

General knowledge of the laws, ordinances, and regulations governing the control of dogs and the protection of livestock and fowl; general knowledge of the geography of the County; general knowledge of the care, control and handling of animals; ability to recognize rabies symptoms and other animal diseases and general knowledge of the methods and procedures to be followed; ability to collect facts and prepare reports; ability to deal tactfully with the public; skill in the application of specialized animal capture techniques; ability to handle, lift and/or manage heavy animals; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and moderate experience involving the care of animals and dealing with the general public, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting, frequently requires climbing or balancing and tasting or smelling and occasionally requires sitting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bites/rabies, frequently requires exposure to fumes or airborne particles and

Chief Animal Control Officer

exposure to toxic or caustic chemicals and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts and wearing a self contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Possession of or ability to obtain firearms training within six months of employment. Possession of or ability to obtain basic animal control training within two years of employment.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/10/2010

ASSESSOR'S OFFICE

Office Technician

FLSA Status: *Non-Exempt*

General Definition of Work

Performs skilled administrative support work involving a variety of administrative support and office assistance tasks, providing real estate information to the general public, maintaining real estate database, processing deeds, building permits and plats, and related work as apparent or assigned. Work is performed under the moderate supervision of the Assessor.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Providing customer assistance with real estate information.

Acts as receptionist; greets visitors; answers telephone; provides information; forwards calls to appropriate party; assists the public with the completion of standardized records or documents; directs visitors to appropriate party.

Types a variety of documents including correspondence, reports, memoranda, etc.; checks items for clerical accuracy and completeness; enters a variety of data into computer.

Processes and files active building permits.

Processes deeds, plot description and attaches property cards.

Maintains real estate database; enters address changes and error corrections.

Researches property information for internal departments and outside agencies.

Compiles records for copy billing and sales lists.

Maintains office supply inventory.

Assists Assessor in field reviews.

Calculates taxes due and pro-rations.

Knowledge, Skills and Abilities

General knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of business English, spelling and arithmetic; general knowledge of County and departmental programs and policies and terminology; ability to read and understand moderately detailed policies, procedures and job related materials; ability to type accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to operate a variety of office and computer equipment and produce documents and correspondence; ability to follow oral and written directions; ability to establish and maintain effective working relationships with associates, appraisers, realtors, attorney's, governmental agency representatives and the general public.

Education and Experience

High school diploma or GED and moderate experience in administrative support involving contact with the public, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and tasting or smelling, frequently requires sitting and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard 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, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and

Office Technician

activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/1/2010

Land Use/Office Technician

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate technical work preparing and processing land use applications, verifying and evaluating data, creating and maintaining land use layer on geographic information system, preparing and maintaining land use records and files, and related work as apparent or assigned. Work is performed under the limited supervision of the Assessor.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Processes and reviews land use applications.

Creates and maintains land use layer on geographic information system.

Assigns acreage breakdowns and calculations in tax billing system for deferral.

Assists citizens with questions and problems concerning land use.

Processes rollbacks.

Monitors land transfers and payment of taxes for land use program.

Creates and maintains parcel mapping on geographic information system and tax identification maps from land transfers/splits.

Assists general public and internal County departments with owner information and research.

Calculates tax due and proations.

Assists assessor with field review of building permits.

Performs general office duties such as filing, faxing, responding to correspondence and e-mails, preparing and processing incoming and outgoing mail; performs the duties of Office Technician when required.

Knowledge, Skills and Abilities

General knowledge of administrative policies governing real property; general knowledge of applicable Virginia Code; general knowledge of standard office practices and procedures; general knowledge of business English and legal terminology; general knowledge of acreage breakdowns and calculations in tax billing system for deferral; ability to perform duties under pressure and to organize and work independently; ability to perform mathematical computations with speed and accuracy; ability to establish and maintain effective working relationships with associates, bank personnel, appraisers, real estate agency representatives and the general public.

Education and Experience

Associates/Technical degree with coursework in geography, real estate, or related field and moderate experience which involved a general knowledge of real estate, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard 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, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working in high, precarious

Land Use/Office Technician

places and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of or ability to acquire training in the use and application of Proval, ArcView and cadastral.
Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/4/2010

Assessor

FLSA Status: *Exempt*

General Definition of Work

Performs complex administrative work developing market value of property within the County as prescribed by the State Code of Virginia, compiling and analyzing sales data to establish baseline for general reassessments, maintaining real property records, and related work as apparent or assigned. Work is performed under the general direction of the Assistant County Administrator. Departmental supervision is exercised over all personnel within the department.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Plans, organizes and directs the appraisal, assessment and reassessment of real property in the County; assists citizens with real estate assessment problems and needs.

Prepares and administers department budget; develops revenue projections.

Recruits and selects departmental personnel; coaches, counsels, and disciplines personnel; recommends transfers, promotions, suspensions, demotions and terminations; develops staff schedules; assigns, directs and inspects the work of department personnel.

Develops market value of all property within the County as prescribed by the State Code of Virginia.

Compiles and analyzes sales data to establish baseline for general reassessments; coordinates general reassessment; prepares request for proposals for contract services.

Maintains all real property records; reviews and values all real estate including new construction, property splits and subdivisions.

Reviews appeals of assessment and provides court testimony.

Compiles and submits reports as required by the Virginia Department of Taxation; transfers assessment data to tax billing and post annual real estate book.

Develops and queries information from real estate data for use by internal departments and external agencies.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices and relevant laws of property appraising for assessment purposes; thorough knowledge of building construction practices for building and land values; comprehensive knowledge of the state laws, relating to property assessing; ability to read and understand building construction plans and specifications; ability to analyze factors which tend to influence the value of property and to exercise judgment in the determination of property values; ability to communicate ideas effectively both orally and in writing; ability to write clear and concise reports; ability to establish and maintain effective working relationships with associates, County officials, constitutional officers, governmental agency representatives, appraisers and the general public.

Education and Experience

Associates/Technical degree with coursework in real estate appraisal and assessment, or related field and considerable experience in real estate appraisal and assessment, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and

Assessor

lifting; work has standard 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, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working in high, precarious places and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of assessment certification issued by the Virginia Department of Taxation.

Possession of appropriate training in the Fundamentals of Real Property Appraisal, Income Approach to Valuation and Fundamentals of Mass Appraisal.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/4/2010

CIRCUIT COURT

Secretary to the Circuit Court Judge

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled administrative support work developing, maintaining and updating the Circuit Court calendar for Carroll and Grayson County, scheduling court dates for Carroll County and special court dates for Grayson County; managing day to day operations of Circuit Court Judge's Office, and related work as apparent or assigned. Work is performed under the limited supervision of the Circuit Court Judge.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Composes, creates and maintains calendar for Carroll and Grayson County Circuit Court; schedules all Circuit Court cases for Carroll County; schedules special Circuit Court cases for Grayson County; schedules appointments for Judge.

Types a variety of documents including opinions, correspondence, forms, special orders, etc.; does research for the Judge.

Assists with the preparation and administration of the budget; maintains inventory of and orders supplies; processes invoices.

Tracks caseload schedule for each criminal day in Carroll County; pulls civil files for cases heard on civil days in Carroll County; prepares and maintains a variety of office files, accounts and other records.

Assists Clerk of Court's office by reviewing criminal orders before submission to Judge.

Prepares time sheets for judges travel and submits to Supreme Court; makes travel arrangements.

Schedules yearly classes and mandatory course requirements for the Judge.

Updates books in the Judge's office and assists with the law library in Carroll and Grayson County.

Coordinates phone conferences.

Receives recusal orders from Judges; coordinates with all Judges to find substitute Judge for recused case; prepares order of recusal and substitute Judges and submits to Supreme Court, Judges and Clerks.

Coordinates briefings and appointments with Judges on complaints from individuals.

Knowledge, Skills and Abilities

Thorough knowledge of legal office practices, procedures and techniques; thorough knowledge of legal terminology and spelling; thorough knowledge of Circuit Court functions, organization and policies; general knowledge of the principles, methods and practices utilized in legal research; some knowledge of municipal law; ability to maintain involved office and legal records; ability to organize and perform work independently; ability to communicate ideas effectively in both oral and written forms; ability to establish and maintain effective working relationships with associates, judges, attorneys, law enforcement representatives and the general public.

Education and Experience

High school diploma or GED and considerable experience of an increasingly responsible nature in a law office, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by

Secretary to the Circuit Court Judge

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 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 or ability to obtain certification as a Notary Public.

Last Revised: 5/10/2010

COUNTY ADMINISTRATOR'S OFFICE

Administrative Coordinator

FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult skilled administrative support work providing day-to-day operations in the office, providing support to County Administrator, Assistant County Administrator and Board of Supervisors, providing information and direction to citizens, and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant County Administrator.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Acts as receptionist; greets visitors; answers telephone; provides information; obtains information from citizens; forwards calls to appropriate party; assists the public with the completion of standardized records or documents; directs visitors to appropriate party.

Schedules appointments and meetings.

Receives and processes incoming and outgoing mail; prepares daily mailings and correspondence.

Scans and digitizes incoming mail and various documents.

Attends Board meetings; takes, prepares and records to disk all Board meetings; attends a variety of meetings outside of normal work hours.

Prepares meeting notices; prepares and delivers Board packets; updates and files Board order books.

Publishes ads and notices; receives and responds to Freedom of Information Act requests.

Notarizes and records legal documents.

Prepares billing for Board of Supervisors, County Administration and Legal Services; creates office invoices.

Purchases supplies and equipment for County Administrator's Office and Board of Supervisors; maintains printer contract.

Organizes, prepares for and records special meetings and events.

Makes travel arrangements for County Administrator's Office and Board of Supervisors.

Conducts research for assigned projects; works on policies and procedures; performs special requests by Board members.

Updates project lists for all departments; updates on-line calendar; maintains community board listings.

Knowledge, Skills and Abilities

Thorough knowledge of the organization and functions of the department and of general administrative policies and practices; thorough knowledge of standard office practices, procedures, equipment and office support techniques; thorough knowledge of business English, spelling and arithmetic; ability to read, understand and interpret difficult materials with complicated information that may contain excerpts from regulatory and/or legal documents; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to prepare effective correspondence on routine matters and to perform office management details without referral to supervisor; ability to operate standard office and computer equipment including ability to operate specialized software; ability to establish and maintain effective working relationships with associates, funding agencies, elected officials, news media, VACO/NACO and the general public.

Education and Experience

High school diploma or GED and considerable experience in administrative support and office operations including contact with the public, or equivalent combination of education and experience.

Administrative Coordinator

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force; work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling; work has standard 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 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 or ability to obtain certification as a Notary Public within six months of employment.
Valid driver's license in the Commonwealth of Virginia.

Last Revised: 4/12/2010

Assistant County Administrator

FLSA Status: *Exempt*

General Definition of Work

Performs difficult executive and complex professional work providing administrative direction and support for the County operation under policies established by the Board of Supervisors, administratively managing the resources to fulfill goals and directives of the Board of Supervisors, assisting in approving/denying employee requests, changing operational policies and personnel recommendations, providing support for County Administrator, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Administrator. Organizational supervision is exercised over all personnel in the organization.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Provides advice and consultation to the County Administrator and Board of Supervisors.

Provides professional direction, evaluation and advice to department heads with regard to their administration.

Assists in the recruitment, selection and development of personnel; develops staff schedules; assigns, directs and inspects the work of assigned personnel; disciplines and suspends assigned personnel; recommends transfer, promotion, demotion and termination of employees; coaches, counsels and evaluates the performance of staff.

Reviews annual departmental work programs; refines the objectives with departments within the goals of the County.

Attends meetings and provides staff advice to the Board of Supervisors and other boards and commissions; attends a variety of meetings outside of normal work hours.

Consults with municipal, County, state and federal government officials regarding general management and support issues.

Provides public addresses to professional and community groups.

Exercises independent decision making on issues related to operational concerns.

Assists in resolving conflicts with citizens, staff and other groups as necessary.

Assists in ensuring that laws, ordinances, resolutions and policies of the Board of Supervisors are enforced.

Approves and/or denies employee leave and travel requests.

Knowledge, Skills and Abilities

Thorough knowledge of the organization, function and methods of operation of the County's departments; thorough knowledge of public administration; thorough knowledge of general management and office organization principles and practices; thorough knowledge of county government laws, ordinances and regulations; ability to analyze various complex working procedures and to develop recommendations to improve them; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with associates, county and municipal officials, other agencies and the general public.

Education and Experience

Bachelor's degree with coursework in business or public administration, accounting, or related field and extensive experience of an increasingly administrative and managerial nature in governmental operations, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work frequently standing, walking, sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires reaching with hands and arms and repetitive motions; work has standard vision requirements;

Assistant County Administrator

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 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

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 4/12/2010

County Administrator

FLSA Status: *Exempt*

General Definition of Work

Performs complex executive work planning, directing and coordinating the overall operation of the County, serving as chief administrative and operating officer, ensuring proper operations, staffing and budgeting, advising and assisting the Board of Supervisors with operations and governance, planning, organizing and directing planning activities, services, programs and staff, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Board of Supervisors. Organizational supervision is exercised over all personnel within the organization.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Oversees the performance of all duties related to being the administrative head of the county and provides organizational vision.

Ensures that laws, ordinances, resolutions and policies of the Board of Supervisors are enforced; protects county interests.

Exercises supervision over all departments including the budget process and serves as the Clerk of the Board of Supervisors.

Acts as the lead Economic Development Officer of the county including confidential work with prospects.

Obligates and manages resources including manpower, equipment, and real property to support the goals of the county.

Corresponds with the public, individuals, state and federal agencies as well as elected officials.

Researches and provides information to Board of Supervisors members as requested and necessary.

Creates and/or approves operational procedures to support the Board of Supervisors.

Develops Board of Supervisors agendas and associated work to invite appropriate individuals and/or groups to address the Board of Supervisors.

Serves as the Public Information Officer.

Manages the recruitment, selection, termination, promotion, demotion, transfer and suspension policies of county employees; coaches, counsels, disciplines and evaluates the work of county employees.

Works with outside funding agencies for Board of Supervisors goals.

Manages the approval process of Volunteer Emergency Services Personnel to operate county emergency services equipment.

Works with VEDP, congressional office, and SBDC to create, attract, retain, expand and support job growth.

Visits local industry and prospects as necessary in other states and localities.

Works with project developers to create employment and capital investment opportunities in the county.

Manages the local business incentive program.

Assists in resolving conflicts as necessary with citizens, staff and other individuals and groups as necessary.

Maintains accurate records of activities and events for future reference and legal needs.

Provides administrative leadership to the Industrial Development Authority as an ex-officio member.

Serves as the county representative on various boards and authorities.

County Administrator

Knowledge, Skills and Abilities

Comprehensive knowledge of public administration principles and practices; comprehensive knowledge of local government finance practices; comprehensive knowledge of urban and regional planning and development principles and practices; comprehensive knowledge of county government laws, ordinances and regulations; ability to communicate effectively, both orally and in writing; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to plan and direct the work of a large workforce; ability to establish and maintain effective working relationships with associates, elected officials, local, state and federal governmental agency representatives and the general public.

Education and Experience

Master's degree with coursework in public administration, or related field and extensive experience of an increasingly responsible nature in local government, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting and speaking or hearing and occasionally requires standing and walking; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, 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

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 12:00:00 AM

EMERGENCY SERVICES

Firefighter/Emergency Medical Technician - Basic

FLSA Status: *Non-Exempt*

General Definition of Work

Performs protective service work responding to fires and emergency medical service calls, performing fire suppression, emergency medical response and related duties, maintaining station and equipment, participating in continuing training, and related work as apparent or assigned. Work is performed under the moderate supervision of the Emergency Services Lieutenant.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Responds to alarms and assists in the suppression of fires, including rescue, entry, ventilating, salvage work and first response emergency situations; provides basic life support service; performs detailed subjective and objective patient assessments within established protocols, stabilization and treatment; coordinates emergency care procedures with physician; prepares and maintains daily operations logs and incident report records.

