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## CITY OF PORT LAVACA

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**COUNCIL MEETING: SEPTEMBER 11, 2023**

**AGENDA ITEM \_\_**

**DATE:** 09.06.2023

**TO:** HONORABLE MAYOR AND CITY COUNCIL MEMBERS

**FROM:** JODY WEAVER, INTERIM CITY MANAGER

**SUBJECT: CONSIDER CITY COMPENSATION PLAN FOR THE 2023-24 FISCAL YEAR**

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### **BACKGROUND:**

It is the policy of the City of Port Lavaca to perform a salary survey every two (2) years, to include city to city contact and survey data available through TML. Every sixth (6<sup>th</sup>) year the City contracts with a third party to review and recommend changes to the City's job descriptions and salaries. The last survey performed by a third party was performed in 2020 with the final report dated January 2021.

Staff performed a review of the current salaries paid and 100% of full-time positions are currently being paid at or above the minimum pay recommended in the Compensation plan adopted by Council last year. The average is 91% of the midpoint.

Last year (FY 2022-23), an in-house Salary Survey was performed by City staff which identified the pre-vailing wage rate, represented by salary mid-points, for the various entities that were used in the January 2021 study, as well as the TML Salary Survey for other jurisdictions close to our population.

Another in-house salary survey is not required by policy until next year, but staff did invest time to compare our current midpoints with those reported by our comparable cities in the annual TML salary survey. As a result of this review, we are recommending that the salary range for Municipal Clerk move from a 33 to a 34.

As discussed at the recent Budget Workshop, we are also proposing to ADD the job description of "Capital Projects/Grants Coordinator". This is an additional position to our FTE number.

We are also proposing a new job title of "Department Office Manager" be added to the salary structure in pay grade 40, and reclassification for the current Administrative Assistants in the Police Department and Public Works to "Office Manager-Police Department" and "Office Manager-Public Works Department" These are not additional positions, but rather a re-evaluation of the current job duties associated with those positions, which were overlooked when we performed the salary survey last fiscal year. We determined a "general" Administrative Assistant job title was not equivalent to the duties being performed, but more closely resembled the job titles of "Office Manager" when compared to other cities associated with our salary survey comparative cities. The proposed job descriptions are attached with a recommended pay grade of 40, which align with the duties currently being performed for each of those positions. Staff has assembled job descriptions from among our comparative cities, active job postings and current pay scales associated with the Office Manager duties. We have determined that a pay grade of 40 should be assigned to an Office Manager job description, and request City Council's approval.

	Full-time Emp	Population	FTE per 10,000
1 Aransas Pass	148	8011	184.7
2 Brenham	240	17848	134.5
3 Seguin	415	30902	134.3
4 Wharton	110	8627	127.5
5 Rockport	128	10877	117.7
6 Cuero	91	8386	108.5
7 Bay City	183	17882	102.3
8 Lockhart	146	14844	98.4
9 Victoria	641	68078	94.2
10 Portland	207	23575	87.8
11 Taylor	920	105719	87.0
12 Port Lavaca	100	11557	86.5
13 Round Rock	1075	124614	86.3
14 Buda	139	16590	83.8
15 Kyle	360	51789	69.5
16 Pflugerville	432	77629	55.6

Finally, we have compared our City to neighboring cities and those who are considered emerging, such as the description for Port Lavaca. We would like to point out that Port Lavaca currently ranks 12<sup>th</sup> out of the 16 cities with the number of full-time employees per 10,000 population.

## RECOMMENDATIONS:

- 1) The City approves the Salary Structure as presented, providing an amount equal to 5% of the estimated FY 2022-23 payroll for merit increases for FY 2023-24;
- 2) Approve the addition of one new position being “Capital Projects/Grants Coordinator” and approve the job description and grade as presented;
- 3) The addition of the job title “Office Manager” into the pay structure at grade 40 and approve the reclassification of the Administrative Assistant positions in the Police Department and Public Works Department into this new pay grade.
- 4) The City Headcount is approved at 100 full-time employees and 3.38 part-time FTEs.

