

WHEREAS, a review of the position classification and pay plan adopted by the Governing Body of the City of Mesquite in November, 1962 has been completed, to identify and accommodate changes in the patterns of operation, the growth and development of the organization and changes in the labor market;

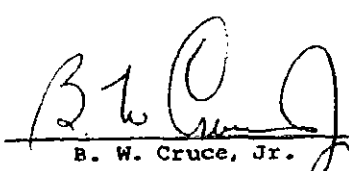
WHEREAS, during the past year these changes occurred in three forms: (1) New positions have been developed; (2) Duties and responsibilities of current positions have been changed; and (3) Prevailing rates of pay in the labor market have changed;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MESQUITE, TEXAS:

Section 1. That the Position Classification and Pay Plan adopted by the governing body of the City of Mesquite, Texas, on November 19, 1962, is hereby amended, in accordance with Tables I, II, III, and IV, which are attached hereto and made a part of this resolution the same as if copied in full herein.

Section 2. That this resolution shall take effect immediately from and after its passage, as the charter in such cases provides.

DULY PASSED BY THE GOVERNING BODY OF THE CITY OF MESQUITE, TEXAS, on the 8th day of September, 1964.


B. W. Cruce, Jr.
Mayor

ATTEST:

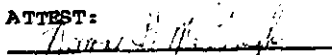

Norma G. McGaughy
City Secretary

TABLE I

AMENDMENTS TO POSITION CLASSIFICATION AND SALARY PLANS

The following positions described in the attached job class specification are recommended to be added to the position classification and pay plans:

<u>Class</u>	<u>Base</u>		<u>Growth Features</u>		
	<u>No.</u>	<u>Amount</u>	<u>Rate</u>	<u>Frequency</u>	<u>Span</u>
Childrens Librarian	21	\$469	5%	1 year	4 years
Circulation Clerk	8	\$249	3%	6 months	2 years
Library Clerk	8	\$249	3%	6 months	2 years
Library Aide	3	\$195	3%	6 months	1 year
Golf Course Superintendent*	12	\$302	5%	1 year	4 years
Building Maintenance Man*	19	\$425	3%	1 year	2 years

*These positions were added to the plan last year without salary ranges being established.

CHILDREN'S LIBRARIAN

Job Summary

Under general direction to serve as children's librarian; assist in a wide variety of professional library work; and to do related work as required.

Typical Tasks

Assist in planning, organizing and supervising the children's library program; assist in the selection and purchase of children's books; confers with other staff members in coordinating the library programs; may relieve other professional staff on special assignment; answers questions and assists library patrons; schedules and conducts children's story hour; keeps records and prepares reports.

Employment Standards

Education - Graduation from college with degree in Library Science

Experience - Two years experience in library work.

Knowledge and Abilities - Knowledge of library science, organization, procedures and policies; knowledge of books, authors, and reader interests; ability to develop and maintain effective relation with the public; ability to plan and direct the work of others.

CIRCULATION CLERK

Job Summary

Under direction, to perform a variety of technical and clerical tasks necessary in the circulation of library materials and to do related work as required.

Typical Tasks

Checks periodicals, pamphlets, documents, and other library materials; checks books in and out; collects and accounts for fines; counts, files and records changes of name and address on library cards; files McBee cards; assists in maintaining catalog records; calls patrons to advise them of overdue books; types and mails overdue fine notices and issues identification cards. Gives assistance to patrons; helps prepare monthly reports.

Employment Standards

Education - Graduation from high school.

Experience - One year of general clerical experience including contact with the general public.

Knowledge and Abilities - Knowledge of library operations and procedures; general knowledge of the most familiar books and authors; basic knowledge of classification and cataloging; ability to perform a variety of clerical work; ability to type accurately at 40 words per minute; ability to work effectively with the public.

LIBRARY CLERK

Job Summary

Under general supervision, to perform a variety of non-professional library clerical tasks and to do related work as required.

Typical Duties

Registers library patrons, answers routine questions and assists patrons in the use of library facilities and resources; locates books, periodicals and special articles using index and catalog guides; mends books; assists in maintaining catalog records and doing routine cataloging; types library cards, prepares new books for circulation.

Employment Standards

Education - Graduation from high school.

Experience and Training - None required.