Drives and/or operates various medical and fire apparatus; assists with hazardous materials incidents.

Performs cleanup and overhaul work; performs water rescue, vehicle rescue and confined space rescue; assists with fire inspections and investigations.

Assists in maintaining fire apparatus, ambulances and equipment and cleaning fire station and grounds; ensures that emergency vehicles are completely stocked and in good running order.

Inspects, cleans and maintains fire hose, pumps, hydrants and related equipment.

Presents programs to the community on safety, medical and fire prevention topics.

Provides transport from local hospitals to out of area facilities.

Participates in continuing training and instruction program by individual study of technical material and attendance at scheduled drills and classes; assists with training when required.

Knowledge, Skills and Abilities

Some knowledge of emergency medical techniques and procedures; some knowledge of firefighting techniques and procedures as applied to fire suppression; general knowledge of the street system and physical layout of the County; some knowledge of hazardous materials and accident extrication principles and techniques; some knowledge of basic life support principles and techniques; ability to learn technical firefighting principles and techniques and principles of hydraulics as applied to fire suppression; ability to work at heights and in confined spaces; ability to understand and follow oral and written instructions; ability to prepare detailed written and/or electronic reports; possession of physical endurance and agility; ability to establish and maintain effective working relationships with associates, hospital staff and the general public.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires lifting, frequently requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions and occasionally requires tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception,

Firefighter/Emergency Medical Technician - Basic

color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration and wearing a self contained breathing apparatus; work is generally in a very loud noise location (e.g. jack hammer work, garbage recycle plant).

Special Requirements

Possession of Emergency Medical Technician - Basic certification.

Possession of or ability to acquire certification as a Firefighter I and EVOC within one year of employment.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/4/2010

Firefighter/Emergency Medical Technician - Enhanced

FLSA Status: *Non-Exempt*

General Definition of Work

Performs protective service work responding to fires and emergency medical service calls, performing fire suppression, emergency medical response and related duties, maintaining station and equipment, participating in continuing training, and related work as apparent or assigned. Work is performed under the moderate supervision of the Emergency Medical Services Lieutenant.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Responds to alarms and assists in the suppression of fires, including rescue, entry, ventilating, salvage work and first response emergency situations; provides basic life support service; performs detailed subjective and objective patient assessments within established protocols, stabilization and treatment; coordinates emergency care procedures with physician; prepares and maintains daily operations logs and incident report records.

Drives and/or operates various medical and fire apparatus; assists with hazardous materials incidents.

Performs cleanup and overhaul work; performs water rescue, vehicle rescue and confined space rescue; assists with fire inspections and investigations.

Assists in maintaining fire apparatus, ambulances and equipment and cleaning fire station and grounds; ensures that emergency vehicles are completely stocked and in good running order.

Inspects, cleans and maintains fire hose, pumps, hydrants and related equipment.

Presents programs to the community on safety, medical and fire prevention topics.

Prepares fire awareness kits for area schools; teaches safety awareness classes to students.

Provides public service including sports stand-by's and blood pressure checks.

Provides transport from local hospitals to out of area facilities.

Participates in continuing training and instruction program by individual study of technical material and attendance at scheduled drills and classes; assists with training when required.

Knowledge, Skills and Abilities

General knowledge of emergency medical techniques and procedures; general knowledge of firefighting techniques and procedures as applied to fire suppression; general knowledge of technical firefighting principles and techniques and principles of hydraulics as applied to fire suppression; general knowledge of the street system and physical layout of the County; general knowledge of hazardous materials and accident extrication principles and techniques; general knowledge of basic life support principles and techniques; ability to work at heights and in confined spaces; ability to understand and follow oral and written instructions; ability to prepare detailed written and/or electronic reports; possession of physical endurance and agility; ability to establish and maintain effective working relationships with associates, hospital staff and the general public.

Education and Experience

High school diploma or GED and moderate experience in emergency services including experience as a firefighter and emergency medical technician, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires lifting, frequently requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions and

Firefighter/Emergency Medical Technician - Enhanced

occasionally requires tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines and operating motor vehicles or equipment; work frequently requires exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration and wearing a self contained breathing apparatus; work is generally in a very loud noise location (e.g. jack hammer work, garbage recycle plant).

Special Requirements

Possession of Emergency Medical Technician - Enhanced and Firefighter I certifications.

Possession of or ability to acquire certification as a Firefighter II within one year of employment.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/4/2010

Training and Billing Coordinator

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate technical work overseeing methods, practices and techniques of emergency services operations training, coordinating emergency services education classes, maintaining various emergency services records, monitoring patient care calls and billing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Emergency Medical Services 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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Develops, implements and coordinates emergency services, fire and rescue service training programs and services; plans, evaluates and oversees County-wide emergency services training for volunteer and career fire/rescue personnel.

Coordinates development and implementation of equipment, personnel and training standards for County Emergency Services personnel; develops and implements a training master plan for emergency services.

Develops and maintains a County-wide training record system for all active volunteer and career personnel; maintains a database of certified trainers and instructors.

Assists with the preparation and administration of the training budget.

Performs data collection and system effectiveness analysis related to training and operations; performs statistical analysis as it relates to training/resource allocations.

Establishes and maintains a training library and resource pool of training aids and other related materials.

Pursues activities which will promote the viability of volunteer emergency services.

Attends Emergency Services Advisory Board meetings; prepares agenda and minutes for meetings.

Provides clerical assistance for departmental issues; prepares and maintains records and files; responds to requests for records by legal firms, subpoenas, etc.; assists with developing policies and procedures, including standard operating procedures; collects data and creates reports on agencies call volume and type of services rendered; ensures compliance with HIPPA.

Works with billing agency to resolve issues; obtains additional information from patients; communicates with billing agency staff and patients about billing information and issues that relate to billing; evaluates requests for billing adjustments in hardship and other unpaid bill situations; makes decision and advises the billing agency regarding steps to take regarding further actions; coordinates needs for rescue agencies in reference to billing software patient care information.

Performs reviews of insurance company collections.

Prepares and mails billing statements for fire services; tracks accounts receivable by departments; verifies call sheets are being reported by all squads; prepares and deposits receipts of payment for services and prepares and submits information to the billing agency for account updating.

Performs various levels of finance and budget functions; oversees and maintains capital improvement program for all volunteer squads, fire department and Carroll County Emergency Services; assists with budget preparation; receives calls and financial reports from outside agencies; monitors the budget and expenditures for compliance with approved budget; reports deviations from approved budget to the department director for review.

Assists in the administration of grants awarded including associated record keeping and reporting; assists in grant application preparation.

Knowledge, Skills and Abilities

General knowledge of the organization and functions of the department and of general administrative policies and practices; general knowledge of standard office practices, procedures, equipment and office support techniques;

Training and Billing Coordinator

general knowledge of emergency services training programs, practices and procedures; some knowledge of laws and regulations pertaining to emergency services; ability to plan effective basic and in service training and staff development programs; ability to express ideas effectively, orally and in writing; ability to keep office records and to prepare accurate reports from file sources; ability to establish and maintain effective working relationships with internal and external emergency services staff, other agencies, billing agency representatives and the general public.

Education and Experience

High school diploma or GED and moderate experience in administrative support and office operations, or equivalent combination of education and experience. Associates/Technical degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard 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 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

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/10/2010

Firefighter/Emergency Medical Technician - Intermediate

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate protective service work responding to fires and emergency medical service calls, performing fire suppression, emergency medical response and related duties, maintaining station and equipment, participating in continuing training, and related work as apparent or assigned. Work is performed under the moderate supervision of the Emergency Medical Services Lieutenant. Occasional

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Responds to alarms and assists in the suppression of fires, including rescue, entry, ventilating, salvage work and first response emergency situations; provides basic life support service; performs detailed subjective and objective patient assessments within established protocols, stabilization and treatment; coordinates emergency care procedures with physician; prepares and maintains daily operations logs and incident report records.

Drives and/or operates various medical and fire apparatus; assists with hazardous materials incidents.

Performs cleanup and overhaul work; performs water rescue, vehicle rescue and confined space rescue; assists with fire inspections and investigations.

Assists in maintaining fire apparatus, ambulances and equipment and cleaning fire station and grounds; ensures that emergency vehicles are completely stocked and in good running order.

Inspects, cleans and maintains fire hose, pumps, hydrants and related equipment.

Presents programs to the community on safety, medical and fire prevention topics.

Prepares fire awareness kits for area schools; teaches safety awareness classes to students.

Provides public service including sports stand-by's and blood pressure checks.

Provides transport from local hospitals to out of area facilities.

Participates in continuing training and instruction program by individual study of technical material and attendance at scheduled drills and classes; assists with training when required.

Knowledge, Skills and Abilities

General knowledge of emergency medical techniques and procedures; general knowledge of firefighting techniques and procedures as applied to fire suppression; general knowledge of technical firefighting principles and techniques and principles of hydraulics as applied to fire suppression; general knowledge of the street system and physical layout of the County; general knowledge of hazardous materials and accident extrication principles and techniques; general knowledge of basic life support principles and techniques; ability to work at heights and in confined spaces; ability to understand and follow oral and written instructions; ability to prepare detailed written and/or electronic reports; possession of physical endurance and agility; ability to establish and maintain effective working relationships with associates, hospital staff and the general public.

Education and Experience

High school diploma or GED and moderate experience in emergency services including experience as a firefighter and emergency medical technician at the basic or enhanced level, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires lifting, frequently requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping,

Firefighter/Emergency Medical Technician - Intermediate

kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions and occasionally requires tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration and wearing a self contained breathing apparatus; work is generally in a very loud noise location (e.g. jack hammer work, garbage recycle plant).

Special Requirements

Possession of Emergency Medical Technician - Intermediate and Firefighter I certifications.

Possession of or ability to acquire certification as a Firefighter II within one year of employment.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/4/2010

Firefighter/Emergency Medical Technician - Paramedic

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled technical work responding to fires and emergency medical service calls, performing fire suppression, emergency medical response and related duties, maintaining station and equipment, participating in continuing training, and related work as apparent or assigned. Work is performed under the limited supervision of the Emergency Medical Services Lieutenant. Occasional supervision is exercised over subordinate shift personnel in the absence of the Emergency Medical Services Lieutenant.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Responds to alarms and assists in the suppression of fires, including rescue, entry, ventilating, salvage work and first response emergency situations; provides basic life support service; performs detailed subjective and objective patient assessments within established protocols, stabilization and treatment; coordinates emergency care procedures with physician; prepares and maintains daily operations logs and incident report records.

Drives and/or operates various medical and fire apparatus; assists with hazardous materials incidents.

Performs cleanup and overhaul work; performs water rescue, vehicle rescue and confined space rescue; assists with fire inspections and investigations.

Assists in maintaining fire apparatus, ambulances and equipment and cleaning fire station and grounds; ensures that emergency vehicles are completely stocked and in good running order.

Inspects, cleans and maintains fire hose, pumps, hydrants and related equipment.

Presents programs to the community on safety, medical and fire prevention topics.

Prepares fire awareness kits for area schools; teaches safety awareness classes to students.

Provides public service including sports stand-by's and blood pressure checks; draws blood for the Virginia State Police and County agencies as requested.

Provides transport from local hospitals to out of area facilities.

Participates in continuing training and instruction program by individual study of technical material and attendance at scheduled drills and classes; assists with training when required.

Knowledge, Skills and Abilities

Thorough knowledge of emergency medical techniques and procedures; general knowledge of firefighting techniques and procedures as applied to fire suppression; general knowledge of technical firefighting principles and techniques and principles of hydraulics as applied to fire suppression; general knowledge of the street system and physical layout of the County; general knowledge of hazardous materials and accident extrication principles and techniques; general knowledge of advanced life support principles and techniques; ability to work at heights and in confined spaces; ability to understand and follow oral and written instructions; ability to prepare detailed written and/or electronic reports; possession of physical endurance and agility; ability to establish and maintain effective working relationships with associates, hospital staff and the general public.

Education and Experience

High school diploma or GED and moderate experience in emergency services including experience as a firefighter and emergency medical technician at the intermediate level, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires lifting, frequently requires standing,

Firefighter/Emergency Medical Technician - Paramedic

walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions and occasionally requires tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration and wearing a self contained breathing apparatus; work is generally in a very loud noise location (e.g. jack hammer work, garbage recycle plant).

Special Requirements

Possession of Emergency Medical Technician - Paramedic, CPR Instructor and Firefighter I certifications.
Possession of or ability to acquire certification as a Firefighter II within one year of employment.
Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/4/2010

Fire Lieutenant/Paramedic

FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult skilled technical work serving as shift supervisor, responding to fires and emergency medical service calls, performing fire suppression, emergency medical response and related duties, maintaining station and equipment, participating in continuing training, and related work as apparent or assigned. Work is performed under the limited supervision of the Emergency Medical Services Director. Continuous supervision is exercised over assigned shift personnel.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Responds to alarms and assists in the suppression of fires, including rescue, entry, ventilating, salvage work and first response emergency situations; provides basic life support service; performs detailed subjective and objective patient assessments within established protocols, stabilization and treatment; coordinates emergency care procedures with physician; prepares and maintains daily operations logs and incident report records.

Serves as shift commander; assigns and directs work of shift personnel; trains, coaches and counsels the work of assigned personnel; develops staff schedules; inspects the work of and evaluates performance of assigned personnel; recommends rewards, transfers, suspensions and terminations; approves time sheets and leave requests.

Maintains inventory of and orders supplies and staff uniforms.

Drives and/or operates various medical and fire apparatus; assists with hazardous materials incidents.

Performs cleanup and overhaul work; performs water rescue, vehicle rescue and confined space rescue; assists with fire inspections and investigations.

Assists in maintaining fire apparatus, ambulances and equipment and cleaning fire station and grounds; ensures that emergency vehicles are completely stocked and in good running order.

Inspects, cleans and maintains fire hose, pumps, hydrants and related equipment.

Presents programs to the community on safety, medical and fire prevention topics.

Prepares fire awareness kits for area schools; teaches safety awareness classes to students.

Provides public service including sports stand-by's and blood pressure checks; draws blood for the Virginia State Police and County agencies as requested.

Participates in continuing training and instruction program by individual study of technical material and attendance at scheduled drills and classes; assists with and/or conducts training when required.

Knowledge, Skills and Abilities

Thorough knowledge of the principles of anatomy and physiology; thorough knowledge of the principles and techniques of emergency care, including diagnosis, proper treatment and transportation; thorough knowledge of equipment and supplies employed in the emergency care of patients and victims of accidents; general knowledge of firefighting techniques and procedures as applied to fire suppression; thorough knowledge of the street and road system and physical layout of the County; general knowledge of hazardous materials and accident extrication principles and techniques; skill in diagnosing a victim's condition and applying emergency medical care; ability to oversee the work of crew members providing basic life support services; ability to learn technical firefighting principles and techniques and principles of hydraulics as applied to fire suppression; ability to understand and follow oral and written instructions; ability to keep records and prepare reports; ability to establish and maintain effective working relationships with physicians, associates, hospital staff, vendors, other emergency service agencies and the general public.

Fire Lieutenant/Paramedic

Education and Experience

High school diploma or GED and considerable experience in emergency services including experience as a firefighter and emergency medical technician at the paramedic level including some supervisory experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires lifting, frequently requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions and occasionally requires tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration and wearing a self contained breathing apparatus; work is generally in a very loud noise location (e.g. jack hammer work, garbage recycle plant).