**CITY OF PORT LAVACA**  
**SALARY STRUCTURE**  
10/1/2023

Pay Grade	Job Class/Title	Min	Midpoint	Max
28	Janitor Part-time Animal Shelter Attendant	\$ 25,577.12 \$ 12.30	\$ 30,090.73 \$ 14.47	\$ 34,604.34 \$ 16.64
33		\$ 32,930.83 \$ 15.83	\$ 38,693.72 \$ 18.60	\$ 44,456.62 \$ 21.37
34	Accounting Clerk CVB Maintenance Worker Dispatcher Meter Technician Municipal Court Clerk Parks Maintenance Worker Street Maintenance Worker Utilities Maintenance - WWTP Utility Billing Customer Service Representative Utility Maintenance Worker Utility Maintenance-Construction	\$ 34,577.37 \$ 16.62	\$ 40,628.41 \$ 19.53	\$ 46,679.45 \$ 22.44
35	Animal Control Officer Development Coordinatior/Permit Technician Heavy Equipment Operator Police Cadet	\$ 36,306.24 \$ 17.45	\$ 42,659.83 \$ 20.51	\$ 49,013.42 \$ 23.56
36	Administrative Assistant Code Enforcement Officer Lead Dispatcher/Administrative Assistant Records Clerk/Dispatcher Utilities Operator - WWTP C	\$ 38,121.55 \$ 18.33	\$ 44,792.82 \$ 21.54	\$ 51,464.09 \$ 24.74
37	Customer Service Supervisor Parks Crew Leader Streets Crew Leader Senior Animal Control Officer Utilities Crew Leader - WWTP Utilities Operator - WWTP B Utilities Operator - WWTP B Utility Crew Leader	\$ 40,027.63 \$ 19.24	\$ 47,032.46 \$ 22.61	\$ 54,037.30 \$ 25.98
38	Exec. Assistant to CM / HR Coordinator Utilities Operator - WWTP A	\$ 42,029.01 \$ 20.21	\$ 49,384.08 \$ 23.74	\$ 56,739.16 \$ 27.28
40	Accountant Assistant City Secretary Office Manager	\$ 46,336.98 \$ 22.28	\$ 54,445.95 \$ 26.18	\$ 62,554.92 \$ 30.07
41	Firefighter/Engineer (2912 hours)	\$ 48,593.01 \$ 16.69	\$ 57,168.25 \$ 19.63	\$ 65,743.49 \$ 22.58

New hires exceeding 5% above minimum require City Manager Approval.

**CITY OF PORT LAVACA**  
**SALARY STRUCTURE**  
10/1/2023

Pay Grade	Job Class/Title	Min	Midpoint	Max
42	Patrol Officer (2236 hours)	\$ 51,086.52	\$ 60,026.66	\$ 68,966.80
	Senior Accountant (2080 hours)	\$ 22.85	\$ 26.85	\$ 30.84
	Capital Projects / Grants Coordinator	\$ 24.56	\$ 28.86	\$ 33.16
44	Fire Lieutenant (2912 hours)	\$ 56,322.89	\$ 66,179.40	\$ 76,035.90
	Police Corporal (2080 hours)	\$ 19.34	\$ 22.73	\$ 26.11
	Police Corporal (2080 hours)	\$ 27.08	\$ 31.82	\$ 36.55
	Police Corporal (2236 hours)	\$ 25.19	\$ 29.60	\$ 34.01
45	Parks Superintendent			
	Streets Superintendent	\$ 59,139.03	\$ 69,488.37	\$ 79,837.70
	Utilities Superintendent	\$ 28.43	\$ 33.41	\$ 38.38
46	Detective-Sergeant (2080 hours)	\$ 62,095.99	\$ 72,962.78	\$ 83,829.58
	Patrol Sergeant (2236 hours)	\$ 29.85	\$ 35.08	\$ 40.30
	Patrol Sergeant (2236 hours)	\$ 27.77	\$ 32.63	\$ 37.49
	Harbor Master (2080 hours)	\$ 29.85	\$ 35.08	\$ 40.30
47	Fire Captain (2912 hours)	\$ 65,119.28	\$ 76,610.92	\$ 88,102.56
		\$ 22.36	\$ 26.31	\$ 30.26
48	Patrol Lieutenant (2080 hours)	\$ 68,375.25	\$ 80,441.47	\$ 92,507.69
	CID Lieutenant (2080 hours)	\$ 32.87	\$ 38.67	\$ 44.47
49	City Secretary/Court Manager	\$ 71,794.01	\$ 84,463.54	\$ 97,133.07
		\$ 34.52	\$ 40.61	\$ 46.70
53	Director of Finance			
	Director of Development Svs	\$ 87,375.29	\$ 102,665.96	\$ 117,956.64
	Director of Public Works	\$ 42.01	\$ 49.36	\$ 56.71
54		\$ 91,629.37	\$ 107,799.26	\$ 123,969.15
55	Police Chief	\$ 96,210.84	\$ 113,189.22	\$ 130,167.61
	Fire Chief	\$ 46.26	\$ 54.42	\$ 62.58
61	City Manager	\$ 135,378.31	\$ 159,268.61	\$ 183,158.90
		\$ 65.09	\$ 76.57	\$ 88.06

New hires exceeding 5% above minimum require City Manager Approval.





## CITY OF PORT LAVACA

**JOB TITLE:** Capital Projects & Grant Coordinator  
**DEPARTMENT:** Finance  
**JOB CODE:**

**PAY GRADE:** 42

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### **JOB DEFINITION:**

Under limited supervision, of the Finance Director, the Capital Projects & Grant Coordinator provides professional, technical, administrative, and analytical assistance in coordinating various grants and capital projects across all City departments. Provides training and advice to City departments in preparing grant applications and proposals; prepares and/or assists in the procurement processes, the preparation of grant and capital project financial reports; accounts for grant and capital project revenues and expenditures in accordance with the grant contracts and City Financial policies, and reconciles all project budgets on a monthly basis. Provides and/or assists with Projects Transparency with the public. Thorough knowledge of local, State and Federal laws, codes and regulations related to grants administration and the use of public funds. Acts as a liaison with external auditors on the conduct of the "Single Audit" and preparation of the "Single Audit" report. Acts as a liaison between city departments, vendors and various grant award agencies for all projects.

### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Ensures accurate grant application procedures are followed by user departments prior to submission and ensures proper procurement processes are followed according to applicable guidelines and procurement laws.
- Gathers and maintains central records in accordance with the city's policies and procedures.
- Maintains software and master files on all projects and monitors all paperwork connected with major capital projects.
- Assists with establishment of citywide policies to ensure procurement and project reporting is conducted efficiently across all parties.
- Provides policy training to user departments and suggests updates to policies as needed.
- Coordinates meetings on a regular basis with all departments on grant opportunities research and updates.
- Writes grant application(s) to funding agencies, whether it is federal, state, local, or private foundations. Critiques and ensures grant proposals written by City departments' staff are correct and accurate.
- Ensures accurate accounting of all City projects to include the review of disbursements and compliance with policies and providing funding verbiage for all projects before being presented to management.
- Initiates corrective action for budgetary allocations to ensure compliance with the approved budgets pertaining to projects. Serves as city liaison for grants and capital projects and prepares monthly, quarterly, and annual financial reports as required.
- Responsible for the preparation of the annual Schedule of Expenditures of Federal Awards (SEFA) and maintains a schedule of all capital projects and grants that include grants from federal, state, and local sources.
- Communicates with representatives of funding sources to work on details of proposals.

- Resolves issues and conflicts with grant funding agencies (ie. FEMA, GLO, TDHCA, TDEM, TxDOT, Texas Parks and Wildlife).
- Required to attend training to stay up to date on local, state, and federal rules and regulations related to grant and project administration.
- Authorizes project expenditures within policy and grant requirements.
- Reconciles all project and grant expenditures and proceeds monthly and ensures all activities comply with grant guidelines and expenditures are recorded against the appropriate project.
- Prepares reconciliation reports with project and grant expenditures and reimbursements to Finance Director monthly.
- Coordinates with annual auditors to ensure successful completion of the Single Audit.
- Ensures timely execution of project awards and contracts to the city.
- Maintains accurate procurement records associated with all projects and grants.
- Assists City departments in the procurement process for projects and grants according to City, State and Federal laws and regulations.
- Ensures accurate grant application procedures are followed by user departments prior to submission. Performs other related duties as required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City organization, operations, policies, and procedures.
- Generally Accepted Accounting Principles (GAAP), and Government, Accounting, Auditing, and Financial Reporting (GAAFR) principles for Public Sector financial management, including payroll, treasury, grant funds, public debt management, and regulatory reporting requirements.
- Federal, state and local laws, codes, and regulations governing finance and accounting.
- Ability to prepare complex analytical reports and maintain detailed financial records.
- Ability to exercise a considerable degree of independence.

### **Skill in:**

- Interpreting and applying accounting standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Monitoring and interpreting financial documents, and verifying compliance with all regulatory requirements governing municipal financial activities.
- Reviewing interrelated financial and technical records, and identifying and reconciling errors.
- Establishing and maintaining cooperative working relationships with co-workers.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Using a personal computer, MS Office, specialized financial software applications and typical online forms.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Finance, Accounting, or related field; AND four years experience in municipal finance and budgeting; OR an equivalent combination of education, training and experience.

- State of Texas driver's license may be required
- Certified Government Finance Officer (CGFO) is preferred or the ability to obtain within two years of hire date.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.

**CITY OF PORT LAVACA**  
**Compensation Analysis**  
**DEPARTMENT OFFICE MANAGER**

**Police Department - Administrative Assistant - Evidence Technician (based upon current job duties)**

Comparative Cities	Equivalent Job Title	Salary		
		Min.	Mid.	Max.
Calhoun County	Office Manager	53,295	61,251	69,206
Bay City	Office Manager	44,117	51,896	59,696
Rockport				
Ingleside				
Victoria	Quartermaster			
El Campo				
Beeville	Admin Asst/Evidence Supervisor			
Warton				
Freeport	Office Manager/Admin Asst.	36,400	44,750	53,100
Angleton				
Port Neches				
<b>Other Cities (* Active Job Listings)</b>				
Coppell	* Administrative Services Manager	56,817	69,594	82,371
Frisco	* Office Manager	49,691	59,634	69,576
<b>AVERAGE</b>			57,425	<b>Pay Grade 42</b>

