

ORDINANCE NO. 2025-17

**AN ORDINANCE AMENDING ORDINANCE NO. 2022-21, 2022-32, 2022-45,
2022-49, 2023-18, 2023-34, 2024-15 AND 2025-8 TO EXPAND AND REDEFINE
THE JOB CLASSIFICATION AND COMPENSATION PLAN
IN ORDER TO ENHANCE EFFICIENT MANAGEMENT WITHIN
THE DEPARTMENTS OF THE CITY OF MOUNTAIN HOME, ARKANSAS**

WHEREAS, the City of Mountain Home, Arkansas, in 1996 did adopt the Job Classification and Compensation Plan (the "Plan"), and said Plan has served the City well since that time; and

WHEREAS, the Plan recommends the classification system be reviewed no less than every three years for continuity and fairness; and,

WHEREAS, adjustments need to be made to the Plan from time to time to better address the needs of the City of Mountain Home;

**NOW, THEREFORE, BE IT ORDAINED
BY THE CITY COUNCIL OF THE CITY OF MOUNTAIN HOME, ARKANSAS:**

SECTION 1: It is in the economic interest of the City of Mountain Home to amend the Job Classification and Compensation Plan as it relates to the following:


ADD NEW POSITION OF EXECUTIVE ASSISTANT, GRADE 17

SECTION 2: That the positions currently listed as Chief Deputy Treasurer and Chief Deputy Court Clerk in the Plan be removed from Grade 17 as obsolete.

SECTION 3: That all other provisions of the Plan shall remain in full force and effect unless specifically changed by the provisions of this Ordinance.

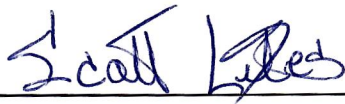
EMERGENCY CLAUSE: The revised Job Classification and Compensation Plan affects the employees of the City's departments, who in turn contribute to the safety and wellbeing of the residents of Mountain Home, Arkansas; therefore, an emergency is declared to exist, and Ordinance shall be in full force and effect from and after its passage.

PASSED AND APPROVED THIS 17TH DAY OF APRIL, 2025.



HILLREY ADAMS, MAYOR

ATTEST:



SCOTT LILES, CITY CLERK



City of Mountain Home
Executive Assistant – Public Works

Title: Executive Assistant to Public Works Director
Classification: Non Exempt
EEO Category: Full-Time
Safety Sensitive: No

Department: Public Works
Reports To: Public Works Director
Pay Grade: 17

Job Summary: The Executive Assistant provides high-level administrative and strategic support to the Public Works Director, ensuring efficient office operations and effective coordination across departmental divisions. This role requires exceptional organizational skills, discretion, and the ability to work independently while managing multiple priorities. The Executive Assistant acts as a key liaison between the Director, staff, and external stakeholders, facilitating communication and streamlining administrative processes.

Supervision Received: Reports directly to the Public Works Director, working under minimal supervision. The position requires a high degree of independence, initiative, and sound judgment, consulting with the Director about complex matters.

Supervision Exercised: May provide guidance and coordination support to administrative staff as needed.

Essential Duties & Responsibilities:

- Manages executive scheduling, including coordinating meetings, appointments, and travel arrangements for the Director.
- Screens calls, inquiries, and correspondence, responding on behalf of the Director when appropriate.
- Drafts, edits, and finalizes executive-level correspondence, reports, and presentations with a high degree of accuracy and professionalism.
- Organizes and maintains confidential files, including personnel records and departmental documentation.
- Coordinates and prepares materials for meetings, including agendas, reports, and follow-up action items.
- Tracks and monitors departmental deadlines, ensuring timely completion of projects and deliverables.
- Assists in the preparation and administration of the department's budget, monitoring expenditures and processing financial documents.
- Manages procurement activities, including purchase orders, vendor contracts, and inventory tracking.
- Oversees office operations, ensuring seamless workflow and efficient administrative processes.
- Facilitates public bid administration and maintains records related to procurement and contracts.
- Develops and maintains complex data reports, spreadsheets, and analytics to support departmental decision-making.
- Serves as a primary point of contact for internal and external stakeholders, handling sensitive information with discretion.
- Assists with special projects and initiatives as assigned by the Director.

Required Knowledge, Skills, and Abilities:

- Strong knowledge of executive support functions, office management practices, and departmental operations.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Adobe Acrobat.
- Excellent written and verbal communication skills, with the ability to draft and edit professional documents.
- Ability to manage multiple tasks, prioritize workload, and meet deadlines in a fast-paced environment.
- Strong problem-solving skills, attention to detail, and ability to anticipate the needs of the Director.
- High level of discretion and ability to handle confidential information with professionalism.
- Strong interpersonal skills, with the ability to interact effectively with executives, employees, and the public.