Special Requirements

Possession of Emergency Medical Technician - Paramedic, CPR Instructor and Firefighter I certifications.
Possession of or ability to acquire certification as a Firefighter II within one year of employment.
Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/4/2010

Emergency Services Director

FLSA Status: *Exempt*

General Definition of Work

Performs difficult advanced protective services work relating to the development and maintenance of the Regional Emergency Operations Plan for the County, coordinates disaster preparedness, emergency operations center management, training and development of departments and volunteer organizations and citizens from those jurisdictions which are responsible for responding to natural or man-made emergencies, oversees recovery for citizens and local governments and mitigation due to hazardous materials incidents, man-made and natural disasters, performs all emergency management functions as outlined by Virginia Disaster Law of 1973, as amended, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Assistant County Administrator. Departmental supervision is exercised over all personnel within the department.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Plans, develops, implements and coordinates the County Emergency Operations Plan; plans, organizes, directs and supervises all fire suppression and emergency services.

Recruits and selects departmental personnel; coaches, counsels, disciplines, transfers, promotes, suspends, demotes and terminates personnel; develops staff schedules; assigns, directs and inspects the work of department personnel.

Meets with all departments and volunteer organizations with a role in emergency response to review and update responsibilities and capabilities.

Developing policies and procedures to implement fire and rescue operations and services in compliance with federal, state and local rules; works with fire and rescue volunteer leadership to receive problems, concerns, departmental issues, etc.

Directs financial operations of the department; prepares and administers department budget; monitors expenditures.

Oversees emergency services billing program.

Maintains personnel and emergency resource materials information.

Ensures County compliance with state and federal laws pertaining to emergencies and hazardous materials.

Coordinates with local, state and federal agencies for mitigation, preparedness, response and recovery from emergencies and disasters.

Serves as official representative and liaison with appropriate state and federal officials on emergency service issues.

Participates at the scene of emergencies in either the role of a technical specialist or as an Emergency Management representative with responsibility for furnishing recommendations, advice, or assistance in alleviating the emergency and in supporting the operational efforts of Emergency Service personnel.

Coordinates and works with federal and state agencies on recovery of costs from major emergencies and disasters.

Tracks approaching and potential disasters such as severe winter storms, hurricanes and thunderstorms and prepares regional disaster management.

Develops and maintains training for the Emergency Operations Center response team; oversees the County's emergency radio system.

Responds to disaster areas for assessment and mitigation or coordinates Emergency Operations Center activation.

Develops, coordinates and facilitates Emergency Operations Plan exercises and hazardous materials training exercises.

Establishes and maintains records on hazardous materials as required by federal law, SARA Title III.

Responds to and follows up on hazardous materials contamination and illegal dumping until appropriately mitigated.

Plans, develops and coordinates all emergency service training for appropriate departments and volunteer organizations.

May serve as chairman of local Emergency Planning Committee.

Emergency Services Director

Develops and conducts public training programs; manages the CERT Program.

Knowledge, Skills and Abilities

Comprehensive knowledge of state and federal laws pertaining to emergency preparedness and management of disasters; thorough knowledge of the geography, road systems and landmarks in the County; general knowledge of basic computer operation including knowledge of appropriate software and ability to operate personal computers; ability to evaluate emergency situations and if necessary, coordinate the implementation of emergency operation plans so response is both positive and corrective; ability to establish and maintain effective information and record keeping system; ability to plan, develop and coordinate public education programs; ability to maintain good working relations with the media; ability to satisfactorily complete training programs required by the Federal Emergency Management Administration and the Department of Emergency Management; ability to establish and maintain effective working relationships with volunteer organizations as well as city, County, state and federal organizations.

Education and Experience

Bachelor's degree with coursework in fire science, emergency management, or related field and considerable experience in emergency/disaster planning, preparedness, response and mitigation and resource management; supplemented by coursework in public or business administration or related field, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires lifting, frequently requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions and occasionally requires tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration and wearing a self contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Must meet and maintain minimum qualifications as established by the department and the Commonwealth of Virginia and FEMA.

Possession of or ability to acquire Homeland Security Clearance, ICS 100, 200, 300, 400, NIMS and NRP certifications within 12 months of employment. Ability to acquire IS 700, 800 within 3 years of employment.

Possession of or ability to complete biannual strategic implementation report, DHS Nimcast, LCAR, GMIS and DHS RKB training within one year of employment.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/11/2010

FARMERS MARKET

Farmers Market Office Technician

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled administrative support work providing administrative support services to the Southwest Virginia Farmers Market, helping maintain and assist in all Market operations, promoting and supporting the agricultural community, and related work as apparent or assigned. Work is performed under the moderate supervision of the Market Manager. Occasional supervision is exercised over contract workers, farm workers and jail trustees.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Provides administrative support for the Farmer's Market; provides secretarial services related to the Carroll County Agricultural Fair.

Receives and responds to inquiries and complaints from customers; provides customer service.

Processes inventory and maintains associated records; compiles statistical data for use in reports, grants, budgets, etc.

Communicates with state and county agencies, organizations and associations.

Maintains website.

Assists with the preparation and distribution of advertising and marketing information for the retail.

Assists grading/packing line when needed; operates fork-lifts and pallet jacks to load/unload produce for producers/buyers.

Performs the duties of various Farmer's Market employees when assigned.

Cleans and stocks facilities as needed.

Oversees special programs for market such as Senior Nutrition Program, etc.

Devises ways to implement Good Handling Practices and product traceability to the Market.

Knowledge, Skills and Abilities

Some knowledge of standard office practices, procedures, equipment and office assistance techniques; some knowledge of business English, spelling and arithmetic; some knowledge of department programs and policies; ability to type accurately at a reasonable rate of speed; ability to operate standard office, word processing and data entry equipment; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with associates, producers, elected officials, regulatory and state agency representatives and the general public.

Education and Experience

Associates/Technical degree with coursework in administrative support technology, or related field and moderate experience in office support work preferably including agriculture-related experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking and using hands to finger, handle or feel, frequently requires reaching with hands and arms, lifting and repetitive motions and occasionally requires sitting, speaking or hearing, tasting or smelling and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to

Farmers Market Office Technician

perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to toxic or caustic chemicals and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of or ability to obtain fork-lift/pallet jack certifications within one year of employment.
Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/20/2010

Market Technician

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate technical work operating, maintaining, cleaning and repairing hydro-coolers and ice machines, assisting producers and buyers with their products, loading and unloading products and assisting the grading/packing line as needed, and related work as apparent or assigned. Work is performed under the moderate supervision of the Market Manager. Limited supervision is exercised over contract labor, farm workers and jail trustees.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Maintains, troubleshoots and repairs hydro-coolers, ice machines and other mechanical equipment.
- Operates hydro-coolers.
- Helps farmers with products; loads, unloads and stacks products for hydro-cooler.
- Operates dump truck, forklifts and pallet jacks; operates pressure washer.
- Maintains products in coolers; ices products for shipment.
- Helps maintain grounds; removes waste products; assists with snow removal and ice control.
- Helps set up and take down for meetings, special events, etc.
- Assists with grading and packing line when needed.
- Provides customer service; assists producers and vendors bringing in or taking out products.
- Coaches, counsels, assigns, directs and inspects the work of assigned contract labor, farm workers and jail trustees.

Knowledge, Skills and Abilities

Some knowledge of facilities and grounds maintenance, retail and wholesale produce sales; some knowledge of the fundamental principles of building repairs; some knowledge of the occupational hazards of the work; ability to detect signs of the mechanical failure of the equipment; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with customers, producers, truck drivers, associates and the general public.

Education and Experience

High school diploma or GED and moderate experience in building maintenance, agriculture, horticulture or grounds maintenance and/or retail operations, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 50 pounds of force, frequent exertion of up to 100 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires stooping, kneeling, crouching or crawling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing, tasting or smelling and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; 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, visual inspection involving small defects and/or small parts, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, frequently requires exposure to wet, humid conditions (non-weather) and exposure to outdoor weather conditions and occasionally requires working in high, precarious places, exposure to fumes or

Market Technician

airborne particles, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Possession of or ability to acquire fork lift/pallet jack certifications within one year of employment.
Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/20/2010

Senior Market Technician

FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult technical work providing direction and assistance on the grading/packing line, managing waste removal, keeping produce wet and chilled to correct temperatures, ensuring projects ship correctly and safely, helping clean and maintain buildings and grounds, assisting in all Farmers Market operations, and related work as apparent or assigned. Work is performed under the moderate supervision of the Market Manager. Limited supervision is exercised over contract labor, farm workers and jail trustees.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Maintains, troubleshoots and repairs hydro-coolers, ice machines and other mechanical equipment; operates hydro-coolers.

Helps farmers with products; loads, unloads and stacks products for hydro-cooler.

Operates dump truck, loaders, back-hoe, forklifts and pallet jacks; operates pressure washer.

Maintains products in coolers; ices products for shipment.

Helps maintain grounds; performs general grounds keeping and landscaping duties; removes waste products; assists with snow removal and ice control.

Helps set up and take down for meetings, special events, etc.

Assists with grading and packing line when needed; maintains quality control in packing line.

Provides customer service; assists producers and vendors bringing in or taking out products.

Assists in set-up of new retail/wholesale vendors; purchases and/or transports market supplies.

Coaches, counsels, assigns, directs and inspects the work of assigned contract labor, farm workers and jail trustees.

Knowledge, Skills and Abilities

General knowledge of facilities and grounds maintenance, retail and wholesale produce sales; general knowledge of the fundamental principles of building repairs; general knowledge of the occupational hazards of the work; ability to detect signs of the mechanical failure of the equipment; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with customers, producers, truck drivers, associates and the general public.

Education and Experience

High school diploma or GED and considerable experience in building maintenance, agriculture, horticulture or grounds maintenance and/or retail operations, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 50 pounds of force, frequent exertion of up to 100 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires stooping, kneeling, crouching or crawling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing, tasting or smelling and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; 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, visual inspection involving small defects and/or small parts, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near

Senior Market Technician

moving mechanical parts, frequently requires exposure to wet, humid conditions (non-weather) and exposure to outdoor weather conditions and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Possession of fork lift/pallet jack certifications.
Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/20/2010

Market Manager

FLSA Status: *Exempt*

General Definition of Work

Performs intermediate professional work developing a diversified marketing program for the region's fruit and vegetable producers, developing a food safety and production education program that assists growers, and related work as apparent or assigned. Work is performed under the general direction of the Assistant County Administrator. Departmental supervision is exercised over all personnel within the department.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Manages the operation of all three sections of the market; develops procedures, budgets and policies, opens and closes facility.

Develops and continues to diversify the marketing program for both the region's new and existing fruit and vegetable crops.

Works with the region's producers to continue to diversify their agriculture operations.

Develops educational programs in conjunction with Virginia Department of Agriculture and Consumer Services and the Extension Service to assist growers in producing better quality, safer food products.

Assists with the development and conduction of a variety of trials, production trials, etc. in conjunction with Virginia Department of Agriculture and Consumer Services and the Extension Service that will allow growers to gain knowledge to improve their profitability.

Grades, inspects, packs and repacks producers' products as well as educating the producers, their employees and the market employees regarding carrying out these tasks.

Receives, inventories, cools, adds-value and stores products from the region's producers; manages and assists in the operation of all packing lines, cooling systems and product moving equipment at the facility.

Commingles, markets and ships multiple loads of products from the region daily; manages the collection for all products shipped; manages all shipping and receiving records and continually analyzes the records to ensure proper billing.

Recruits and selects departmental personnel with Assistant County Administrator; coaches and counsels employees, makes recommends regarding discipline, transfer, promotion, suspension, demotion and termination of personnel; develops staff schedules; assigns, directs and inspects the work of department personnel.

Redefines and works to improve the market's food safety program.

Assists in preparing grant proposals and supporting documents.

Analyzes data; prepares information; writes reports for various boards and agencies.

Assists growers in locating and purchasing seeds, plants, containers, plastic mulch, drip tape, specialized equipment and various other items.

Analyzes available data to determine whether or not to grow existing and/or new crops and financial stability of potential buyers.

Manages and assists with carrying out various maintenance tasks including sanitation, snow removal and general repairs.

Oversees the operation and development of the Carroll County Agricultural Fair.

Knowledge, Skills and Abilities

Comprehensive knowledge of all phases of market management; thorough knowledge of market operations, regulations and policies; thorough knowledge of ordinances and codes that affect market operations; thorough knowledge of area produce and other materials available for sale; general knowledge of food storage and preparation methods and techniques; ability to prepare and maintain records and files; ability to make mathematical

Market Manager

computations accurately and quickly; ability to communicate ideas effectively in both oral and written format; ability to enforce rules and regulations effectively and tactfully; ability to establish and maintain effective working relationships with regional agricultural producers, buyers, elected officials, engineers, architects, contractors, associates and the general public.

Education and Experience

Bachelor's degree with coursework in horticulture production, agricultural economics, or related field and extensive experience in agricultural management, produce or farming, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 100 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires stooping, kneeling, crouching or crawling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing, tasting or smelling and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; 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, visual inspection involving small defects and/or small parts, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, frequently requires exposure to wet, humid conditions (non-weather) and exposure to toxic or caustic chemicals and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of or ability to acquire fork lift/pallet jack certifications within one year of employment.
Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/20/2010

FINANCE

Finance/Human Resources Generalist

FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult administrative work processing and maintaining associated records for accounts payable, administering risk management program, preparing workers compensation claims and accident claims, serving as benefits administrator, preparing, placing and monitoring responses to job advertisements, and related work as apparent or assigned. Work is performed under the moderate supervision of the Finance 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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Processes data entry of accounts payable invoices for payment for County departments and constitutional offices. Processes edit reports and reviews documents for accuracy and completeness; verifies availability of funds within department.

Processes accounts payable check run; obtains signatures for checks; prepares checks to be mailed with remittance stubs.

Files all invoices in order by the check number and maintains for annual audit.

Processes voided checks and prepares reports for County Treasurer.

Maintains documentation for new vendors and W-9 vendors.

Maintains prints and balances annual 1099 reporting forms.

Reviews with auditors invoices for annual audit.

Receives and distributes incoming and outgoing mail.

Performs customer service functions; provides information and assistance regarding accounts payable issues.

Maintains inventory of copy paper for all County departments.

Administers the County's risk management; maintains communication with County departments regarding insurance needs.

Maintains, coordinates and updates County's insurance policies.

Prepares worker's compensation and accident claims for volunteer fire and rescue squads.

Maintains files and processes correspondence with insurance companies.

Processes all automobile accident, property and general liability claims for County and fire and rescue; maintains associated files.

Performs auto additions and deletions for County and fire and rescue.

Performs Department of Motor Vehicles driver record checks.

Prepares procurement advertisements; receives sealed bids, invitation to bid, request for proposals and maintains procurement files.

Processes requests for purchase orders; assigns and issues purchase order numbers; maintains log; meets with vendor representatives.

Prepares ads for job advertisements; prepares job descriptions; receives job applications.

Assists Payroll Technician as required and assigned.

Knowledge, Skills and Abilities

General knowledge of accounts payable policies, practices and procedures; general knowledge of bookkeeping terminology, methods, procedures and equipment; general knowledge of routine accounting principles; general knowledge of risk handling techniques and methods; general knowledge of insurance contract language, methods of filing insurance reports and claims; general knowledge of the County's retirement, insurance and benefits programs,

Finance/Human Resources Generalist

methods and record keeping; general knowledge of the basic methods, practices and objectives of public personnel administration; general knowledge of state and County procurement laws, policies, regulations and procedures; general knowledge of standard office procedures, practices and equipment; ability to make arithmetical computations quickly and accurately; ability to post accounts with speed and accuracy; ability to efficiently operate a variety of office machines; ability to operate personal computer including some knowledge of applicable software packages; ability to establish and maintain effective working relationships with associates, vendors, elected officials and the general public.