**Public Works Department - Administrative Assistant (based upon current job duties)**

Comparative Cities	Equivalent Job Title	Salary		
		Min.	Mid.	Max.
Calhoun County				
Bay City	Office Manager	44,117	51,896	59,696
Rockport	Administrative Supervisor	52,083	64,334	78,449
Ingleside				
Victoria	Administrative Supervisor	40,776	49,426	58,075
El Campo	Administrative Assistant	37,835	45,178	53,934
Beeville				
Warton	Assistant to PW Director	55,453	65,541	79,227
Freeport				
Angleton	Public Works Office Manager	36,657	44,905	53,152
Port Neches				
<b>Other Cities (* Active Job Listings)</b>				
Calumet	* Public Works Office Manager	37,440	43,680	49,920
Cedar Park	* Office Manager	45,458	55,437	65,415
Deer Park	Office Manager			
Midlothian	Administrative Office Manager			
Nassau Bay	Public Works Office Manager			
Pearsall	Public Works Office Manager			
<b>AVERAGE</b>			52,550	<b>Pay Grade 40</b>

**STAFF RECOMMENDS A PAY GRADE OF 40 FOR BOTH POSITIONS**





## CITY OF PORT LAVACA

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<b>JOB TITLE:</b>	<b>Office Manager</b>
<b>DEPARTMENT:</b>	<b>Police</b>
<b>REPORTS TO:</b>	<b>Chief of Police</b>
<b>EMERGENCY STATUS:</b>	<b>Essential</b>
<b>JOB CODE:</b>	<b>5110</b>
<b>PAY GRADE:</b>	<b>40</b>

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### **JOB DEFINITION:**

Under minimal supervision, performs advanced professional assistance work for the Police Chief. Work involves overseeing high-level administrative operations of the department. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a wide variety of complex, responsible, and confidential administrative professional duties for the Police Chief, Police Department, and Animal Control; performs special projects and assignments; coordinates and prioritize workflow; directs and oversees office operations.
- Compiles information for sensitive reports and evaluations; assists in preparing comprehensive reports, recommends improvements in workflow, procedures and use of equipment and forms.
- Screens visitors and telephone callers; responds to complaints and requests for information on regulations, procedures, systems and precedents relating to the Police Department.
- Maintains calendars of Department activities, meetings and various events with the public and outside agencies, schedules meetings with citizens and staff when directed.
- Operates a variety of office equipment including a computer; inputs and retrieves data and text; organizes and maintains disc storage and filing.
- Makes limited delegated policy and procedure interpretation within the specific areas of authorization by the Department; conducts transactions with Department Heads, other employees or proper agencies requiring detailed knowledge of rules, procedures, policies, precedents, and activities; supplies information involving facts and interpretations.
- Processes invoices, prepares memos, financial statements and other documents, using word processing, spreadsheet, database, or presentation software; maintains large amounts of administrative correspondence in a retrievable format.
- Opens, sorts and distributes incoming correspondence, including faxes and email.
- Performs general office duties such as ordering supplies and performing basic bookkeeping work.
- Performs Quarter Master duties, issuing equipment and uniforms
- Organizes and maintains complex technical and confidential filing systems; manages department records system including citizen's complaints, internal investigations, Use of Force reports, performance evaluations, TCOLE file, and department personnel files.



- Coordinates with Human Resources regarding Personnel Action forms and performance evaluations notifications.
- Performs a variety of research, investigative, statistical and analytical tasks relating to administrative processes and responsibilities; independently composes correspondence related to responsibilities assigned.
- Monitors mandatory deadlines for various State and Federal reporting requirements.
- Coordinates the Employee Recognition program.
- Serves as a Notary Public for the department.
- Store and retrieve all property and evidence collected, seized, or kept by the Police Department assuring a continuous chain of custody. Maintain all records related to property and evidence.
- Maintain knowledge of the law and policies regarding the management, including the process for final disposition of evidence and property.
- Mails or delivers evidence which needs laboratory analysis to the Texas Department of Public Safety laboratory or other laboratories as needed; Deliver or manage delivery of evidence to and from court, prosecutor's offices and other locations.
- Processes property disposition forms; State laboratory evidence submission forms; court ordered motions related to property and evidence; and related letters to the public.
- Responds to inquiries and requests from department personnel, criminal justice agencies such as County/District Attorneys and City Prosecutors, and the public in regard to property
- Writes supplementary offenses and related reports
- Documents all handling of evidence and property; responsible for maintain retention dates and prepares destruction on records
- Conducts inventories/audits in accordance with Police Department Policies and Procedures
- Coordinates, prepares and approves all items designated for PropertyRoom.com auction, reconciles the auction report, ensures timely deposit of funds.
- Provide technical support and training, dealing with procedures, equipment, evidence and property for all divisions within the Police Department.
- Appears in and testifies in court.
- Subject to after-hours call-out and out of town travel to transport and/or secure evidence.
- Performs public and community relations at the police station, special events and the community
- Performs all other related duties as assigned or as become apparent.
- Supports the relationship between the City and the public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or as become apparent.

