

STATE OF GEORGIA
HENRY COUNTY
CITY OF STOCKBRIDGE

ORDINANCE NO. DR20-478

AN ORDINANCE AMENDING THE CITY BUDGET FOR FISCAL YEAR 2020 FOR THE CITY OF STOCKBRIDGE TO RECLASSIFY THE POSITION OF PROCURMENT SUPERVISOR TO THE POSITION OF PROCUREMENT MANAGER; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WITNESSETH:

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City;

WHEREAS, the City adopted its final operating budget for fiscal year 2020 on December 9, 2019;

WHEREAS, Section 6.27 (b) of the City Charter provides that the City Council by majority vote may make changes in the appropriations contained in the current operating budget at any regular meeting or special or emergency meeting called for such purposes;

WHEREAS, Section 3.04.060 of the Stockbridge Municipal Code provides that whenever the city council shall amend the budget to provide for a new employee position, the following documents shall be included as exhibits to an ordinance providing for the new employee position: a numbered budget amendment which indicates the budget line item where funding for the new employee position is to be located within the budget and establishing the amount of funds within that line item allocated for the new employee position(s); a restated organizational chart indicating the new employee position; and a job description and salary range for the new employee position; and

WHEREAS, having complied with all necessary legal requirements, the City Council wishes to amend the 2020 budget to reclassify the position of Procurement Supervisor to the position of Procurement Manager;

THEREFORE, THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY ORDAINS:

SECTION 1. Adoption by Reference. The document attached hereto as Exhibit "A" comprised of:

- (a) a numbered budget amendment which indicates the budget line item where funding for the position of Procurement Manager is to be located within the budget and establishing the amount of funds within that line item allocated for the position of Procurement Manager;

(b) a restated organizational chart indicating the position of Procurement Manager; and

(c) a job description and salary range for the position of Procurement Manager

is incorporated herein by reference and is hereby adopted as an amendment to the Budget for Fiscal Year 2020 for the City of Stockbridge, Georgia.

SECTION 2. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Stockbridge.

SECTION 3. Approval of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Ordinance.

SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 5. Codification and Severability.

(a) It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were upon their enactment believed by the City Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the City Council that to the greatest extent allowed by law each and every section, paragraph, sentence, clause or phrase of this ordinance is severable from every other section, paragraph, sentence, clause or phrase of this ordinance. It is hereby further declared to be the intention of the City Council that to the greatest extent allowed by law no section, paragraph, sentence, clause or phrase of this ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this ordinance.

(c) In the event that any section, paragraph, sentence, clause or phrase of this ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the ordinance and that to the greatest extent allowed by law all remaining Sections, paragraphs, sentences, clauses, or phrases of the ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

SECTION 5. Repeal of Conflicting Provisions. Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

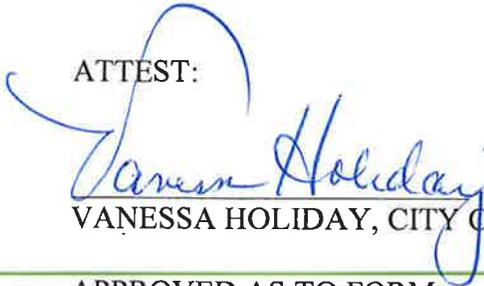
SECTION 6. Effective Date. This ordinance shall become effective immediately upon its adoption by the Mayor and City Council of the City of Stockbridge as provided in the City Charter.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO ORDAINED this 10th day of February, 2020.


ANTHONY S. FORD, MAYOR

ATTEST:


VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:


MICHAEL WILLIAMS, CITY ATTORNEY

Date Presented to Mayor: 02-13-2020

Date Received from Mayor: 02-13-2020

Job Title: Procurement Manager

Pay Grade: Min: \$61,691.25

Mid: \$78,656.34

Max: \$95,621.43

Purpose: The purpose of this reclassification is to plan, organize, implement and manage the purchasing operations of the City. Work involves supervising department staff; planning and managing all City procurement and inventory control functions in a centralized environment, ~~establishing City purchasing policies and procedures; engaging in the~~ procurement of goods and services in accordance with City, State, Federal regulations, and Stockbridge, Georgia Municipal Code Chapter 3.30 and Ethics 3.30.060 Procurement Ordinance.