Education and Experience

Associates/Technical degree with coursework in accounting, or related field and moderate experience in accounts payable and benefit administration, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires walking and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard 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 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 or ability to obtain licensure as a Notary Public within six months of employment.

Possession of or ability to obtain appropriate Virginia Public Procurement training within six months of employment.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 4/22/2010

Payroll Technician

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate technical work processing payroll, reviewing and verifying timesheets, preparing and maintaining financial and related records, and related work as apparent or assigned. Work is performed under the moderate supervision of the Finance 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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Reviews and verifies timesheets; ensures that garnishments and employee deductions are accurately calculated.

Enters information on new employees and changes on current employees into system.

Prepares and processes wire transfers for transmission.

Processes and distributes checks semi-monthly.

Maintains reconciliation, reporting and payment for Virginia Retirement System regarding retirement, life insurance and optional life insurance premiums.

Prepares and transmits compensation and deduction information to vendors.

Files quarterly and annual federal and state tax returns; issues W-2's.

Files quarterly state unemployment and insurance wage reports; maintains payroll reports and related documents.

Prepares information for audits.

Prepares fringe benefit mailings.

Oversees payroll records and storage process.

Knowledge, Skills and Abilities

Comprehensive knowledge of payroll methods, systems, processes and procedures; comprehensive knowledge of IRS regulations, FLSA and VRS procedures and requirements related to payroll processing; general knowledge of bookkeeping terminology and methods; general knowledge of standard office procedures, practices and equipment; general knowledge of routine accounting principles; ability to maintain payroll records and to prepare reports and statements; ability to make arithmetical computations quickly and accurately; ability to post accounts with speed and accuracy utilizing computer system; ability to efficiently operate a variety of office machines; ability to establish and maintain effective working relationships with vendors and associates.

Education and Experience

Associates/Technical degree with coursework in accounting, or related field and moderate experience in payroll processing including production and filing of associated reports, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and lifting; work has standard 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 motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Payroll Technician

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 4/14/2010

Finance Director

FLSA Status: *Exempt*

General Definition of Work

Performs complex professional work developing, monitoring and executing a financial plan for the County that is fiscally sound, meets near and long term goals and objectives of County administration and the Board of Supervisors, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Assistant County Administrator. Departmental supervision is exercised over all personnel within the department.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Prepares and presents annual budget and amendments.

Analyzes and reports on County financial status to staff, Board of Supervisors and external agencies.

Advises officials on County financial matters providing information necessary for decision making.

Recruits and selects departmental personnel; coaches, counsels, disciplines, transfers, promotes, suspends, demotes and terminates personnel; develops staff schedules; assigns, directs and inspects the work of department personnel.

Provides financial administrative guidance to all departments.

Evaluates, verifies and audits various budget and expense records.

Controls, plans, designs and implements financial management systems and policies.

Performs needs assessment to develop long-term financial and capital plans.

Coordinates with external auditors in conducting annual audit and preparing annual financial statements.

Knowledge, Skills and Abilities

Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government; general knowledge of forecasting and long range planning in regard to revenues and expenditures; general knowledge of local government revenue sources; general knowledge of economic factors and how they impact local governments; ability to evaluate financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to communicate ideas effectively in both oral and written formats; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to establish and maintain effective working relationships with associates, governmental officials and the general public.

Education and Experience

Bachelor's degree with coursework in accounting, finance, or related field and extensive experience in local government budgeting and finance, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force; work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions; work has standard 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 motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Finance Director

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 4/22/2010

GEOGRAPHIC INFORMATION SYSTEM

Geographic Information System Coordinator

FLSA Status: *Exempt*

General Definition of Work

Performs professional work maintaining, organizing and updating geographic information, creating maps, and related work as apparent or assigned. Work is performed under the general direction of the Assistant County Administrator.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Maintains, organizes and updates geographic data.
Creates maps for County departments and the general public.
Serves as liaison to applied geographics and hosts geographic online viewer.
Prints and scans large format maps and plans for various departments.
Performs general office duties such as maintaining time sheets and ordering supplies.
Prepares and administers department budget; maintains appropriate files and records.
Assists various departments with geographic projects.

Knowledge, Skills and Abilities

Thorough knowledge of automated mapping and information processing methods and techniques; thorough knowledge of the capabilities of automated mapping and geographic information processing systems; thorough knowledge of cartographic principles, automated mapping, geographic information system database design and structure; thorough knowledge of geographic information system hardware and software components, data communication and network methods and techniques; ability to solve problems within scope of responsibility; ability to communicate ideas effectively in both oral and written formats; ability to establish and maintain effective working relationships with associates, elected officials, consultants and the general public.

Education and Experience

Bachelor's degree with coursework in geography, or related field and considerable experience as a geographic information system technician or coordinator, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work frequently sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard 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 motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Possession of or ability to obtain Geographic Information Systems Professional certification within two years of employment.

Last Revised: 5/19/2010

HUMAN RESOURCES

Human Resources Director

FLSA Status: *Exempt*

General Definition of Work

Performs complex professional work developing, implementing and interpreting personnel policies and procedures, assisting in the recruitment and selection of qualified staff, administering classification and compensation plans, managing worker's compensation program, administering employee benefits programs, and related work as apparent or assigned. Work is performed under the general direction of the Assistant County Administrator. Departmental supervision is exercised over all personnel within the department.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Establishes and maintains policies, programs and procedures for recruiting, selecting and retaining qualified staff.
- Initiates the development, implementation, and interpretation of personnel policies and procedures.
- Oversees and participates in all employee relations activities, including terminations and investigations.
- Directs the administration of the position classification and compensation plans.
- Oversees the review of all personnel changes, such as pay for performance and position changes.
- Oversees the administration of employee benefits and acts as the County's group administrator for health insurance.
- Manages Workers' Compensation program for all County and volunteer emergency services personnel.
- Oversees the employee performance evaluation program.
- Develops Request for Proposals for Human Resource related contracts and participates in evaluating and recommending contract awards to the County Administrator.
- Oversees the development and delivery of supervisory and employee training and staff development.
- Participates in the development of employee health initiatives.
- Provides input to the human resources budget to include salary and benefit information.
- Provides for the maintenance of all official personnel files and documents for County employees.
- Conducts special research and survey projects.

Knowledge, Skills and Abilities

Thorough knowledge of the principles of personnel administration, classification and compensation and of federal/state employment laws; general knowledge of automated systems and the ability to learn new programs as technology advances; ability to communicate ideas effectively in both oral and written formats; ability to meet deadlines during varying workload periods; ability to plan and supervise the work of subordinate personnel; ability to establish and maintain effective working relationships with associates, vendors, elected officials, state and federal agency representatives and the general public.

Education and Experience

Bachelor's degree with coursework in human resources, public administration, or related field and extensive experience progressively responsible experience in personnel administration including moderate experience in a supervisory and/or managerial position, or equivalent combination of education and experience. Master's degree preferred.

Physical Requirements

This work is sedentary and requires little to no exertion of force; work regularly requires sitting and speaking or hearing and occasionally requires standing, walking, using hands to finger, handle or feel and reaching with hands

Human Resources Director

and arms; work has standard 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 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

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 6/1/2010

INDUSTRIAL DEVELOPMENT AUTHORITY

Business Development Assistant

FLSA Status: *Non-Exempt*

General Definition of Work

Performs administrative work assisting in the development of business plans for customers, analyzing potential businesses' viability and formulating profit and loss projections, developing capital request schedules, and related work as apparent or assigned. Work is performed under the moderate supervision of the Business Development 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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Develops business plans for clients; analyzes potential businesses' viability through industry norms and/or business history to formulate a three year profit and loss projection; analyzes compiled data obtained through client provided interviews and documentation.

Develops capital request schedules.

Participates in broad based research and/or analysis for ongoing economic development projects.

Edits business plan documents for accuracy and completeness.

Discusses plan details with clients and colleagues.

Prepares business plan documents and financial schedules.

Participates in and provides support data for ongoing economic development office objectives.

Communicates plan progress and strategies to other team members.

Collects client data from outside sources.

Maintains digital files and templates.

Knowledge, Skills and Abilities

General knowledge of the theory, principles, methods and practices of accounting; general knowledge of the regulations governing financial matters, grants and loan programs; general knowledge of modern office methods, practices and equipment; ability to express technical ideas effectively, orally and in writing; ability to prepare, analyze and evaluate financial systems; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with associates, clients and the general public.

Education and Experience

Associates/Technical degree with coursework in accounting, or related field and considerable experience in accounting, budgeting, financial analysis and diversified business experience at various levels, or equivalent combination of education and experience.

Physical Requirements

This work is sedentary and requires little to no exertion of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard 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 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

None.

Last Revised: 5/20/2010

Business Development Director

FLSA Status: *Exempt*

General Definition of Work

Performs difficult professional work providing existing and potential businesses with business and financial plan development, marketing plan assistance, business strategy and collaboration and facility funding and resource requirements, acquiring, owning, leasing, making loans and disposing of Authority property, promoting community safety, health, convenience and prosperity, assisting in the recruitment of businesses, and related work as apparent or assigned. Work is performed under the general direction of the County Administrator and Industrial Development Authority Board. Departmental supervision is exercised over all personnel within the department.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Consults with entrepreneurs and small businesses to create business plans.

Recruits and selects departmental personnel; coaches and counsels individuals through the business development process; recommends discipline, transfer, promotion, suspension, demotion and termination of personnel; develops staff schedules; assigns, directs and inspects the work of department personnel.

Manages Industrial Development Authority meetings, activities and all operational aspects of the Authority.

Leads special projects as directed by the County Administrator and Industrial Development Authority Chairman.

Collaborates with local and regional agencies to create and fund small businesses.

Plans, directs and supports activities of Business Advisory Council and other community groups.

Assists in securing funding and incentives for business clients.

Assists the SBDC and BRCEDA/SWREC as necessary.

Knowledge, Skills and Abilities

Thorough knowledge of the philosophies, principles, laws, regulations and procedures, goals and priorities of community development programs; thorough knowledge of the social and economic characteristics of the community; thorough knowledge of the principles of business and industrial organization; thorough knowledge of small business practices and requirements; general knowledge of the principles and practices of commercial and residential rehabilitation; general knowledge of the scope and functions of municipal government, including municipal finance, budget and personnel administration; ability to communicate ideas effectively both orally and in writing; ability to gather, analyze and evaluate facts and to prepare concise and informative reports; ability to establish and maintain effective working relationships with legislative and administrative officials, associates, community agencies and the general public.

Education and Experience

Bachelor's degree with coursework in business administration, marketing, or related field and extensive experience as an entrepreneur or in business management, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms and pushing or pulling; work has standard 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 motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Business Development Director

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/20/2010

INFORMATION TECHNOLOGY

PC/Network Technician

FLSA Status: *Non-Exempt*

General Definition of Work

Performs skilled technical work installing and maintaining network, troubleshooting problems, ensuring network stability, repairing and replacing workstations, researching and testing new technologies, and related work as apparent or assigned. Work is performed under the limited supervision of the Information Technology 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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Installs, maintains and troubleshoots computer hardware and associated software including Microsoft Office Suite, hard drives, optical drives, processors, memory, power supplies, NICs and motherboards.

Installs and supports peripheral equipment including USB printers, network printers, USB Scanners, network scanners, external hard drives and USB media readers.

Evaluates time frames on replacement equipment and replaces aging equipment when feasible; breaks down and reuses older equipment when possible.

Installs and maintains antivirus software and ensures software is up-to-date; removes infections and reloads system; performs general system maintenance and system defrag for desktops and laptops.

Sets up and maintains email accounts; maintains and updates County contact directory.

Installs and maintain scanner software; maps correct drives and folders for machines that use a network scanner; sets up printer sessions for various departments; sets up and maintains backups on specific machines.

Installs and maintains routers, switches, cabling and servers and associated peripherals used by the County.

Monitors and support network traffic flow; troubleshoots and repairs service interruptions that occur at various County facilities; sets up and maintains various IP schemes and file servers; sets up users with appropriate permissions and access to required files; maps various network drives onto user's computers from the file servers.

Installs and maintains backup software for file servers; performs backups on servers.

Troubleshoots and maintains hardwire connections throughout the building; terminates and tests wiring; plans, documents and installs new connections onsite and offsite; documents passwords used on internal routers and equipment; maintains updated user name and password scheme.

Researches and tests new software and hardware; installs new software and monitors installations; researches open source software and operating systems for implementation over retail products.

Sets up, maintains and documents new and in use Blackberry smart phones used by County employees.

Sets up and maintains a Google Apps domain; adds users and maintains permissions.

Knowledge, Skills and Abilities

General knowledge of personal computer systems, software and programs; general knowledge of the principles and practices of networking personal computer systems; general knowledge of systems analysis, programming and networking; general knowledge of the functions and operations of County departments; general knowledge of general office procedures, practices and equipment; ability to reason and think logically; ability to understand and follow written or oral procedures and instructions; ability to set up a personal computer network and to troubleshoot related hardware and software problems; skill in the operation of personal computer equipment; ability to establish and maintain effective working relationships with associates.

Education and Experience

Associates/Technical degree with coursework in computer science, or related field and minimal experience in the installation, maintenance and repair of computer systems, peripherals and networking equipment, or equivalent combination of education and experience.

PC/Network Technician

Physical Requirements

This work requires the occasional exertion of up to 100 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing and walking and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; 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, visual inspection involving small defects and/or small parts and observing general surroundings and activities; work occasionally requires working in high, precarious places, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of or ability to acquire A+, Microsoft Certified Professional, Cisco Certified Network Professional, Network+, Microsoft Certified Desktop Support Technician and Microsoft Certified Office Technician within two years of employment.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 4/29/2010

Network Services Specialist

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled technical work overseeing the networking of the data center operations, the County telephone system and the cable and network infrastructure of the County facilities, and related work as apparent or assigned. Work is performed under the moderate supervision of the Information Technology 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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Manages and monitors the network infrastructure.

Maintains wireless systems both internal and remotely.

Maintains the networking end of the data center operations.

Assesses and resolves network issues.

Provides ongoing maintenance of network and telecommunication systems.

Maintains ISP & carrier services and troubleshoots networking issues.

Maintains the VOIP telephone system in regard to the wiring and connections services.

Knowledge, Skills and Abilities

General knowledge of networking, wireless systems, VOIP phone systems and other related networking areas within the County government; general knowledge of networking including the relationship and usage of various input and output components, and terminology; general knowledge of operating systems within a data center; general knowledge and understanding of the protocols and procedures for maintaining a server based system, troubleshooting and performing routine maintenance on the networking end; general knowledge of computer based local area networks, network operations, and connectivity between servers; general knowledge of protocols; general knowledge and understanding of the physical elements of the network (i.e. fiber optic, twisted pair, and coaxial Ethernet cabling and connections, and routing, switching, and repeating equipment); ability to communicate ideas effectively in both oral and written formats; establishes and maintains effective working relationships with associates, government officials and vendors.

Education and Experience

Associates/Technical degree with coursework in computer technology, or related field and moderate experience overseeing cable and network infrastructure including networking, wireless systems, VOIP phone systems and related networking areas, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 100 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing and walking and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; 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, visual inspection involving small defects and/or small parts and observing general surroundings and activities; work occasionally requires working in high, precarious places, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Network Services Specialist

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 6/7/2010

Systems and Applications Specialist

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled technical work overseeing data center operations and the management of the County telephone system, and related work as apparent or assigned. Work is performed under the moderate supervision of the Information Technology 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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Manages and oversees the County Telephone system.

Maintains software programs and keeps Antivirus up-to-date.

Manages Disaster recovery functions for information systems.

Maintains and oversees the data center operations.