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- City policies and procedures.
- Port Lavaca Police Department policies and procedures
- Law enforcement and public safety agency terminology.
- Principles and practices of confidential records management, and file maintenance.
- Extensive knowledge of Microsoft Office applications including but not limited to Word and Excel

- Ability to read and effectively communicate both verbally and in writing.
- Ability to prioritize work assignments; manage programs; read and understand manuals record work activity.
- Adept in the operations and maintenance of office machines and equipment including computers, copiers, scanners, multi-line phones.
- Ability to deal tactfully, courteously, and impartially with the police and the public.
- Proficiency in typing
- Ability to learn and use Records Management software.
- Be able to determine the best methods to be used in security of all evidence.
- Ability to write clear, accurate and concise reports suitable for submission to a court of law.
- Ability to present clear and accurate testimony in court.
- Ability to work without direct supervision.
- Ability to read, interpret and apply laws, ordinances, rules and regulations.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED equivalent; AND five (5) years of experience minimum of office or business experience, law enforcement experience preferred.
- Requires a Notary Public commission or ability to obtain one within 6 months of employment.
- Requires valid Texas Driver's license with driving record that meets City Guidelines.
- Pass a comprehensive background check and be eligible for a CJIS security clearance.
- No history of financial problems, bankruptcy or court judgements.
- Obtain TAPEIT Basic Certification within one year of hire.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is mostly completed indoors with possibility of being called into field. May be exposed to potentially hazardous chemicals, diseases, fumes, odors. Enough physical strength and stamina to lift up to 50 pounds, and drag, pull and push up to 100 pounds while placing and removing property and evidence onto and from shelves. Will be required to travel out of town to deliver evidence, testify in court and to attend training schools.



## CITY OF PORT LAVACA

**JOB TITLE:** Office Manager  
**DEPARTMENT:** Public Works  
**JOB CODE:** 7180

**PAY GRADE:** 40

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### **JOB DEFINITION:**

Under basic supervision, is responsible for coordinating the day-to-day operations of the public works department, performs a variety of responsible administrative, technical support, regulatory compliance and customer service duties for the Streets, Parks & Recreation, Water Distribution, and Wastewater Collection and Treatment departments.

### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs technical support functions for assigned department, requiring understanding of municipal government operations, and City services and priorities; maintains information confidentiality, and performs duties with discretion and within scope of authority.
- Manages special assignments, requiring knowledge of City policies and procedures.
- Maintains and updates a variety of computer databases and files; enters, edits, and retrieves data, and prepares reports; reviews and processes invoices and work orders.
- Gathers and assembles information and materials for special assignments and projects.
- Processes a variety of administrative forms, maintains and updates City records and information tracking systems; prepares correspondence, reports, accounting documentation, and administrative documents.
- Purchases and distributes supplies, and manages inventory; works with vendors, verifies deliveries and services, and resolves customer service and technical issues.
- Explains City rules, policies, and procedures; provides customer services, and retrieves and releases information according to procedures.
- Provides information, instructions, and assistance to the public and others having business with the City; assists customers with requests, applications, and other documents.
- Arranges and schedules appointments and meetings; opens and distributes mail; makes travel arrangements; processes registrations.
- Assists with the annual budget process, and reviews departmental budgets on a real-time basis throughout the fiscal year.
- Screens visitors and phone callers; resolves issues and complaints as appropriate.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.
- Assists in the human resources functions related to screening of new hires, assisting with interview process and on-boarding paperwork functions to be processed by the City's HR department.



- Coordinates and tracks permits issued for digging through Texas 811 and TxDOT
- Responsible for the supervision of the Camp Host at Lighthouse Beach and the Water Distribution Operator.
- Maintains and reports the disinfectant monitoring for TCEQ reports, and coordinates the water sampling activities on a monthly and quarter basis, along with the associated reporting.
- Required to perform operations in the field related to the operation of neighborhood splash pads, on-location project meetings contractors, and project inspections.
- Oversees asset management and GIS functions performed by staff.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City organization, operation, policies, and procedures.
- Policies, rules and regulations covering specific areas of assignment, including safety, water and wastewater quality standards.
- City administration policies, including accounting, budgeting, payroll, and personnel rules.
- Operations, services, and activities Streets, Parks & Recreation, Water Distribution and Wastewater Collection and Treatment.
- Methods and techniques of researching and compiling data for reports and presentations.
- Customer service principles, protocols and methods.
- Principles of record keeping, records retention, accounting, and file maintenance.
- Knowledge of plant equipment, instrumentation, computers and standard software applications.

### **Skill in:**

- Working independently, maintaining composure and confidentiality, and working effectively in a high-pressure environment with changing priorities.
- Understanding, and applying relevant rules, ordinances, codes, regulations, policies, procedures, administrative orders, and other governing regulations.
- Interpreting and explaining policies and procedures of assigned departments.
- Using initiative and independent judgment within established procedural guidelines.
- Researching and compiling data for reports and technical documents.
- Dealing tactfully and courteously with the public.
- Following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND five (5) years of water/sewer system construction and/or municipal public works experience, preferably in a public sector environment; OR an equivalent combination of education, training and experience.