Working Conditions: This role operates in a confidential office environment, requiring the ability to handle multiple responsibilities concurrently while responding promptly to inquiries and requests. The position involves managing sensitive personnel matters and requires discretion, adaptability, and initiative.

Minimum Qualifications:

- (Preferred) Associate's degree in office management, business administration, or a related field preferred.
- At least five years of progressively responsible administrative experience, including executive-level support.
- Equivalent combinations of education and experience demonstrating required competencies will be considered.

Employee Acknowledgment:

I acknowledge that I have read, understand, and accept the job description outlined above. I understand that this document does not constitute an employment agreement and that my employment is at-will.

Employee Signature: _____

Date: _____

Table 4
Position Classifications – 2025

GRADE 39 – EXEMPT

Director – Fire Services
Director – Police Services
Director – Parks & Recreation Services
Director – Finance and Treasury
Director – Public Works
Director – Planning & Engineering

GRADE 37 – EXEMPT

Civil Engineer II

GRADE 36 – EXEMPT

Assistant Police Chief
Assistant Fire Chief
Assistant Director

GRADE 35 – EXEMPT

Chief Financial Officer
Human Resources Coordinator
Manager
Parks Administrative Manager

GRADE 19 – NON-EXEMPT

Aquatics Administrator
Civil Engineer I

GRADE 18 – NON-EXEMPT

Recreation & Sports Activity Manager
Building Official

GRADE 17 – NON-EXEMPT

~~Chief Deputy Treasurer~~
~~Chief Court Clerk~~
Executive Assistant – Public Works

GRADE 16 – NON-EXEMPT

Deputy Treasurer
Computer & Software Technician

GRADE 15 – NON-EXEMPT

Fire Marshal – Fire Department

GRADE 14 – NON-EXEMPT

Battalion Chief – Fire Department
Plant Supervisor
Warehouse Supervisor
Foreman with Water/Wastewater IV
Maintenance Supervisor
Buildings Supervisor
Grounds Supervisor
Inspector – Fire Department

GRADE 14 – NON-EXEMPT (cont.)

CAD Draftsman
Office Manager / Inventory Comptroller
Patrol Lieutenant
SRO Lieutenant
CID Lieutenant

GRADE 13 – NON-EXEMPT

Captain – Fire Department
Patrol Sergeant
CID Sergeant
SRO Sergeant

GRADE 12 – NON-EXEMPT

Lieutenant – Fire Department
Foreman
Assistant Supervisor
Office Manager
Chief Deputy Court Clerk
Water/Wastewater IV
Operations Manager
Patrol Corporal
CID Corporal
SRO Corporal
Code Enforcement Officer
Stores & Maintenance Clerk
Outdoor Recreation Programmer
Recreation Programmer

GRADE 11 – NON-EXEMPT

Engineer – Fire Department
Lab Tech
Water/Wastewater III
Patrol First Class
CID First Class
School Resource Officer First Class

GRADE 10 – NON-EXEMPT

Firefighter
Plumbing Inspector
Patrol Officer
Probation Officer / Work Release Coordinator
Equipment Operator
Concrete Finisher
Mechanic
Maintenance Operator
Communications Supervisor, Sergeant
CID Investigator
School Resource Officer

Table 4 Position Classifications – 2025

(CONT. PG.2)

GRADE 9 – NON-EXEMPT

Mayor's Secretary
Apprentice Operator / Water Treatment/Sewer Treatment
Communications Supervisor, Corporal

GRADE 8 – NON-EXEMPT

Secretary
Administrative Secretary
District Court Clerk
Billing Clerk
Communications Officer
Communications Officer/Secretary
Inventory Clerk
Meter Maintenance
Laborer/Truck Driver With CDL
Sports Field Specialist
Lead Lifeguard
Front Desk Attendant
Building & Maintenance Lead

GRADE 7 – NON-EXEMPT

Facility Maintenance

GRADE 6 – NON-EXEMPT

Clerk / Receptionist
Laborer
Custodian

TABLE II

Part-Time / Seasonal

GRADE 5

Code Enforcement Officer
Pool Manager
Patrol Officer
Grant Writer

GRADE 4

Assistant Pool Manager

GRADE 3

Radio Dispatcher

GRADE 2

Clerk/Receptionist
Lifeguard II
Recreation Aide II
Laborer
Front Desk Attendant

GRADE 1

Lifeguard I
Recreation Aide I