Assists in evaluating and developing new software; advises users on hardware and software alternatives; recommends standards for selection of software; reviews software to assure it meets user needs and is network compatible.

Maintains all software and programming of county servers in Data Center area; including updates, both in software and hardware.

Provides daily backup and file storage on the network.

Diagnoses and assists in the repair of hardware failures; maintains data on all hardware in the Data Center.

Provides ongoing maintenance of existing network systems.

Maintains hosting services within the county government structure.

Assists in all aspects of Internet access and development projects.

Knowledge, Skills and Abilities

General knowledge of personal computer operations, including the relationship and usage of various input and output components, business support software and terminology; general knowledge of operating systems within a data center; general knowledge and understanding of the protocols and procedures for maintaining a server based system, troubleshooting and performing routine maintenance; general knowledge of and ability to operate personal computer based local area networks, network operations and connectivity between servers; general knowledge of protocols; some knowledge of the routing, switching and repeating equipment; ability to communicate ideas effectively in both oral and written formats; establishes and maintains effective working relationships with associates, government officials and vendors.

Education and Experience

Associates/Technical degree with coursework in computer technology, or related field and moderate experience data center operations and telephone system management, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 100 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing and walking and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; 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 and observing general surroundings and activities; work occasionally requires working in high,

Systems and Applications Specialist

precarious places, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 6/7/2010

Information Technology Director

FLSA Status: *Exempt*

General Definition of Work

Performs intermediate advanced technical work managing information technology operations, overseeing the management of the support ticket system, maintaining records regarding issues and requests, processing requests for computer related equipment, preparing and administering information technology budget, managing, maintaining and controlling website hosting accounts, and related work as apparent or assigned. Work is performed under the general direction of the Assistant County Administrator. Departmental supervision is exercised over all personnel within the department.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Manages the daily operations of the Information Technology Department; manages and oversees computer systems and servers with the County; manages web hosting accounts; maintains and oversees information technology online accounts.

Recruits and selects departmental personnel; coaches, counsels, and disciplines personnel; recommends transfers, promotions, suspensions, demotions and terminations; develops staff schedules; assigns, directs and inspects the work of department personnel.

Prepares and administers department budget; maintains records of revenues and expenditures; establishes and implements computer replacement policy; maintains records of information technology related purchasing issues.

Prepares various reports for the Board of Supervisors and other external groups as required.

Prepares, maintains and implements department policies and procedures.

Develops contracts for networking and technology related items for use by the County.

Oversees backups and hardware of the AS400.

Plans and schedules vendor negotiations related to information technology; oversees information technology related purchasing and budget usage; obtains quotes for and purchases computer and related equipment.

Maintains appropriate records regarding data count of computer serviced.

Ensures that department employees are informed of changes and events within the County government; prepares press releases related to information technology issues when applicable.

Oversees the management of the information technology support ticket system and resolves escalated issues when necessary; compiles data related to daily support tickets for use in budgeting, staffing and reporting.

Plans and coordinates training classes for employees; coordinates location, schedule and equipment for training classes.

Maintains County website and area Electronic Village website; maintains domain names for all County related websites; maintains email accounts; maintains form site hosting account for County related forms and surveys.

Oversees information technology consulting with contracted company; prepares requests for proposals for information technology related purchases; invoices agencies for ISP reimbursement for information technology.

Performs basic networking; assists in troubleshooting computer related problems, both hardware and software related; assists in the set-up and installation of new computers and computer related equipment.

Researches software and hardware for future technology needs; researches best options for information technology purchasing to save County funds.

Oversees Audit of Emergency Services Toughbooks for maintenance.

Maintains blackberry username / password database.

Information Technology Director

Knowledge, Skills and Abilities

Comprehensive knowledge of all phases of systems design, analysis, programming, hardware maintenance, networking and computer operations in an interactive and real time environment; comprehensive knowledge of the functions, and operations of County departments; ability to determine departmental and system wide needs of an intranet and internet information system and formulate an effective program to meet these needs; ability to communicate ideas effectively both orally and in writing; ability to write clear and concise reports; ability to plan and supervise the work of professional and technical personnel; ability to establish and maintain effective working relationships with officials, department heads, associates, vendors and the general public.

Education and Experience

Bachelor's degree with coursework in computer science, or related field and considerable experience progressively responsible information technology experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; 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, visual inspection involving small defects and/or small parts, assembly or fabrication of parts within arms length, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 4/30/2010

INSPECTION/PROPERTY MAINTENANCE

Permit Technician

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled administrative support and technical work completing building permits; making determinations regarding compliance status with building codes; providing information to and assisting the public; processing payments, making deposits, developing and maintaining files and records, and related work as apparent or assigned. Work is performed under the moderate supervision of the Building Official.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Serves as receptionist; answers telephone and greets visitors; directs callers and visitors to the appropriate personnel; records and relays message; schedules meetings; initiates and returns calls, as necessary.

Issues building permits after determining that all regulations have been met; prepares certificates of occupancy.

Receives and receipts payments for permits; makes deposits to the Treasurer's Office of all revenue taken by the office.

Prepares a variety of monthly, quarterly and annual reports; assists in preparing the department budget; monitors office budget.

Issues various documents to local, state and federal agencies.

Maintains adequate supply of office supplies; maintains applications, handouts and information for contractors and customers.

Prepares and processes correspondence for the office as directed; maintains file system of various files/records; prepares and sets up files; files documents; scans inactive building permits.

Assists auditors; works with the Health Department.

Performs general office tasks, including sending and receiving facsimiles, sorting and distributing incoming mail and processing outgoing mail.

Knowledge, Skills and Abilities

General knowledge of permit processing; general knowledge of standard office methods and procedures, business English, spelling and commercial arithmetic and office management; general knowledge of departmental programs, policies and procedures; ability to understand and follow oral and written directions; ability to perform a considerable volume of detailed record work; ability to type accurately and at a reasonable rate of speed; ability to establish and maintain effective working relationships with associates, contractors, elected officials and the general public.

Education and Experience

High school diploma or GED and moderate experience in general office work which involved contact with the public, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and repetitive motions, frequently requires speaking or hearing and occasionally requires standing, walking, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard 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 and observing general

Permit Technician

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

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/10/2010

Building Inspector

FLSA Status: *Non-Exempt*

General Definition of Work

Performs skilled technical work performing field inspections and reinspections of residential, commercial and industrial facilities for compliance with building, plumbing, electrical and mechanical codes, preparing and maintaining files, and related work as apparent or assigned. Work is performed under the moderate supervision of the Building Official.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Performs building inspections including framing, electrical, plumbing, mechanical and other aspects of building on residential and commercial structures.

Assists in erosion and sediment control inspections.

Verifies and resolves complaints for County Trash Ordinance.

Assists in Public Service Authority daily duties.

Receives, responds to and resolves office and on-site customer inquiries and complaints.

Assists Building Official in outside education of contractors; advises contractors and general public on proper building practices, pertinent regulations and other general methods for every area and type of building.

Assumes the duties of Building Official, Permit Technician and Erosion and Sediment Control Inspector when required.

Knowledge, Skills and Abilities

Thorough knowledge of all types of building construction materials and methods and stages of construction when possible violations and defects may be most easily observed and corrected; general knowledge with state building and related codes laws and ordinances; ability to detect poor workmanship, inferior materials, and hazards of fire and collapse; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with associates, home owners, Health Department representatives, contractors, regulatory agency representatives and the general public.

Education and Experience

High school diploma or GED and moderate experience in the building trades, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and repetitive motions, frequently requires standing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; 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 and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to the risk of electrical shock and occasionally requires

Building Inspector

working near moving mechanical parts, working in high, precarious places and exposure to fumes or airborne particles; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Possession of or ability to obtain appropriate level of building, plumber, electrical and mechanical inspector certifications within two years of employment.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/10/2010

Erosion and Sediment Control Inspector

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled technical work conducting erosion and sediment control inspections and making determination regarding compliance with the County's Erosion and Sediment Control Ordinance, providing information to the public to assist in the achievement of compliance, reviewing plans to ensure compliance with minimum Commonwealth of Virginia standards, and related work as apparent or assigned. Work is performed under the limited supervision of the Building Official.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Performs required inspections of all land disturbing activities associated with construction.

Fills out and maintains files of required inspection reports of all land disturbing activities associated with construction.

Notifies land owners of violations of the County's Erosion and Sediment Control Ordinance.

Conducts informal meetings and classes to inform citizens and contractors of erosion and sediment control laws and regulations.

Enforces the County's Erosion and Sediment Control Ordinance.

Reviews submitted erosion and sediment control plans for compliance with the minimum standards established by the Commonwealth of Virginia.

Works with and coordinates inspections and information pertaining to land disturbing activities with state and federal agencies.

Cross trains for various department positions such as Building Inspector.

Knowledge, Skills and Abilities

Thorough knowledge of erosion and sediment control standards and regulations, wetland ordinances, flood plain management regulations and related laws and ordinances; thorough knowledge of land grading, construction, water quality issues and soil and water conservations; ability to read and interpret plans, specifications and to check hydraulic calculations of ordinary complexity and to compare them with the construction in process; firmness and tact in enforcing codes and ordinances; ability to establish and maintain effective working relationships with land owners, contractors, governmental agency representatives, engineers and the general public.

Education and Experience

High school diploma or GED with coursework in conservation and environmental sciences, or related field and moderate experience erosion and sediment control, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires standing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; 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 and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently

Erosion and Sediment Control Inspector

requires exposure to the risk of electrical shock and occasionally requires working near moving mechanical parts, working in high, precarious places and exposure to fumes or airborne particles; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Possession of Erosion and Sediment Control Inspector and Plan Review certifications.
Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/10/2010

Building Official

FLSA Status: *Exempt*

General Definition of Work

Performs difficult advanced technical work planning, directing and participating in building inspection, code enforcement and plans review activities, developing and maintaining financial records and reports, coordinating and supervising administrative functions, resolving customer questions, working with courts for associated legal proceedings, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Assistant County Administrator. Departmental supervision is exercised over all personnel within the department.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Plans, directs and participates in activities related to the enforcement of the building code, property maintenance code and related laws and ordinances.

Completes and verifies commercial, residential and property maintenance inspections.

Receives, responds to and resolves customer issues related to building codes, subdivision ordinance, County ordinances and property maintenance issues.

Verifies and approves commercial and residential plans for permitting process.

Develops and maintains financial records and reports; prepares and administers department budget.

Recruits and selects departmental personnel; coaches, counsels, and disciplines personnel; recommends transfers, promotions, suspensions, demotions and terminations; develops staff schedules; assigns, directs and inspects the work of department personnel.

Oversees and supervises employees in building inspections and soil and erosion control inspections; directs and participates in departmental training; trains out of office personnel including contractors and technical schools.

Works with courts for final legal proceedings in cases of inspection violations; maintains strict compliance with all codes, state and local ordinances pertaining to building regulations.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and practices of building, electrical, plumbing, mechanical inspection; comprehensive knowledge of building, construction, engineering and structural engineering principles and practices; ability to plan, direct and coordinate the various phases of inspection services; ability to plan and supervise the work of subordinates; ability to present facts and recommendations effectively in oral and written form; firmness and tact in enforcing building codes; ability to establish and maintain effective working relationships with associates, contractors, government agency representatives, court legal and law enforcement representatives, Health Department personnel and the general public.

Education and Experience

Associates/Technical degree with coursework in the building trades, or related field and extensive experience of an increasingly responsible nature in the building inspection and codes enforcement field including considerable supervisory experience, or equivalent combination of education and experience. Bachelor's degree preferred.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires repetitive motions, frequently requires standing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for

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expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to the risk of electrical shock and occasionally requires working near moving mechanical parts, working in high, precarious places and exposure to fumes or airborne particles; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Possession of Building Code Official, Erosion and Sediment Control Inspector and Erosion and Sediment Control Administrator certifications.

Valid driver's license.

Last Revised: 5/10/2010

LAND USE AND PLANNING

Land Use and Planning Director

FLSA Status: *Exempt*

General Definition of Work

Performs difficult professional work reviewing proposed subdivisions and other land developments to ensure development is in compliance with pertinent ordinances, and related work as apparent or assigned. Work is performed under the general direction of the Assistant County Administrator.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Reviews proposed subdivision, mobile home parks and other land development activities to insure that land development occurs in compliance with all pertinent ordinances.

Meets with developers or their agents; reviews proposed plats; approves, disapproves or submits plats to the Planning Commission for review.

Reviews building permit applications to insure building activities occur on properly created lots.

Assists with the development and maintenance of the Comprehensive Plan.

Performs legal research pertaining to land use and planning.

Provides staff support to the Planning Commission; prepares meeting agenda and information packets; attends meetings; provides advice and consultation when required.

Prepares and makes presentations in the area of land use and planning before the Planning Commission, Board of Supervisors and various focus groups.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and practices of urban planning as applied to natural resources, population, cultural features and other economic and social matters; comprehensive knowledge of zoning policies, procedures and regulations including methods of devising zoning and subdivision ordinances and in obtaining compliance; comprehensive knowledge of state laws pertaining to urban planning; ability to communicate ideas effectively in both oral and written formats; ability to write professional and technical planning reports and papers; ability to plan and direct a comprehensive planning program; ability to establish and maintain effective working relationships with associates, developers, real estate agents, engineers/surveyors, state agency representatives, elected officials, attorneys and the general public.

Education and Experience

Bachelor's degree with coursework in planning, engineering, business or public administration, or related field and considerable experience in plan/plat review, ordinance review and compliance enforcement, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and occasionally requires standing, walking, using hands to finger, handle or feel, reaching with hands and arms, lifting and repetitive motions; work has standard 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, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Land Use and Planning Director

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/19/2010

LIBRARY

Library Assistant

FLSA Status: *Non-Exempt*

General Definition of Work

Performs administrative support work operating the circulation and information desks, providing assistance as needed in various sections of the library, assisting patrons in use of library equipment and locating library materials, preparing materials for circulation, maintaining records and files, and related work as apparent or assigned. Work is performed under the moderate supervision of the Branch Manager.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Assists patrons with location, selection, checking in and out of library materials; registers new patrons.
- Answers telephone; greets visitors; receives and responds to requests for basic information.
- Assists patrons in use of catalogue, computer, printer and copier.
- Sorts incoming materials; inspects materials for damage; reshelves material according to classification.
- Processes intralibrary loan requests; assists with the preparation of intralibrary transfers and reserve requests; notifies patrons when items are received.
- Assists with processing new materials; checks invoice against merchandise; makes and attaches appropriate labels; stamps and attaches security strips to each item; barcodes each item; covers books with laminate or jacket covers.
- Maintains lists of books on cassettes, books on CD, videos and DVDs; prepares list of items for library staff and public containing author, subject and length of playing time.
- Checks donated books against library catalog to ensure they are in the system.
- Maintains inventory of and orders supplies.
- Receives and processes incoming and outgoing mail.

Knowledge, Skills and Abilities

General knowledge of basic library procedures, methods and techniques; general knowledge of the library circulation functions; general knowledge of office procedures and records maintenance techniques; ability to exercise initiative and independent judgment; skill in the use of library equipment, materials and resources; ability to communicate ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with library patrons and associates.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires walking and using hands to finger, handle or feel, frequently requires speaking or hearing, stooping, kneeling, crouching or crawling and repetitive motions and occasionally requires standing, sitting, reaching with hands and arms, pushing or pulling and lifting; work has standard 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 and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Library Assistant

Special Requirements

None.