- State of Texas driver's license is required.
- Class C water and wastewater license, or ability to obtain within six month.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment and outdoors on construction sites, and other city facilities.

## Gathered from TML 2022-2023 Salary Survey

These cities are aall included in the list of comparable citis as listed in the Jan 2021 Compensation Plan

City	Population	Job Title	Annual Actual Base Salary	Formal Annual Salary Min	Formal Annual Salary Mid	Formal Annual Salary Max	Entry Date
Port Lavaca	61	City Manager	\$ 150,000.00	\$ 129,093.00	\$ 151,684.00	\$ 174,276.00	
Wharton	8,832	City Manager/ Administrator	\$ 145,000.00				1/30/2023
Ingleside	10,488	City Manager/ Administrator	\$ 130,000.00	\$ -	\$ -	\$ -	2/3/2022
Rockport	10,847	City Manager/ Administrator	\$ 183,750.00				1/30/2023
El Campo	12,350	City Manager/ Administrator	\$ 160,792.00				2/13/2023
Freeport	12,802	City Manager/ Administrator	\$ 182,848.00	\$ 139,200.00	\$ 170,850.00	\$ 202,500.00	1/31/2023
Beeville	14,164	City Manager/ Administrator	\$ 130,000.00	\$ 105,594.00	\$ 131,992.00	\$ 158,391.00	2/10/2023
Bay City	17,882	City Manager/ Administrator	\$ 159,652.00	\$ 111,488.00	\$ 144,602.00	\$ 192,504.00	1/30/2023
Angleton	19,610	City Manager/ Administrator	\$ 134,654.00	\$ 121,797.00	\$ 158,337.00	\$ 194,877.00	1/30/2023
		Avg NIC Port Lavaca C.M.	\$ 153,337.00		\$ 151,445.25		
Port Lavaca	53	Finance Director	\$ 99,507.00	\$ 87,375.00	\$ 102,666.00	\$ 117,957.00	
Wharton	8,832	Finance Director	\$ 95,388.00				1/30/2023
Ingleside	10,488	Finance Director	\$ 80,311.00	\$ 78,140.00	\$ 86,823.00	\$ 97,675.00	2/3/2022
Rockport	10,847	Finance Director	\$ 122,304.00				1/30/2023
El Campo	12,350	Finance Director	\$ 98,133.00	\$ 74,428.00	\$ 88,870.00	\$ 106,116.00	2/14/2023
Freeport	12,802	Finance Director	\$ 98,334.00	\$ 93,000.00	\$ 114,140.00	\$ 135,300.00	1/31/2023
Beeville	14,164	Finance Director	\$ 80,608.00	\$ 77,138.00	\$ 96,422.00	\$ 115,707.00	2/10/2023
Bay City	17,882	Finance Director	\$ 106,194.00	\$ 91,707.00	\$ 113,298.00	\$ 143,645.00	1/30/2023
Angleton	19,610	Finance Director	\$ 101,000.00	\$ 95,850.00	\$ 124,605.00	\$ 153,360.00	1/30/2023
		Avg NIC Port Lavaca Finance Dir.	\$ 97,784.00		\$ 104,026.33		
Port Lavaca	49	City Secretary	\$ 82,742.00	\$ 71,884.00	\$ 84,464.00	\$ 97,043.00	
Wharton	8,832	City Secretary/ Clerk	\$ 104,873.00				1/30/2023
Ingleside	10,488	City Secretary/ Clerk		\$ 70,875.00	\$ 78,751.00	\$ 88,594.00	2/3/2022
Rockport	10,847	City Secretary/ Clerk	\$ 98,657.00				1/30/2023
El Campo	12,350	City Secretary/ Clerk	\$ 62,846.00	\$ 49,594.00	\$ 59,218.00	\$ 70,710.00	2/14/2023
Freeport	12,802	City Secretary/ Clerk	\$ 70,904.00	\$ 62,300.00	\$ 76,450.00	\$ 90,600.00	1/31/2023
Beeville	14,164	City Secretary/ Clerk	\$ 62,375.00	\$ 60,776.00	\$ 72,931.00	\$ 85,086.00	2/10/2023