Class Characteristics: This is an exempt level full-performance classification under FLSA.

Essential Functions: The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Manages and monitors procurement activities for the City. Establishes policies and procedures; ensures all procurement activities comply with local, state, and federal procurement regulations and requirements; ensures the City obtains commodities and services which are high in quality, meet organizational needs and at the best price; ensures accuracy, completeness, and appropriate signatures and coding for all transactions, data entry, document processing and related activities.
- Administers daily operations of purchasing and contract compliance; manages purchasing issues and special projects to ensure compliant with state and local laws; ensures standard methods, practices, tools and guidelines, policies and procedures and purchasing codes are adhered to.
- Administers all aspects of sealed bid process; prepares invitation for bids (IFBs) as appropriate; develops notices and advertisement and places same with newspapers and other sources of information. Analyzes, evaluates and tabulates bids. Checks references on potential contractors; and makes recommendations or selects vendor(s) or contractor(s); administers contracts and agreements to ensure compliance with state and local laws.
- Supervises, directs and evaluates assigned staff; establishes workloads

Job Title: Procurement Manager (continued)

- and prioritizes work assignments; develops and oversees employee work schedules to ensure adequate coverage; reviews timesheets and addresses employee concerns; trains staff in operations, policies, and procedures.
- Randomly audits procurement activities for compliancy; ensure internal controls, checks and balances and proper procurement purchasing practices.
- Maintains current knowledge of supply sources, product developments, contract availability, and of regulations, policies and procedures for government procurement; keeps abreast of market trends, new product availability and changes in procurement functions; seeks new vendors and sources of supplies.
- Resolves procurement inquiries and discrepancies; reviews bid protests from vendors; confers with legal in complaints from the public and vendors; serves as the subject matter expert on purchasing policies, and procedures, purchasing code and state, federal and/or city laws, and resolutions.
- Responsible for submitting agenda items as it relates to purchasing, procurement reports, and required correspondence; prepares presentations and reports; provides technical advice regarding acquisition and procurement issues.
- Assist city staff and monitor the City's purchasing and contracting ordinance to ensure compliance with project goals to ensure no violations with city and state procurement law;
- Serves as the city's asset manager, responsible for inventory management for audit compliancy and schedules the proper sale of surplus property, including obsolete equipment, supplies, and other items; prepares and maintains all related documentation, including advertisements to obtain approval by the City Council.

Knowledge Required by the Position:

- Ability to communicate clearly and in a pleasant manner with the general public, elected officials and other City employees.
- Ability to express ideas clearly while making oral presentations.
- Ability to operate a computerized financial management system;

Job Title: Procurement Mgr. (continued)

- Ability to organize data and compile clear, concise reports;
- Ability to perform a broad range of supervisory responsibilities over others; knowledge of supervisory principles and practices.
- Ability to work cooperatively with other City employees and the public.
- Ability to work safely without presenting a direct threat to self or others;
- Knowledge of assigned commodities and services including sources of supply, commodity markets, price trends, grades, and qualities;
- Knowledge of City ordinances, policies and procedures;
- Knowledge of common business practices relating to the purchase, pricing, terms, shipment, taxes, and payment for commodities and services;
- Knowledge of contract administration/compliance principles and practices;
- Knowledge of large-scale government purchasing methods and procedures;
- Knowledge of Uniform Commercial Code;
- Skilled in Microsoft Office.

Supervisory Controls: The work of this position is performed under the supervision of the Treasurer.

Guidelines: Guidelines include compliance around contract administration, purchasing/procurement, federal and state regulations; City and departmental SOP manuals, policies and procedures.

Complexity: The work consists of administrative and management duties and requires the application of basic knowledge of public finance, budgeting, procurement and accounting.

Personal Contacts: Contacts are typically with co-workers, elected officials and the general public.

Purpose of Contacts: Contacts typically occur in order to give and exchange information and provide services.

Physical Demands: This work is performed indoors in an office setting and involves occasional light lifting.

Work Environment: This work is performed indoors in an office setting.

Job Title: Procurement Mgr. (continued)

Supervisory and Management Responsibility: This position exercises supervision of procurement staff.