Last Revised: 5/18/2010

Assistant Branch Manager

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate technical work assisting with the day-to-day operation of the branch, collecting and maintaining records for the processing of overdue mailers and financial reports, providing assistance to library patrons, and related work as apparent or assigned. Work is performed under the moderate supervision of the Branch Manager.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Assists Branch Manager with the day-to-day operation of the branch.
Performs the duties of Library Assistant; conducts circulation activities; enters information into the computer.
Checks library materials in and out using library's automated system.
Fills requests for reserved materials.
Provides research assistance to patrons.
Performs a wide variety of routine clerical tasks.
Collects and records fines; deposits petty cash into bank.
Collects and maintains records for overdue notices and annual Commonwealth of Virginia Department of Taxation Set-off Debt Program.

Knowledge, Skills and Abilities

General knowledge of basic library procedures, methods and techniques; general knowledge of the library circulation functions; general knowledge of office procedures and records maintenance techniques; ability to exercise initiative and independent judgment; skill in the use of library equipment, materials and resources; ability to establish and maintain effective working relationships with library patrons and associates.

Education and Experience

High school diploma or GED and moderate experience in a public library, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires walking and using hands to finger, handle or feel, frequently requires speaking or hearing and repetitive motions and occasionally requires standing, sitting, reaching with hands and arms, pushing or pulling and lifting; work has standard 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 and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

None.

Last Revised: 5/19/2010

Branch Manager

FLSA Status: *Exempt*

General Definition of Work

Performs administrative work overseeing the day-to-day operation of the branch, interpreting library policies and procedures for staff and patrons, resolving problems, and related work as apparent or assigned. Work is performed under the limited supervision of the Regional Library Director. Departmental supervision is exercised over all branch personnel.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Oversees day-to-day operation of the library branch.

Assists patrons; performs circulation and reference functions; receives and responds to inquiries and complaints; handles patron disputes.

Assists in the recruitment and selection of division personnel; assigns, directs and inspects the work of assigned personnel; recommends rewards, transfers, promotions, suspensions and terminations; coaches, counsels and evaluates the performance of assigned personnel; develops staff schedules.

Chooses books and other items for purchase.

Plans programs and books presenters for the branch.

Maintains files and records; keeps statistics of items out, lost, overdue, visitors, etc.

Weeds collection.

Knowledge, Skills and Abilities

Thorough knowledge of the principles, practices and techniques of modern library operation; thorough knowledge of reader interest levels; thorough knowledge of library reference, adult services and children's services; thorough knowledge of library system computer applications; thorough knowledge of library reference materials and research techniques; ability to maintain accurate records and statistics and complete accurate reports; ability to exercise initiative and independent judgment; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with library patrons and associates.

Education and Experience

Bachelor's degree with coursework in liberal arts, or related field and moderate experience in a public library including some supervisory experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires walking and using hands to finger, handle or feel, frequently requires speaking or hearing and repetitive motions and occasionally requires standing, sitting, reaching with hands and arms and lifting; work has standard 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 and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

None.

Last Revised: 5/19/2010

MAINTENANCE

Building Custodian

FLSA Status: *Non-Exempt*

General Definition of Work

Performs semiskilled work in the care, cleaning and maintenance of County buildings, and related work as apparent or assigned. Work is performed under the close supervision of the Head Custodian.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Sweeps, vacuums, mops and buffs floors; shampoos carpets; strips and waxes floors.

Removes trash from buildings and surrounding areas.

Cleans windows and glass doors; removes dust from baseboards, chair rails and window seals.

Cleans and restocks restrooms; cleans and disinfects water fountains, door handles, light switches and door plates; cleans elevator.

Performs minor building maintenance including replacing light bulbs; moves furniture; cleans coal furnace.

Performs general landscaping duties including weed control and mowing; assists with snow removal and ice control.

Picks up cardboard at farmer's market and complex for recycling.

Takes recycling cardboard to Cana trash site for bailing; cleans up Cana picnic shelter and boat landing.

Maintains and organizes supplies in janitor's closet.

May be required to work outside normal work hours in on-call and emergency situations.

Knowledge, Skills and Abilities

Some knowledge of building cleaning practices, supplies, and equipment and ability to use them economically and efficiently; some knowledge of the common practices, tools and terminology used in repairing and maintaining buildings; some knowledge of the use and characteristics of common building materials; some knowledge of the hazards and safety precautions associated with the work; skill in the use of tools and equipment; ability to understand oral and written directions; ability to read and write; physical ability to perform heavy manual work; ability to work independently; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Less than high school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing and walking, frequently requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing and stooping, kneeling, crouching or crawling; work has standard 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, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock, exposure to vibration, exposure to bloodborne pathogens and may be required to wear specialized personal

Building Custodian

protective equipment and bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/11/2010

Site Attendant

FLSA Status: *Non-Exempt*

General Definition of Work

Performs manual work monitoring activities at a waste and recycling site, and related work as apparent or assigned. Work is performed under the moderate supervision of the Maintenance 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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Operates a trash compactor and bales cardboard at a solid waste collection/recycling site.
Places plastic, newspaper and metal cans in appropriate recycling bin; loads and unloads tire and furniture.
Directs the public to the proper location for disposing of materials.
Maintains the appearance of the collection site.
Ensures safety rules and procedures are followed.
Monitors loads for hazardous materials.
Receives, receipts and accounts for various revenue; prepares daily deposit sheet.

Knowledge, Skills and Abilities

Some knowledge of various materials utilized in recycling and compacting operations; some knowledge of a variety of maintenance and manual tasks involved in operation of the waste and recycling site; general knowledge of the use of common landscaping equipment such as lawn mowers, weed eaters, etc.; skill in the use of hand and power tools of the trade; ability to recognize and diagnose problems; ability to follow oral and written instructions; ability to read and write; ability to work independently; ability to perform heavy manual work; ability to make decisions within scope of responsibility; ability to establish and maintain effective working relationships with associates.

Education and Experience

Less than high school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequently requires walking, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires standing and sitting; work has standard 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 frequently requires working near moving mechanical parts, exposure to outdoor weather conditions and exposure to vibration and occasionally requires wet, humid conditions (non-weather); work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 6/11/2010

Automotive Mechanic

FLSA Status: *Non-Exempt*

General Definition of Work

Performs skilled trades work repairing and maintaining automotive and maintenance equipment, and in the care, cleaning and maintenance of County buildings, and related work as apparent or assigned. Work is performed under the moderate supervision of the Maintenance 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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Performs general maintenance and repair of automotive and maintenance equipment.

Maintains service records.

Inspects equipment; makes repairs to brakes, wheel bearings, water pumps, tires and wheels, transmission, fuel filters, rear differential, steering system, exhaust systems, fuel systems, shock, air compressors, etc.

Installs decals.

Welds and fabricates tools and equipment.

Monitors waste oil, drains and packs used filters.

Cleans and sweeps work area.

Assists in inspections of fire extinguishers and exit lights.

Performs various grounds maintenance tasks, such as mowing and edging grass and landscaped areas, cutting brush/tree limbs, picking up and disposing of tree limbs, trimming and pruning shrubs and hedges, planting flowers, applying and spreading mulch and other ground materials, spreading seed, raking and blowing leaves, picking up debris, etc.

Performs various custodial tasks, which may include vacuuming floors, sweeping and moping floors, waxing and polishing floor surfaces, cleaning restroom facilities, restocking soap and paper supplies in restrooms.

Performs the duties of Site Attendant as assigned and qualified; assists and/or performs the duties of the Maintenance Technician, Maintenance Technician/Cannery Operator, Master Carpenter and Master Electrician as needed and assigned.

Assists with snow removal and ice control.

May be required to work outside normal work hours in on-call and emergency situations.

Knowledge, Skills and Abilities

General knowledge of the methods, tools and equipment used in the repair of light automotive passenger cars, trucks, construction and maintenance equipment; thorough knowledge of and skill in the use and operation of shop tools and machinery; ability to detect by inspection any worn or broken automotive parts; ability to adapt available tools and repair parts to specific repair problems; ability to interpret and work from sketches, diagrams and installation and repair charts; ability to follow oral and written instructions accurately; mechanical aptitude; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and minimal experience in repairing automotive and power-driven equipment, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 100 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or

Automotive Mechanic

hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions, frequently requires pushing or pulling and occasionally requires sitting, climbing or balancing, tasting or smelling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; 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, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to fumes or airborne particles and exposure to vibration, frequently requires working near moving mechanical parts, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to the risk of electrical shock and occasionally requires wet, humid conditions (non-weather), working in high, precarious places and exposure to toxic or caustic chemicals; work is generally in a very loud noise location (e.g. jack hammer work, garbage recycle plant).

Special Requirements

Possession of or ability to obtain certifications and/or licenses required depending on departmental assignment. Valid commercial driver's license with Class B endorsement in the Commonwealth of Virginia.

Last Revised: 5/12/2010

Head Custodian

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate semiskilled work in the care, cleaning and maintenance of County buildings, training, assigning and inspecting the work of subordinates, and related work as apparent or assigned. Work is performed under the moderate supervision of the Maintenance Director. Continuous supervision is exercised over subordinate personnel.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Trains assigned personnel in the care and cleaning of County facilities; assigns and inspects the work of assigned personnel; prepares staff schedules.

Sweeps, vacuums, mops and buffs floors; shampoos carpets; strips and waxes floors.

Removes trash from buildings and surrounding areas.

Cleans windows and glass doors; removes dust from baseboards, chair rails and window seals.

Cleans and restocks restrooms; cleans and disinfects water fountains, door handles, light switches and door plates; cleans elevator.

Performs minor building maintenance including replacing light bulbs; moves furniture; cleans coal furnace.

Performs general landscaping duties including weed control and mowing; assists with snow removal and ice control.

Maintains and organizes supplies in janitor's closet; orders, purchases and delivers supplies.

Secures outside doors and lights.

May be required to work outside normal work hours in on-call and emergency situations.

Knowledge, Skills and Abilities

General knowledge of building cleaning practices, supplies, and equipment and ability to use them economically and efficiently; general knowledge of the common practices, tools and terminology used in repairing and maintaining buildings; general knowledge of the use and characteristics of common building materials; general knowledge of the hazards and safety precautions associated with the work; skill in the use of tools and equipment; ability to understand oral and written directions; ability to read and write; physical ability to perform heavy manual work; ability to plan and supervise the work of subordinate personnel; ability to work independently; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and moderate experience in commercial cleaning, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing and walking, frequently requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing and stooping, kneeling, crouching or crawling; work has standard 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, using of measuring devices, assembly or fabrication of parts within arms length, operating machines and operating motor vehicles or equipment;

Head Custodian

work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock, exposure to vibration, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/11/2010

Maintenance Technician

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled trades work maintaining buildings and facilities and performing grounds maintenance work, and related work as apparent or assigned. Work is performed under the moderate supervision of the Maintenance 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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Receives and completes work orders.

Performs repair and maintenance work on County properties, buildings and grounds.

Performs minor building maintenance tasks such as painting and minor carpentry, plumbing, masonry and electrical work.

Performs various grounds maintenance tasks, such as mowing and edging grass and landscaped areas, cutting brush/tree limbs, picking up and disposing of tree limbs, trimming and pruning shrubs and hedges, planting flowers, applying and spreading mulch and other ground materials, spreading seed, raking and blowing leaves, picking up debris, etc.

Performs various custodial tasks, which may include vacuuming floors, sweeping and mopping floors, waxing and polishing floor surfaces, cleaning restroom facilities, restocking soap and paper supplies in restrooms.

Sets up, takes down and cleans up for special events and other activities.

Services and performs minor repairs on equipment and vehicles.

Transports trash from Cana trash site to County landfill.

Performs the duties of Assistant Animal Control Officer as assigned and qualified; performs the duties of Site Attendant as assigned and qualified; assists and/or performs the duties of the Maintenance Technician, Maintenance Technician/Cannery Operator, Master Carpenter, Master Electrician and Automotive Mechanic as needed and assigned.

Assists with snow removal and ice control.

May be required to work outside normal work hours in on-call and emergency situations.

Knowledge, Skills and Abilities

General knowledge of the methods, materials, tools and equipment used in building maintenance and repair; general knowledge of hazards and safety precautions associated with type of work assigned; general knowledge of building cleaning practices, supplies, and equipment and ability to use them economically and efficiently; general knowledge of the use of common landscaping equipment such as lawn mowers, weed eaters, etc.; skill in the use of hand and power tools of the trade; ability to recognize and diagnose problems; ability to follow oral and written instructions; ability to read and write; ability to work independently; ability to perform heavy manual work; ability to make decisions within scope of responsibility; ability to establish and maintain effective working relationships with associates.

Education and Experience

High school diploma or GED and minimal experience in building maintenance and repair or in the field of assignment, or equivalent combination of education and experience.

Maintenance Technician

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires walking, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; 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 visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to outdoor weather conditions, wearing a self contained breathing apparatus, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Possession of or ability to obtain specific certifications may be required depending on departmental assignment. Valid commercial driver's license in the Commonwealth of Virginia.

Last Revised: 5/11/2010

Maintenance Technician/Cannery Operator

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled trades work overseeing cannery operations, maintaining buildings and facilities and performing grounds maintenance work, and related work as apparent or assigned. Work is performed under the moderate supervision of the Maintenance 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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Manages and maintains cannery equipment.

Oversees customers in the preparation of various foods for canning.

Receives, receipts and accounts for various revenues; answers telephone and schedules appointment.

Cleans and maintains cannery building, facilities and surrounding grounds.

Maintains processing, appointment and temperature records.

Performs various grounds maintenance tasks, such as mowing and edging grass and landscaped areas, cutting brush/tree limbs, picking up and disposing of tree limbs, trimming and pruning shrubs and hedges, planting flowers, applying and spreading mulch and other ground materials, spreading seed, raking and blowing leaves, picking up debris, etc.

Performs various custodial tasks, which may include vacuuming floors, sweeping and moping floors, waxing and polishing floor surfaces, cleaning restroom facilities, restocking soap and paper supplies in restrooms.

Performs carpentry and painting work; operates various equipment; transports waste to landfill.

Assists Maintenance Technician, Master Carpenter, Master Electrician and Automotive Mechanic as needed and assigned.

May be required to work outside normal work hours in on-call and emergency situations.

Knowledge, Skills and Abilities

General knowledge of various materials utilized in cannery operations; some knowledge of a variety of maintenance and manual tasks involved in operation of the cannery site; general knowledge of the methods, materials, tools and equipment used in building maintenance and repair; general knowledge of hazards and safety precautions associated with type of work assigned; general knowledge of building cleaning practices, supplies, and equipment and ability to use them economically and efficiently; general knowledge of the use of common landscaping equipment such as lawn mowers, weed eaters, etc.; skill in the use of hand and power tools of the trade; ability to recognize and diagnose problems; ability to follow oral and written instructions; ability to read and write; ability to work independently; ability to perform heavy manual work; ability to make decisions within scope of responsibility; ability to establish and maintain effective working relationships with associates.

Education and Experience

High school diploma or GED and minimal experience in building and grounds maintenance and repair work, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 100 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires speaking or hearing and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and

Maintenance Technician/Cannery Operator

peripheral vision; 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, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to vibration, frequently requires exposure to wet, humid conditions (non-weather) and occasionally requires working in high, precarious places; work is generally in a very loud noise location (e.g. jack hammer work, garbage recycle plant).

Special Requirements

Possession of or ability to obtain Better Processing School, Serve Safe and FDA certifications within one year of employment depending on departmental assignment.

Possession of ability to obtain skills to operate trash compactor and cardboard baler depending on departmental assignment.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/12/2010

Master Carpenter

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled trades work in the maintenance, repair, modification, installation and construction of wooden and related structures throughout the County, and related work as apparent or assigned. Work is performed under the moderate supervision of the Maintenance Director. Occasional supervision is exercised over assigned crew members.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Performs carpentry, masonry repair, maintenance and installation.

Repairs furniture; repairs, replaces and installs partitions, doors, windows, paneling, screens, weather stripping, shades, blinds, decks, rails, blackboards, signs, etc.