Bay City	17,882	City Secretary/ Clerk	\$ 62,130.00	\$ 62,067.00	\$ 76,690.00	\$ 97,219.00	1/30/2023
Angleton	19,610	City Secretary/ Clerk	\$ 107,352.00	\$ 95,850.00	\$ 124,605.00	\$ 153,360.00	1/30/2023
		Avg NIC Port Lavaca City Secy	\$ 81,305.29		\$ 81,440.83		
Port Lavaca	34**	Court Clerk	\$ 39,520.00	\$ 34,577.00	\$ 40,628.00	\$ 46,679.00	
Wharton	8,832	Court Clerk	\$ 35,568.00	\$ -	\$ -	\$ -	1/30/2023 Port Lavaca Midpoint for
Ingleside	10,488	Court Clerk	\$ 38,147.00	\$ 36,141.00	\$ 40,157.00	\$ 45,177.00	3/9/2021 Court Clerk (at Gr 34) is
Rockport	10,847	Court Clerk	\$ 36,848.00	\$ 36,878.40	\$ 45,531.20	\$ 55,556.80	1/30/2023 comparable to the avg
El Campo	12,350	Court Clerk	\$ 45,696.00	\$ 35,360.00	\$ 42,222.00	\$ 50,415.00	2/14/2023 midpoint of those that
Freeport	12,802	Court Clerk	\$ 34,861.00	\$ 34,861.00	\$ 45,352.00	\$ 55,843.00	1/31/2023 reported.
Beeville	14,164	Court Clerk	\$ 35,173.00	\$ 32,987.00	\$ 39,584.00	\$ 46,182.00	2/10/2023 **2023-24 proposal is to
Bay City	17,882	Court Clerk	\$ 39,520.00	\$ 31,346.00	\$ 36,878.00	\$ 42,411.00	1/30/2023 increse grade from 33 to 34
Angleton	19,610	Court Clerk	\$ 35,714.00	\$ 30,160.00	\$ 36,192.00	\$ 41,259.00	1/30/2023
		Avg NIC Port Lavaca Court Clerk	\$ 37,690.88		\$ 40,845.17		
Port Lavaca	55	Police Chief	\$ 96,220.00	\$ 96,331.00	\$ 113,189.00	\$ 130,047.00	
Wharton	8,832	Police Chief	\$ 104,332.00				1/30/2023 Port Lavaca Midpoint for
Ingleside	10,488	Police Chief	\$ 86,823.00	\$ 78,140.00	\$ 86,823.00	\$ 97,675.00	2/3/2022 Police Chief is 5.4% above
Rockport	10,847	Police Chief	\$ 141,960.00		\$ 116,376.00		1/30/2023 the avg midpoint of those
El Campo	12,350	Police Chief	\$ 120,046.00	\$ 82,735.00	\$ 98,790.00	\$ 117,960.00	2/14/2023 that reported, however
Freeport	12,802	Police Chief	\$ 108,800.00	\$ 97,200.00	\$ 119,300.00	\$ 141,400.00	1/31/2023 actual salary is 12% below
Beeville	14,164	Police Chief	\$ 92,500.00	\$ 77,138.00	\$ 96,422.00	\$ 115,707.00	2/10/2023 the avg actual salary of those
Bay City	17,882	Police Chief	\$ 91,707.00	\$ 91,707.00	\$ 113,298.00	\$ 143,645.00	1/30/2023 that reported.
Angleton	19,610	Police Chief	\$ 104,031.00	\$ 99,998.00	\$ 129,998.00	\$ 159,997.00	1/30/2023
Victoria	67,670	Police Chief	\$ 135,000.00	\$ -	\$ -	\$ -	3/9/2021
		Avg NIC Port Lavaca Police Chief	\$ 109,466.56		\$ 108,715.29		
Port Lavaca	42	Police Officer (Entry Level)	\$ 51,092.00	\$ 51,087.00	\$ 60,027.00	\$ 68,967.00	
Wharton	8,832	Police Officer (entry level)	\$ 57,957.00				1/30/2023 Port Lavaca Midpoint for
Rockport	10,847	Police Officer (entry level)	\$ 52,083.00				1/30/2023 Entry level Police Officer is
El Campo	12,350	Police Officer (entry level)	\$ 52,463.00	\$ 52,416.00	\$ 62,587.00	\$ 74,733.00	2/14/2023 comparable to the avg
Freeport	12,802	Police Officer (entry level)	\$ 52,824.00	\$ 50,625.00	\$ 63,171.00	\$ 73,698.00	1/31/2023 midpoint of those that
Beeville	14,164	Police Officer (entry level)	\$ 37,440.00	\$ 43,000.00	\$ 51,600.00	\$ 60,200.00	2/10/2023 reported. The actual salary is
Bay City	17,882	Police Officer (entry level)	\$ 51,230.00	\$ 51,230.00	\$ -		1/30/2023 comparable to the actual