Minimum Qualifications: Bachelor's degree in business or public administration, economics, marketing, supply chain management, purchasing, accounting or closely related field supplemented by three (3) to five (5) years of responsible experience in governmental purchasing/procurement in addition to supervisory experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; must have excellent written and communication skills, must have knowledge of contract compliance and vendor management; proficient in windows based applications including Word, Excel and Procurement financial systems. E-Verify reporting requirements and Incode Financial Software.

Preferred qualifications: Certified Public Purchasing Professional Buyer (CPPB) certification, or Certified Public Purchasing Officer (CPPO) and maintain a valid Georgia drivers license.

City of Stockbridge Pay Plan 2019

DEPARTMENT	REPORTS TO	CLASS TITLE	Pay Grade	Min	Mid	Max
City Clerk	Exec. Assistant to Mayor & Council	Admin Clerk (Part-time)	100	\$16,263.00	\$22,000.00	\$29,854.84
City Clerk	City Clerk	Receptionist	101	\$24,252.80	\$30,922.32	\$37,591.84
MMCC	Conference Center Manager	Public Works Technician	102	\$25,465.44	\$32,468.44	\$39,471.43
Public Works	General Maintenance Supervisor	Public Works Technician	102	\$25,465.44	\$32,468.44	\$39,471.43
Finance	Procurement Supervisor	Inventory Clerk/Procurement	102	\$25,465.44	\$32,468.44	\$39,471.43
Sanitation	Utility Billing Supervisor	Utility Billing Clerk	104	\$28,075.65	\$35,796.45	\$43,517.25
Sewer	Wastewater Superintendent	Wastewater Collections Operator I	104	\$28,075.65	\$35,796.45	\$43,517.25
Sewer	Utility Billing Supervisor	Utility Billing Clerk	104	\$28,075.65	\$35,796.45	\$43,517.25
Water	Water Systems Superintendent	Water Systems Technician I	104	\$28,075.65	\$35,796.45	\$43,517.25
Sewer	Wastewater Superintendent	Wastewater Systems Operator I	105	\$29,479.43	\$37,586.27	\$45,693.12
MMCC	Conference Center Manager	Administrative Assistant	105	\$29,479.43	\$37,586.27	\$45,693.12
City Clerk	City Clerk	Administrative Assistant	106	\$30,953.40	\$39,465.59	\$47,977.77
Public Works	Public Works Administrative Assistant	Administrative Assistant	106	\$30,953.40	\$39,465.59	\$47,977.77
Public Works	General Maintenance Supervisor	Mechanic	106	\$30,953.40	\$39,465.59	\$47,977.77
Sewer	Wastewater Superintendent	Wastewater Technician I	106	\$30,953.40	\$39,465.59	\$47,977.77
Stormwater	Stormwater Supervisor	Stormwater Technician	106	\$30,953.40	\$39,465.59	\$47,977.77
Finance	Utility Billing Supervisor	Financial Services Technician	106	\$30,953.40	\$39,465.59	\$47,977.77
Water	Water Superintendent	Water Systems Technician II	106	\$30,953.40	\$39,465.59	\$47,977.77
Business Services	Business Services Supervisor	Occupational Tax Clerk	107	\$32,501.07	\$41,438.87	\$50,376.66
Finance	Senior Accountant	Accounts Payable Clerk	107	\$32,501.07	\$41,438.87	\$50,376.66
Public Works	General Maintenance Supervisor	Public Works Crew Leader	107	\$32,501.07	\$41,438.87	\$50,376.66
Sewer	Wastewater Superintendent	Wastewater Systems Operator II	107	\$32,501.07	\$41,438.87	\$50,376.66
Main Street	Main Street Manager	Main Street Coordinator	108	\$34,126.13	\$43,510.81	\$52,895.49
Code Enforcement	Community Development Director	Code Enforcement Officer	108	\$34,126.13	\$43,510.81	\$52,895.49
Water	Water Superintendent	Water Systems Technician III	108	\$34,126.13	\$43,510.81	\$52,895.49
Business Services	Community Development Director	Business Services Supervisor	109	\$36,173.69	\$46,121.46	\$56,069.22
Finance	Treasurer/CFO	Payroll Specialist	109	\$36,173.69	\$46,121.46	\$56,069.22
Municipal Court	Court Clerk	Deputy Court Clerk	109	\$36,173.69	\$46,121.46	\$56,069.22
MMCC	Community Development Director	Conference Center Coordinator	109	\$36,173.69	\$46,121.46	\$56,069.22
Water	Treasurer/CFO	Utility Billing Clerk Supervisor	109	\$36,173.69	\$46,121.46	\$56,069.22
Executive	City Manager	Executive Assistant	110	\$38,344.11	\$48,888.75	\$59,433.38
MMCC	Conference Center Manager	Events Coordinator	110	\$38,344.11	\$48,888.75	\$59,433.38
Permitting	Community Development Director	Building Permit Coordinator	110	\$38,344.11	\$48,888.75	\$59,433.38