Repairs and installs ceramic, vinyl tiles, Formica and carpeting; repairs hardwood floors.

Builds bookcases; assembles furniture.

Repairs and installs suspended ceilings.

Repairs, replaces and installs drywall.

Assists with other trades as required.

Performs necessary and concrete work.

Assists and/or performs the duties of the Maintenance Technician, Master Electrician and Automotive Mechanic as needed and assigned.

Assists with snow removal and ice control.

May be required to work outside normal work hours in on-call and emergency situations.

Knowledge, Skills and Abilities

Thorough knowledge of the common practices, tools, terminology and safety precautions of the carpentry trade; thorough knowledge of the use and characteristics of common building materials; some knowledge of plumbing and electric methods, tools and procedures; skill in the use of carpentry tools and wood working equipment; ability to work from sketches, drawings, plans or specifications; ability to follow oral and written instructions; ability to estimate needed materials and time required for various jobs; ability to establish and maintain effective working relationships with associates.

Education and Experience

High school diploma or GED and considerable experience in carpentry work, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; 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 visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and

Master Carpenter

observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and exposure to vibration and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals and exposure to the risk of electrical shock; work is generally in a very loud noise location (e.g. jack hammer work, garbage recycle plant).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/12/2010

Master Electrician

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled trades work repairing, replacing and installing electrical services and general wiring, and related work as apparent or assigned. Work is performed under the limited supervision of the Maintenance 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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Repairs electrical systems in County facilities.

Installs new parts; repairs or replaces defective parts.

Performs preventative maintenance on generators; ensures generators are ready for use.

Repairs air conditioning units; replaces motors, fan belts, etc.

Lays out and constructs new buildings and additions.

Assists and/or performs the duties of the Maintenance Technician, Master Carpenter and Automotive Mechanic as needed and assigned.

Assists with snow removal and ice control.

May be required to work outside normal work hours in on-call and emergency situations.

Knowledge, Skills and Abilities

Thorough knowledge of electrical/electronic distribution systems, primary and secondary power, transformer, voice, data, motor controls, drives, M.C.C.S., P.L.C., programming, instrumentation, and metering apparatus; thorough knowledge of local and national electric codes; thorough knowledge of industrial, commercial, and residential wiring; thorough knowledge of electronics and electronic repair; general knowledge of computers, programmable logic controllers; ability to communicate ideas effectively both orally and in writing; ability to read and understand blueprints and schematic diagrams; ability to establish and maintain effective working relationships with associates.

Education and Experience

High school diploma or GED and considerable experience in electrical installation, repair, troubleshooting and maintenance of electrical control and power distribution systems, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional 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 lifting, frequently requires stooping, kneeling, crouching or crawling and occasionally requires sitting, climbing or balancing, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; 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; this work does not require any specialized sensory utilization; work regularly requires exposure to the risk of electrical shock, frequently requires working near moving mechanical parts, working in high, precarious places and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to vibration, wearing a self contained breathing apparatus, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Master Electrician

Special Requirements

Possession of Master Electrician Tradesman certification.
Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/12/2010

Lead Automotive Mechanic/Field Supervisor

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate technical work prioritizing incoming work orders, assigning work to work group/team members, repairing and maintaining County fleet, performing the duties of a Maintenance Technician, and related work as apparent or assigned. Work is performed under the limited supervision of the Maintenance Director. Continuous supervision is exercised over members of the work group/team.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Checks incoming work orders to see if automotive repairs are needed for County vehicles.

Schedules repairs with County mechanic or garage that has service bid.

Reviews incoming work orders with supervisor to ensure that urgent repairs on County buildings are adequately addressed.

Gathers tools, supplies and materials for current project(s).

Proceeds with current projects including general maintenance and automotive installation, maintenance and repair.

Performs the duties of Field Supervisor in the absence of the Maintenance Director.

Knowledge, Skills and Abilities

Thorough knowledge of the practices of maintenance operations, practices and procedures; thorough knowledge of the equipment and tools needed for an efficient and effective maintenance program; thorough knowledge of the occupational hazards of the work and necessary safety precautions; ability to review and analyze plans and specifications for the construction of public facilities; thorough knowledge of the methods, tools and equipment used in the repair of automotive passenger cars, trucks, construction and maintenance equipment; thorough knowledge and skill in the use and operation of shop tools and machinery; ability to diagnose the more common defects in the drive trains, chassis and other components of automotive equipment; ability to detect by inspection any worn or broken automotive parts; ability to adapt available tools and repair parts to specific repair problems; ability to interpret and work from sketches, diagrams and installation and repair charts; ability to formulate safe operational policies and procedures; ability to maintain records and prepare technical reports; ability to supervise the work of assigned personnel; ability to follow oral and written instructions accurately; ability to establish and maintain effective working relationships with associates, vendors, elected officials, consultants, engineers and the general public.

Education and Experience

High school diploma or GED and extensive experience in automotive and building maintenance and repair including some supervisory experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 50 pounds of force, frequent exertion of up to 100 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and lifting, frequently requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling and occasionally requires sitting, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; 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, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating

Lead Automotive Mechanic/Field Supervisor

machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to the risk of electrical shock and exposure to vibration and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), working with explosives, wearing a self contained breathing apparatus, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Possession of or ability to obtain appropriate licensure and certifications for departmental assignments.
Valid commercial driver's license in the Commonwealth of Virginia.

Last Revised: 5/17/2010

HVAC Technician

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled technical work in the maintenance, repair and installation of heating, ventilation and air handling equipment in County buildings, and related work as apparent or assigned. Work is performed under the limited supervision of the Maintenance 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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Performs general building and repair activities; performs HVAC mechanic equipment maintenance, repair and installation tasks.

Performs HVAC mechanical repair and maintenance work.

Prioritizes work orders; calculates and orders required materials and parts.

Diagnoses and repairs HVAC systems such as heat pumps, chillers, rooftop units, cooling towers, etc.

Troubleshoots and repairs problems with HVAC systems.

Performs maintenance and repairs of thermostats and HVAC controls.

Troubleshoots and repairs electrical problems; runs new circuits; installs conduit; installs and/or upgrades new electrical services.

Performs building, cooler, and cabinet construction; remodels interior/exterior structure features.

Assists and/or performs the duties of the Maintenance Technician, Master Carpenter, Master Electrician and Automotive Mechanic as needed and assigned.

Assists with snow removal and ice control.

May be required to work outside normal work hours in on-call and emergency situations.

Knowledge, Skills and Abilities

Thorough knowledge of the common practices, tools and terminology of the mechanical trade; thorough knowledge of maintenance, repair and manual tasks of HVAC mechanical systems; thorough knowledge of the use and characteristics of common refrigeration and air handling materials; thorough knowledge of the hazards and safety precautions associated with the trade; general knowledge of safe use and operation and preventive maintenance of electrical and mechanical equipment to which assigned; skill in the use of tools and equipment; ability to work from sketches, drawings, plans or specifications; ability to follow oral and written instructions; ability to estimate needed materials and time required for various jobs; ability to establish and maintain effective working relationships with associates.

Education and Experience

High school diploma or GED and considerable experience in refrigeration, plumbing, heating or related trade, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 50 pounds of force, frequent exertion of up to 100 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires sitting, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; 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

HVAC Technician

requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and exposure to the risk of electrical shock, frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to vibration, wearing a self contained breathing apparatus, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Possession of HVAC Master, Fossil Fuel, RSES/Heat Pumps and Scotsman Ice Machine certifications.

Possession of Type 1 & 2 Refrigerant license.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/12/2010

Maintenance Director

FLSA Status: *Exempt*

General Definition of Work

Performs difficult skilled technical work prioritizing, assigning and participating in various installation, maintenance and repair activities, preparing and maintaining records and reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Assistant County Administrator. Departmental supervision is exercised over all personnel within the department.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Assigns work orders; ensures that department assignments are carried out in a timely manner.

Recruits and selects departmental personnel; coaches, counsels, and disciplines personnel; recommends transfers, promotions, suspensions, demotions and terminations; develops staff schedules; assigns, directs and inspects the work of department personnel.

Provides administrative support to the department by processing paperwork for payroll, purchasing, budget procedures, etc.; maintains employee leave records; prepares departmental budget; monitors expenditures; processes accounts payable.

Maintains up to date records of inspection and services for all fire safety and prevention codes in County buildings.

Orders materials for on-going job sites.

Maintains bid information on material and services.

Prepares requests for proposals for any projects according to the County's purchasing policy.

Performs electrical, carpentry, plumbing, painting, maintenance, etc. duties on County facilities, grounds and equipment.

Knowledge, Skills and Abilities

Thorough knowledge of the practices of municipal operation, facilities, equipment, maintenance and related activities and services; thorough knowledge of the equipment and tools needed for an efficient and effective maintenance program; thorough knowledge of the occupational hazards and necessary safety precautions; ability to review and analyze plans and specifications for the construction of public facilities; ability to formulate safe operational policies and procedures; ability to maintain records and prepare technical reports; ability to supervise the work of subordinates; ability to establish and maintain effective working relationships with associates, elected officials, building officials, fire marshals, insurance agents, engineers, law enforcement officials, school officials, health officials, DOT officials, contractors and the general public.

Education and Experience

Associates/Technical degree with coursework in building trades, or related field and extensive experience in carpentry, electrical, plumbing, landscaping, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and lifting, frequently requires standing, stooping, kneeling, crouching or crawling and pushing or pulling and occasionally requires sitting, climbing or balancing, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; 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, visual inspection involving small defects and/or small parts, using of measuring

Maintenance Director

devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather), exposure to fumes or airborne particles and exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration, wearing a self contained breathing apparatus, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Possession of or ability to obtain Master Electrician license within six months of employment.
Valid commercial driver's license in the Commonwealth of Virginia.

Last Revised: 5/17/2010

RECREATION

Unskilled Worker

FLSA Status: *Non-Exempt*

General Definition of Work

Performs manual and semiskilled work on a variety of assignments for various departments, and related work as apparent or assigned. Work is performed under the close supervision of the assigned departmental supervisor.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Performs a variety of unskilled and semiskilled tasks in an indoor or outdoor environment.

In an indoor environment, performs routine tasks such as sorting, filing, and record keeping.

In an indoor environment, performs tasks related to concession preparation/sales.

In an indoor environment, performs such tasks as routine cleaning and maintenance.

In an outdoor environment, performs such tasks related to grounds keeping.

In an outdoor environment, performs such tasks as ticket taking and crowd control.

Assists in other duties as assigned by Supervisor.

Knowledge, Skills and Abilities

General knowledge of the safe use, operation and preventive maintenance of the equipment to which assigned; skill in the use of equipment to which assigned; ability to understand and follow specific oral instruction; ability to perform manual labor for extended periods, often under unfavorable weather conditions; ability to lift heavy articles; ability to establish and maintain effective working relationships with associates.

Education and Experience

Less than high school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires sitting and repetitive motions; work has standard 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 visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia, may be required.

Last Revised: 8/15/2010

Skilled Worker

FLSA Status: *Non-Exempt*

General Definition of Work

Performs semiskilled and skilled work in a variety of settings; operates specialized equipment in connection with tasks, and related work as apparent or assigned. Work is performed under the close supervision of the assigned departmental supervisor.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Performs a variety of semiskilled and skilled tasks in an office or outdoor environment.

In an office environment, uses different types of equipment and software familiar to an office environment.

In an office environment, greets public, answers phones, and provides information specific to the particular office in which work is being performed.

In an industrial or outdoor environment, operates light and heavy equipment.

In an industrial or outdoor environment, performs manual labor in relation to maintenance, construction, and operation of County facilities.

Assists in other duties as assigned by Supervisor.

Knowledge, Skills and Abilities

General knowledge of the safe use, operation and preventive maintenance of the equipment to which assigned; skill in the use of equipment to which assigned; ability to understand and follow specific oral instruction; ability to perform manual labor for extended periods, often under unfavorable weather conditions; ability to lift heavy articles; ability to establish and maintain effective working relationships with associates.

Education and Experience

High school diploma or GED and experience with the equipment which will be assigned, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires sitting and repetitive motions; work has standard 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 visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 8/15/2010

Recreation Aide

FLSA Status: *Non-Exempt*

General Definition of Work

Performs human support work assisting in the maintenance of athletic fields, assisting in the coordination and scheduling of activities, performing general custodial and grounds keeping duties, working in the concession stand, and related work as apparent or assigned. Work is performed under the moderate supervision of the Program Supervisor, Assistant Recreation Director and Recreation 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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Assists in the coordination and scheduling of ball field activities.

Assists in the maintenance of ball fields and park grounds; prepares recreational park grounds, playing fields and picnic shelters for scheduled events; operates tractors, mowers and weed eaters; picks up trash and empties trash cans.

Ensures that lights, scoreboards, doors and gates are secured at closing; locks-up picnic shelters and office.

Maintains and cleans bathrooms and concession area; cleans windows, sweeps, mops and vacuums surrounding areas; refills bathroom supplies.

Relieves concession staff as required; receives and accounts for money; makes accurate change.

Maintains and prepares fields for games as needed.

Maintains playground; picks up trash and ensures safe environment for facility guests; reports unsafe conditions to appropriate personnel.

Knowledge, Skills and Abilities

Some knowledge of the methods and practices of community recreation work; some knowledge of standard office practices, procedures, equipment and secretarial techniques; some knowledge of park maintenance equipment and tools; some knowledge of hazards of the work and the safety precautions required; ability to operate equipment and use hand tools; general knowledge of agency programs and policies; ability to make arithmetical calculations; ability to enforce rules and regulations; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with associates, program participants and the general public.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel and lifting, frequently requires stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling and occasionally requires climbing or balancing, tasting or smelling and repetitive motions; work has standard 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 visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to vibration, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

Recreation Aide

Special Requirements

Possession of or ability to obtain first aid and CPR certifications within six months of employment.
Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/18/2010

Program Supervisor

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate human support work assisting in the maintenance of athletic fields, assisting in the coordination and scheduling of activities, performing general custodial and grounds keeping duties, maintaining pool facilities, and related work as apparent or assigned. Work is performed under the moderate supervision of the Assistant Recreation Director and Recreation Director. Limited oversight is exercised over subordinate crew members.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Assists with planning, scheduling and coordinating recreation programs and activities using ballfields; schedules officials.

Assists in the maintenance and preparation of ball fields and park grounds; prepares recreational park grounds, playing fields and picnic shelters for scheduled events; operates tractors, mowers and weed eaters; picks up trash and empties trash cans.

Maintains and cleans bathrooms and picnic shelters; cleans windows, sweeps, mops and vacuums surrounding areas; refills bathroom supplies.

Ensures that lights, scoreboards, doors and gates are secured at closing; locks-up picnic shelters and office; inspects playground equipment for functionality and reports unsafe conditions.

Oversees and participates in the maintenance and repair of pool and related facilities.

Performs general office duties as required and assigned.

Knowledge, Skills and Abilities

General knowledge of the methods and practices of community recreation work; general knowledge of standard office practices, procedures, equipment and secretarial techniques; general knowledge of park maintenance equipment and tools; general knowledge of hazards of the work and the safety precautions required; ability to operate equipment and use hand tools; general knowledge of agency programs and policies; ability to make arithmetical calculations; ability to enforce rules and regulations; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with associates, program participants and the general public.

Education and Experience

High school diploma or GED and moderate experience in recreation programming involving some customer service, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires climbing or balancing, tasting or smelling and repetitive motions; work has standard 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 visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure

Program Supervisor

to toxic or caustic chemicals, exposure to vibration, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of or ability to obtain first aid and CPR certifications within six months of employment.
Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/19/2010

Assistant Recreation Director

FLSA Status: *Exempt*

General Definition of Work

Performs administrative work preparing use schedules for recreation fields and facilities, scheduling umpires, responding to inquiries and complaints from program participants, assisting in the development and administration of department financial records and reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Recreation Director. Departmental supervision is exercised over all department personnel in the absence of the Recreation 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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Assists with department financial operations; assists in the development and administration of the annual budget.