Angleton	19,610	Police Officer (entry level)	\$	53,474.00	\$	53,474.00	\$	63,171.00	\$	72,889.00	1/30/2023	salary of those that reported.
Victoria	67,670	Police Officer (entry level)	\$	48,045.00	\$	48,045.00	\$	58,272.50	\$	68,500.00	3/9/2021	
		Avg NIC Port Lavaca Police Offr	\$	50,689.50			\$	59,760.30				
Port Lavaca	53	Public Works Director	\$	95,413.00	\$	87,375.00	\$	102,666.00	\$	117,957.00		
Wharton	8,832	Public Works Director	\$	89,560.00							1/30/2023	Port Lavaca Midpoint for
Ingleside	10,488	Public Works Director	\$	78,145.00	\$	74,419.00	\$	82,688.00	\$	93,024.00	2/3/2022	Public Works Director is 3.7%
Rockport	10,847	Public Works Director	\$	138,486.00							1/30/2023	higher than the avg midpoint
El Campo	12,350	Public Works Director	\$	90,993.00	\$	74,428.00	\$	88,870.00	\$	106,116.00	2/14/2023	of those that reported. The
Freeport	12,802	Public Works Director	\$	91,405.00	\$	85,050.00	\$	102,060.00	\$	119,070.00	1/31/2023	actual salary is 3.3% below
Beeville	14,164	Public Works Director	\$	74,167.00	\$	65,930.00	\$	82,412.00	\$	98,895.00	2/10/2023	the actual salary of those
Bay City	17,882	Public Works Director	\$	101,593.00	\$	91,707.00	\$	113,298.00	\$	143,645.00	1/30/2023	that reported.
Angleton	19,610	Public Works Director	\$	124,605.00	\$	95,850.00	\$	124,605.00	\$	153,360.00	1/30/2023	
		Avg NIC Port Lavaca PWD	\$	98,619.25			\$	98,988.83				
		<b>Utility Maintenance Worker</b>										
Port Lavaca	34	Utility Maintnace Worker	\$	34,570.00	\$	34,577.00	\$	40,628.00	\$	46,679.00		
Wharton	8,832	Utility Maintenance Worker	\$	33,945.00							1/30/2023	Port Lavaca Midpoint for
Ingleside	10,488	Utility Maintenance Worker	\$	-	\$	37,587.00	\$	41,763.00	\$	46,983.00	2/3/2022	Utility Maintenance Worker
Rockport	10,847	Utility Maintenance Worker	\$	37,336.00							1/30/2023	is 3.9% abover the avg
El Campo	12,350	Utility Maintenance Worker	\$	39,570.00	\$	35,360.00	\$	42,222.00	\$	50,415.00	2/14/2023	midpoint of those that
Beeville	14,164	Utility Maintenance Worker	\$	29,775.00	\$	29,192.00	\$	35,030.00	\$	40,869.00	2/10/2023	reported. The actual salary is
Bay City	17,882	Utility Maintenance Worker	\$	31,200.00	\$	31,346.00	\$	36,878.00	\$	42,411.00	1/30/2023	1.6% higher than the actual
Angleton	19,610	Utility Maintenance Worker	\$	32,409.00	\$	32,407.00	\$	39,699.00	\$	46,990.00	1/30/2023	salary of those that reported.
		Avg NIC Port Lavaca Utility Maint	\$	34,039.17			\$	39,118.40				
		<b>Fire fighter (Enrty Level)</b>										
Port Lavaca	41	Firefighter (entry level)	\$	51,076.00	\$	48,654.00	\$	57,168.00	\$	65,683.00		
Freeport	12,802	Firefighter (entry level)	\$	52,394.00	\$	48,600.00	\$	59,650.00	\$	70,700.00	1/31/2023	Port Lavaca Midpoint for
Angleton	19,610	Firefighter (entry level)	\$	48,812.00	\$	47,017.00	\$	55,996.00	\$	64,974.00	1/30/2023	Entry level fire fighter is 2.9%
Victoria	67,670	Firefighter (entry level)	\$	44,996.00	\$	44,996.00	\$	50,998.00	\$	57,000.00	3/9/2021	abover the avg midpoint of
		Avg NIC Port Lavaca Firefighter	\$	48,734.00			\$	55,548.00				those that reported. The
												actual salary is 4.8% higher
												than the actual salary of

Port Lavaca	35	Develop. Svs Coord./Permit Tech	\$	42,536.00	\$	36,306.00	\$	42,660.00	\$	49,013.00	
Wharton	8,832	Permit Technician	\$	37,502.00							1/30/2023 Port Lavaca Midpoint for
Ingleside	10,488	Permit Technician	\$	53,164.00	\$	50,370.00	\$	55,966.00	\$	62,962.00	2/3/2022 Permit Tech is 3.4% below
Rockport	10,847	Permit Technician	\$	41,724.00							1/30/2023 the avg midpoint of those
El Campo	12,350	Permit Technician	\$	31,200.00	\$	33,280.00	\$	39,738.00	\$	47,449.00	2/14/2023 that reported. The actual
Beeville	14,164	Permit Technician	\$	33,646.00	\$	32,987.00	\$	39,584.00	\$	41,182.00	2/10/2023 salary is 8% higher than the
Bay City	17,882	Permit Technician	\$	41,662.00	\$	34,570.00	\$	40,664.00	\$	46,758.00	1/30/2023 actual salary of those that
Angleton	19,610	Permit Technician	\$	36,299.00	\$	36,656.00	\$	44,904.00	\$	53,152.00	1/30/2023 reported.
Avg NIC Port Lavaca Permit Tech*			\$	39,313.86			\$	44,171.20			
Fire Chief			\$	96,220.00	\$	96,331.00	\$	113,189.00	\$	130,047.00	
Freeport	12,802	Fire Chief	\$	118,339.00	\$	99,700.00	\$	122,401.00	\$	145,100.00	1/31/2023