City of Stockbridge Pay Plan 2019

Planning	Senior Planner	GIS Technician/Planner	110	\$38,344.11	\$48,888.75	\$59,433.38
Finance	Senior Accountant	Accountant	111	\$40,644.76	\$51,822.07	\$62,999.38
City Clerk	City Clerk	Deputy City Clerk	111	\$40,644.76	\$51,822.07	\$62,999.38
Stormwater	Public Works Director	Stormwater Supervisor	112	\$43,083.45	\$54,931.39	\$66,779.34
Executive	City Manager	Public Information Officer	113	\$45,668.45	\$58,227.28	\$70,786.10
Main Street	Community Development Director	Main Street Manager	113	\$45,668.45	\$58,227.28	\$70,786.10
Finance	Treasurer/CFO	Senior Accountant	113	\$45,668.45	\$58,227.28	\$70,786.10
MMCC	Community Development Director	Conference Center Manager	113	\$45,668.45	\$58,227.28	\$70,786.10
Municipal Court	City Manager	Court Clerk	113	\$45,668.45	\$58,227.28	\$70,786.10
Sewer	Wastewater Superintendent	Wastewater Systems Chief Operator	113	\$45,668.45	\$58,227.28	\$70,786.10
Sewer	Wastewater Superintendent	Wastewater Collections Chief Operator	113	\$45,668.45	\$58,227.28	\$70,786.10
Water	Water Superintendent	Water Systems Chief Operator	113	\$45,668.45	\$58,227.28	\$70,786.10
Planning	Community Development Director	Planner 1	113	\$45,668.45	\$58,227.28	\$70,786.10
Public Works	Public Works Director	Facilities Maintenance Supervisor	116	\$54,391.86	\$69,349.62	\$84,307.38
Public Works	Public Works Director	General Maintenance Supervisor	116	\$54,391.86	\$69,349.62	\$84,307.38
Sewer	Public Works Director	Wastewater Plant Superintendent	116	\$54,391.86	\$69,349.62	\$84,307.38
Water	Public Works Director	Water Superintendent	116	\$54,391.86	\$69,349.62	\$84,307.38
Planning	Community Development Director	Senior Planner	116	\$54,391.86	\$69,349.62	\$84,307.38
Permitting	Community Development Director	Fire Marshal	118	\$61,691.25	\$78,656.34	\$95,621.43
Executive	City Manager	Project Manager	118	\$61,691.25	\$78,656.34	\$95,621.43
Finance	Treasurer/CFO	Procurement Manager	118	\$61,691.25	\$78,656.34	\$95,621.43
Econ Development	City Manager	Economic Development Director	119	\$66,009.63	\$84,162.28	\$102,314.93
Human Resources	City Manager	Human Resources Manager	119	\$66,009.63	\$84,162.28	\$102,314.93
City Clerk	Mayor & Council	City Clerk	119	\$66,009.63	\$84,162.28	\$102,314.93
Public Works	City Manager	Public Works Director	121	\$75,574.43	\$96,357.40	\$117,140.37
Executive	City Manager	Community Development Director	122	\$80,864.64	\$103,102.42	\$125,340.19
Finance	Mayor & Council	Treasurer/CFO	123	\$86,525.16	\$110,319.58	\$134,114.00
Executive	City Manager	Assistant City Manager	124	\$92,581.93	\$118,041.96	\$143,501.98
Executive	Mayor & Council	City Manager	125	\$99,062.66	\$126,304.89	\$153,547.12