

RESOLUTION NO. 26-8

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, ESTABLISHING, AUTHORIZING, AND GOVERNING THE USE, INTERPRETATION, AND ADMINISTRATION OF JOB DESCRIPTIONS FOR MUNICIPAL POSITIONS

WHEREAS, the City of Willard, Missouri ("City"), is a municipal corporation organized under the laws of the State of Missouri; and

WHEREAS, the City is authorized under applicable provisions of the Revised Statutes of Missouri (RSMo) to employ personnel and prescribe duties necessary for the proper administration of municipal operations; and

WHEREAS, the City desires to establish general administrative guidelines for identifying the essential functions, duties, and qualifications of municipal positions; and

WHEREAS, the City recognizes that operational needs, regulatory requirements, and organizational structures may change and require flexibility in the assignment and performance of job duties; and

WHEREAS, the City finds it necessary and appropriate to establish a uniform policy governing the use, interpretation, and administration of job descriptions for municipal employees.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AS FOLLOWS:

SECTION I: Job descriptions are hereby established as administrative tools to assist in the effective management of municipal personnel. Such job descriptions are for general informational and operational purposes only and shall not be deemed exhaustive or limiting.

SECTION II: The Mayor, City Administrator, Department Heads, or their duly authorized designees are hereby authorized and directed to develop, revise, interpret, and implement job descriptions; assign, reassign, or modify duties and responsibilities; determine essential job functions; and take any actions necessary, desirable, convenient, or appropriate to carry out the intent and purpose of this resolution.

SECTION III: Job descriptions shall not constitute a comprehensive listing of all duties. Employees shall perform such other duties as may be assigned, whether or not such duties are specifically contained within a job description.

SECTION IV: All job descriptions and related employment practices shall be administered in compliance with applicable federal and state laws, including but not limited to the Revised Statutes of Missouri (RSMo), the Fair Labor Standards Act (FLSA), the Americans with Disabilities Act (ADA), and applicable Equal Employment Opportunity laws. To ensure the City of Willard's job descriptions remain current with evolving legal requirements, regulatory standards, and industry best practices, the City Administrator is authorized to make administrative updates to the job descriptions, in whole or in part, without requiring reapproval or formal readoption of the entire job description by the Board of Alders.

Administrative updates must be reviewed and approved in advance by the City's legal counsel to ensure compliance with applicable laws and regulations. Upon legal review and approval, such updates shall be documented in the form of a memo titled *Job Description - title Update*, issued by the City Administrator through Human Resources, and distributed to all staff."

SECTION V: Nothing contained in any job description or related document shall be construed to create a contract of employment, confer any property interest in employment, or alter the at-will status of City employees.

SECTION VI: The City expressly reserves all management rights, including but not limited to the right to determine staffing levels and organizational structure, assign work and direct employees, and discipline or terminate employees in accordance with applicable law.

SECTION VII: This Resolution shall take effect immediately upon its passage.

PASSED by the Board of Aldermen of the City of Willard, Missouri, on this ___ day of _____, 2026.

Troy Smith, Mayor

Courtney Myers, City Clerk