Schedules the use of fields and recreation facilities; schedules umpires.

Serves as secretary for the Carroll County Parks and Recreation Commission.

Assists in the development of department vision, mission, purpose including goals and objectives.

Assists with public relations to promote interest in park facilities, events and programs.

Assists in the recruitment and selection of departmental personnel; coaches, counsels, and disciplines personnel; recommends transfers, promotions, suspensions, demotions and terminations; develops staff schedules; assigns, directs, inspects and evaluates the work of assigned department personnel.

Oversees recreation programs.

Oversees ground and facility maintenance; ensures that playground safety checks are conducted appropriately.

Orders and delivers concession supplies.

Deposits and is responsible for recreation and franchise fees.

Prepares and processes correspondence, information packets and registration forms.

Prepares and processes paperwork on coaches for background checks.

Accompanies youth teams to state tournaments.

Receives and responds to inquiries and complaints.

Knowledge, Skills and Abilities

General knowledge of all phases of community recreation activities and their administration; general knowledge of the principles and methods of recreation program planning and development; ability to develop and execute a program of recreation activities; ability to communicate complex ideas both orally and in writing; ability to prepare and present detailed reports; ability to establish and maintain effective working relationships with elected officials, associates, law enforcement representatives, program participants and the general public.

Education and Experience

Associates/Technical degree with coursework in business management, or related field and moderate experience sports management, recreation programming, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting; work has standard 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

Assistant Recreation Director

spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of or ability to obtain Notary Public, first aid and CPR certifications within six months of employment.

Possession of or ability to obtain certification as an umpire within six months of employment.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/19/2010

Recreation Director

FLSA Status: *Exempt*

General Definition of Work

Performs professional work managing and administering all recreation programs, assessing and planning for future need, directing financial operations of the department, developing and monitoring department budget, maintaining records, preparing reports, and related work as apparent or assigned. Work is performed under the general direction of the Assistant County Administrator. Departmental supervision is exercised over all personnel within the department.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Directs financial operations of the department including the development and monitoring of the budget.
- Assists in the recruitment and selection of departmental personnel; coaches, counsels, and disciplines personnel; recommends transfers, promotions, suspensions, demotions and terminations; develops staff schedules; assigns, directs and inspects the work of department personnel.
- Oversees athletic leagues and use of parks and recreational facility.
- Represents the department as needed.
- Oversees the maintenance of grounds at the Recreation Park.
- Develops the vision, mission and purpose with goals and objectives for the department.
- Directs public relations to promote interest in the park facility, events and programs.
- Receives and responds to inquiries and complaints.
- Prepares reports and makes presentations as needed.
- Performs professional and administrative work in planning, evaluating and directing all park and recreation improvement projects.
- Serves as liaison for the Carroll County Parks and Recreation Commission.
- Conducts and/or oversees the inspection of playground equipment.

Knowledge, Skills and Abilities

Thorough knowledge of the objectives and principles of public recreation; thorough knowledge of the activities which make up a community recreation program; thorough knowledge of the facilities and equipment needed in a broad recreation program and of the proper arrangement of recreation areas; ability to develop and administer a recreation program suited to the needs of the community; ability to plan, organize, coordinate and direct the activities of personnel involved in a well rounded recreation program; ability to establish and maintain effective working relationships with elected officials, associates, program participants, public safety agency representatives, school administrators and the general public.

Education and Experience

Bachelor's degree with coursework in recreation, sports management, public administration, or related field and moderate experience progressively responsible recreation programming experience including considerable supervisory experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work frequently sitting and speaking or hearing and occasionally requires standing, walking, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for

Recreation Director

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, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of first aid and CPR certifications.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/19/2010

RESOURCE DEVELOPMENT

Resource Development Director/Grant Administrator

FLSA Status: *Exempt*

General Definition of Work

Performs professional work researching, developing and composing grant proposals, networking with funders and leaders, managing grants, preparing grant reports, serving as Deputy Emergency Management and Homeland Security Officer, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Assistant County Administrator.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Researches, develops and composes grant proposals.
- Networks with funders and leaders by attending meetings and workshops.
- Complies with emergency management issues and federal mandates for the county.
- Prepares and completes all homeland security and emergency management reports.
- Manages grants and completes associated reporting.
- Participates in and/or serves on various state and regional boards and committees.

Knowledge, Skills and Abilities

Thorough knowledge of federal and state programs and related grant applications and administration; thorough knowledge of the federal and state laws and regulations governing the implementation and administration of various grant programs; general knowledge of federal and state laws and regulations regarding emergency management and homeland security; general knowledge of all facets of emergency management operations; ability to gather and analyze facts on a variety of subject matter and to assemble reports; ability to comprehend, and match funding opportunities with the organizations needs; ability to analyze, comprehend and adjust to evolving grant and funder requirements; ability to communicate effectively both orally and in writing; ability to comprehend and translate architect, engineering, business and other plans; ability to develop and compose proposals that align needs with what is being funded; ability to establish and maintain effective working relationships with local, state and federal officials, community and business leaders, contractors, engineers, architects, legislators, funders and the general public.

Education and Experience

Bachelor's degree with coursework in accounting, or related field and considerable experience in successful grant proposal preparation and associated administration, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard 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 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).

Resource Development Director/Grant Administrator

Special Requirements

Possession of or ability to obtain appropriate grant professional certifications within six months of employment.

Possession of or ability to acquire homeland security clearance, ICS 300 and 400, NIMS and NRP certifications within six months of employment.

Possession of or ability to complete Biannual Strategic Implementation Report, DHS NIMSCAST, LCAR, GMIS, and DHS RKB training within one year of employment.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 4/14/2010

TOURISM

Travel Advisor

FLSA Status: *Non-Exempt*

General Definition of Work

Performs administrative support work greeting visitors and providing information related to travel and the local area, suggesting local attractions to visitors, and related work as apparent or assigned. Work is performed under the moderate supervision of the Tourism Relations Manager.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Greets visitors and directs persons to tourist attractions, facilities, hotels, restaurants or other services.

Answers questions related to travel and the surrounding area.

Suggests local attractions to visitors.

Maintains inventory of and stocks brochures and other materials; assists in preparation of fulfillment mailings; hands out brochures, information and maps of the area.

Greets gift shop customers; sells gift shop inventory; receives and accounts for monies received.

Maintains daily records of visitors, sales, etc.

Answers telephone and provides assistance when necessary.

Ensures that the gift shop and visitors center is clean and welcoming.

Assists Tourism Director and Tourism Relations Manager as required.

Knowledge, Skills and Abilities

General knowledge of the location of tourist attractions, opportunities, activities and events in the County; general knowledge of the layout of the County; ability to communicate ideas effectively in an oral format; ability to direct people to events and attractions; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms; work has standard 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 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

None.

Last Revised: 4/23/2010

Senior Travel Advisor

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate administrative support work greeting visitors and providing information related to travel and the local area, suggesting local attractions to visitors, and related work as apparent or assigned. Work is performed under the moderate supervision of the Tourism Relations Manager.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Greets visitors and directs persons to tourist attractions, facilities, hotels, restaurants or other services.

Answers questions related to travel and the surrounding area.

Suggests local attractions to visitors.

Maintains inventory of and stocks brochures and other materials; assists in preparation of fulfillment mailings; hands out brochures, information and maps of the area.

Contacts brochure suppliers; orders brochures for visitor's center.

Greets gift shop customers; sells gift shop inventory; receives and accounts for monies received.

Maintains daily records of visitors, sales, etc.

Answers telephone and provides assistance when necessary.

Ensures that the gift shop and visitors center is clean and welcoming.

Assists Tourism Director and Tourism Relations Manager as required.

Knowledge, Skills and Abilities

Thorough knowledge of the location of tourist attractions, opportunities, activities and events in the County; thorough knowledge of the layout of the County; ability to communicate ideas effectively in an oral format; ability to direct people to events and attractions; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and minimal experience in the hospitality industry which involved contact with the public, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms; work has standard 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 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

None.

Last Revised: 4/23/2010

Tourism Relations Manager

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate technical work coordinating the operation of the County's visitor center, planning, scheduling and supervising the operations and staff of the visitor center, preparing and maintaining records, files and reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Tourism Director. Continuous supervision is exercised over all visitor center personnel.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Manages visitor center staff; assists in the recruitment of staff; develops staff schedules; assigns, directs and inspects work; orally disciplines staff and makes recommendations regarding written evaluations and discipline; coaches and counsels staff.

Oversees and participates in maintaining visitor center supply inventory; purchases and orders inventory and supplies.

Prepares a variety of reports for submission to the Board; prepares agenda, minutes and materials for tourism related meetings; attends and participates in board appointments; creates, maintains and verifies various database information and events calendars; provides administrative assistance to the Tourism Director; maintains office files; performs office duties including answering telephone, making copies and preparing various documents.

Submits accounts payable and receivable to appropriate departments; prepares invoices as required.

Provides travel information to the public.

Creates and implements new marketing strategies; assists with and leads planning and implementation of new projects; visits and provides support to local tourism related businesses; compiles data from lead sources to prepare fulfillments.

Attends travel shows, seminars and meetings.

Monitors and updates internet information regarding County tourism.

Reviews and selects arts and crafts for placement at visitor center.

Knowledge, Skills and Abilities

Thorough knowledge of methods, approaches and procedures involved in the travel industry and in tourist promotion; thorough knowledge of the tourist attractions of the County; general knowledge of advertising practices and methods; ability to develop promotional programs and to carry them to a successful conclusion; ability to communicate effectively orally and in writing; ability to plan and supervise the work of subordinates; ability to develop budgets and monitor expenditures; ability to establish and maintain effective working relationships with associates, elected officials, vendors and the general public.

Education and Experience

High school diploma or GED and moderate experience in the tourism industry and local area knowledge, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions; work has standard 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

Tourism Relations Manager

and analyzing written or computer data, 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

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 4/23/2010

Tourism Director

FLSA Status: *Exempt*

General Definition of Work

Performs intermediate professional work developing, planning, organizing and implementing tourism programs for the County, assisting in the creation of businesses and jobs in tourism related fields, preparing and maintaining records and files, preparing reports, and related work as apparent or assigned. Work is performed under the general direction of the Assistant County Administrator. Departmental supervision is exercised over all personnel within the department.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Develops, plans, organizes and implements tourism program for County.

Recruits and selects departmental personnel; coaches, counsels, and disciplines personnel; recommends transfers, promotions, suspensions, demotions and terminations; develops staff schedules; assigns, directs and inspects the work of department personnel.

Helps develop and works with the County's tourism related businesses.

Plans, evaluates and directs tourism projects.

Creates and tracks marketing programs for County and region.

Partners and cooperates with regional and state tourism groups.

Oversees tourism, visitor center and Crooked Creek operations and staff; performs associated administrative duties including ensuring adequate money and inventory is available.

Enhances and promotes the County's outdoor recreation, history, crafts and heritage.

Attends local, regional and state meetings and conferences.

Works with regional and state media outlets.

Tracks tourism related economic indicators.

Helps plan local, community and regional special events.

Assists with budget preparation and monitors expenditures.

Knowledge, Skills and Abilities

Thorough knowledge of methods, approaches and procedures involved in tourist promotion; thorough knowledge of advertising and tourism marketing techniques, practices, and methods; ability to create promotional materials; ability to communicate ideas clearly and effectively orally and in writing; ability to establish and maintain effective working relationships with government officials, associates, citizens and the traveling public.

Education and Experience

Bachelor's degree with coursework in leisure services, or related field and extensive experience of an increasingly responsible nature in a tourism related industry, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, tasting or smelling and pushing or pulling, frequently requires lifting and occasionally requires standing, walking, sitting and reaching with hands and arms; work has standard 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 motor vehicles or equipment and observing general surroundings and activities;

Tourism Director

work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 4/28/2010

Victim Witness

Victim Witness Program Director

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate administrative work providing direct services to victims of crimes, ensuring that victims are treated with dignity and respect throughout the criminal justice process, assisting victims in obtaining help with unpaid medical bills, calculating and reporting the status of clients served and grant monies spent, and related work as apparent or assigned. Work is performed under the general direction of the Assistant County Administrator.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Interviews, consults with, provides assistance and support to crime victims; ensures they receive the entitled benefits per the Crime Victim and Witness Bill of Rights.

Ensures that victims are treated with dignity and respect throughout the criminal justice process.

Calculates the status of clients served and grant monies spent; prepares reports for the Department of Criminal Justice.

Assists in the completion of applications for funding for unpaid medical bills as a result of a crime.

Educates victims and witnesses about the rights and services available; informs victims about court process and plea agreements; conducts courtroom tours and makes referrals for follow-up assistance; keeps victims informed of offenders status after disposition of their specific case; ensures victims are kept informed of their rights.

Monitors payment of restitution ordered by the courts; assists victims in obtaining help with unpaid medical bills through the Criminal Injuries Compensation Fund.

Receives and responds to calls; conducts interviews by telephone with victims; makes referrals for follow-up service.

Consults with the Commonwealth's Attorney and law enforcement officials about pending criminal cases; obtains Sheriff's Office reports; assists Commonwealth Attorney's office with case management.

Enters client information into the Department of Criminal Justice supplied data program.

Prepares and maintains individual case files for each victim/witness client.

Composes and mails first contact letters and other correspondence.

Knowledge, Skills and Abilities

Thorough knowledge of interviewing techniques and human behavior; thorough knowledge of the practices and techniques involved in counseling and crisis intervention; thorough knowledge of criminal justice system; ability to communicate ideas effectively both orally and in writing; ability to prepare concise written reports; ability to establish and maintain effective working relationships with local law enforcement officials, victims of crime, associates, witnesses and the general public.

Education and Experience

Bachelor's degree with coursework in criminal justice, or related field and moderate experience working in or with the court system, or equivalent combination of education and experience.

Physical Requirements

This work is sedentary and requires little to no exertion of force; work frequently sitting and speaking or hearing and occasionally requires standing, walking, using hands to finger, handle or feel and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly;

Victim Witness Program Director

hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, 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

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/10/2010

Voter Registration

Assistant Registrar

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled administrative support work assisting with the registration of voters, preparing, updating and maintaining voter records and files, assisting with preparation for elections, and related work as apparent or assigned. Work is performed under the moderate supervision of the Registrar.

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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Answers inquiries concerning voter registration laws; provides information to the public concerning registration and voting.

Processes voter registration applications and changes; advises voters of precinct.

Verifies and processes registration records as received from State Board.

Files and maintains Alpha Cards.

Verifies and files daily reports from Virginia Electronic Registration Information System (VERIS); maintains absentee ballot reports on system; reconciles ballots received to report.

Assists in the preparation and assembly of election materials for precincts; checks voter credit to poll books.

Counts ballots; processes and mails absentee ballot requests; prepares election results tally sheets.

Verifies petitions.

Prepares salary expense sheets.

Maintains list of election officials; composes and mails election official correspondence; prepares for election official training.

Knowledge, Skills and Abilities

Some knowledge of federal, state and County election laws; general knowledge of voting procedures, maintenance and protection of voter registration lists and records; general knowledge of standard office procedures, practices and equipment; ability to type accurately; ability to operate a personal computer; ability to communicate ideas effectively in both oral and written forms; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with the Electoral Board, associates and the general public.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience. Associates/Technical degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing and walking; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; 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, visual inspection involving small defects and/or small parts 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).

Assistant Registrar

Special Requirements

None.

Last Revised: 5/4/2010