

ORDINANCE 85-4

TO AMEND THE SALARIES OF UTILITIES EMPLOYEES OF THE CITY OF BLOOMINGTON, INDIANA FOR THE YEAR 1985, TO CREATE THE POSITION OF P.C.B. PROJECT COORDINATOR.

WHEREAS, on December 17, 1984, the Utilities Service Board approved the addition of the position of Project Coordinator to their 1985 Salary Ordinance;

WHEREAS, the Project Coordinator will serve as liaison between City, County, State and Federal agencies as well as other public and private concerns;

NOW, THEREFORE BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

SECTION I. From and after the _____ day of January, 1985 the following classified positions, salaries, and pay schedule for the Utilities Department shall be incorporated into Section I and II of Ordinance 84-38, Salary Ordinance for Utilities Employees of the City of Bloomington, Indiana, for the year 1985.

<u>Department</u>	<u>Classification</u>	<u>Salary</u>
SECTION I. Administration/General	P.C.B. Project Coordinator	\$28,933

<u>Pay Grade</u>	<u>Classification</u>	<u>Salary</u>
SECTION II. 26	P.C.B. Project Coordinator	\$28,933

SECTION II. The rate shown as salary and wages for the position listed above is the maximum rate.

SECTION III. This ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor.

PASSED and ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this 16th day of January, 1985.

Patricia A. Gross
Patricia A. Gross, President
Bloomington Common Council

ATTEST:

Patricia Williams
Patricia Williams, City Clerk

PRESENTED by me to the Mayor upon this 17 day of January, 1985.

Patricia Williams
Patricia Williams, City Clerk

SIGNED and APPROVED by me upon this 18 day of January, 1985.

Tomilea Allison
Tomilea Allison, Mayor
City of Bloomington

SYNOPSIS

This ordinance creates the position of P.C.B. Project Coordinator within the Administrator/General Department of Utilities. P.C.B. Project Coordinator position is being created to identify, collect, organize and disseminate information concerning Environmental Protection in general, and specifically the proposed consent decree.

1/31/85
Signed copies
1. Utilities 4. Controller
2. Legal 5. EGCC
3. Personnel 6. Mayor

P.C.B. PROJECT COORDINATOR

GENERAL STATEMENT OF DUTIES: Responsible for organizing, identifying, collecting and disseminating information concerning Environmental Protection. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class acts as liaison between City, County, State, and Federal agencies, as well as other public and private concerns. The work is performed in accordance with the policy direction of the Utilities Service Board and under the direct supervision of the Director of Utilities.

EXAMPLES OF WORK: (Illustrative only)

Arranges and attends public meetings with all interested parties.
Researches technical and scientific publications regarding Environmental issues.
Maintains records and prepares various reports.
Acts as ombudsman for Utilities Department.
Attends various conferences and neighborhood meetings.
Coordinates activities of the Utilities Department with other public agencies and private groups.
Identifies, collects, organizes, and disseminates information concerning a broad range of Environmental topics.
Meets and confers with members of the media.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the principles and practices of public administration and its specific application to the administration of Environmental regulations; ability to interpret all codes, ordinances, regulations and laws related to Environmental Violations; ability to express oneself clearly and concisely, orally and in writing; good professional judgment; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable responsible experience in Environmental/Public Administration.
Graduated from a college or university with major work in Public Administration and/or Environmental Studies or any combination of experience and training which provides the required knowledge, skills and abilities.