Knowledge and Abilities - Knowledge of office practices and procedures; ability to file and to compare names and numbers rapidly and accurately; ability to spell and use good English; ability to follow oral and written directions; ability to work effectively with the public; ability to type 40 words per minute.

LIBRARY AIDE

Job Summary

Under immediate supervision, to shelve and keep books in order; and to do related work as required.

Typical Tasks

Sorts and shelves books; prepares books and periodicals for shelving; accessions books; checks in returned books; cleans and stamps books; takes and maintains inventory of books; may occasionally relieve at circulation desk.

Employment Standards

Education - Completion of the tenth grade.

Experience - None required.

Knowledge and Abilities - Ability to do simple filing; ability to understand and carry out written or oral instructions; clerical aptitude; physical and mental alertness; ability to work effectively with others. Ability to type accurately at the rate of 30 words per minute.

TABLE II

AMENDMENTS TO SALARY RANGES

The following recommended salary ranges reflect changes in the duties and responsibilities of the classes:

		<u>Base</u> <u>No.</u>	<u>Rate</u>	<u>Maximum</u> <u>Rate</u>
Fire Captain*	From:	21	\$469	\$570
	To:	23	\$517	\$628
Chief Sewage Plant Operator	From:	17	\$386	\$469
	To:	18	\$405	\$493
Sewage Plant Operator	From:	13	\$317	\$337
	To:	14	\$334	\$354

*Please refer to the attached revised job class description for this classification.

FIRE CAPTAIN

Job Summary

Under general direction, to assist in planning, organizing, directing and supervising the fire protection and prevention activities of the city; to supervise the activities of the central fire station on an assigned shift; and to do related work as required.

Typical Tasks

Responds to fire and other emergency calls in District #1; sizes up the situation, deploys men and equipment, and directs fire suppression, rescue and salvage operations until arrival of the Chief; responds to calls in other districts when major structural fires are involved and assumes command upon arrival; supervises departmental fire equipment and station facilities maintenance program; assists in preparing annual budget estimates; assists in selection, training, and development of fire personnel; assists in development and administration of departmental training program; confers with Chief regarding plans, policies, and operations and acts for Chief in his absence or as assigned; keeps records and prepares reports.

Assists the Chief in planning and supervises the fire prevention program in enforcing fire safety laws and regulations; inspects places of public assemblage, commercial and office buildings to detect and gain correction of fire hazards and deviations from fire safety regulations; assists in the development and supervision of fire company inspection programs; investigates the causes of fires, complaints, and answers inquiries related to fire hazards and fire regulations; assists in the preparation of annual budget estimates; reviews building plans for compliance with fire safety regulations; keeps records and prepares reports.

Employment Standards

Education - Graduation from high school supplemented by courses in fire science and administration.

Experience - Three years of supervisory experience in municipal fire fighting and prevention work.

Knowledges and Abilities - Knowledge of the principles of fire science and administration with the ability to apply them; knowledge of the principles of fire protection and prevention; knowledge of the laws, codes and regulations relating to fire prevention; knowledge of the geography, physical characteristics, and major fire hazards of the city; ability to supervise the work of others, to train and lead men and

Fire Captain
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to maintain discipline; ability to keep records and make clear reports; ability to make sound decisions and take effective action in emergency situations.

License - Possession of a Texas Commercial Operator's license and a liability insurance policy of the type and amount as required by the Texas Motor Vehicle Safety Responsibility Act.

TABLE III

AMENDMENTS TO SALARY RANGES

The following recommended revisions in salary ranges are to reflect changes in the status of labor market:

		Base No. Rate	Maximum Rate
Maintenance Helper	From: 9	\$261	\$277
	To: 10	\$269	\$285
Equipment Service Man	From: 11	\$289	\$305
General Maintenance Man	To: 12	\$302	\$320
Refuse Leadman			
Animal Control Inspector	From: 11	\$289	\$350
	To: 13	\$317	\$386
Accountant	From: 19	\$425	\$517
	To: 21	\$447	\$543
Park Superintendent	From: 20	\$447	\$543
	To: 21	\$469	\$570
Park & Recreation Director	From: 24	\$543	\$727
Tax Assessor- Collector	To: 25	\$570	\$764
Fireman	From: 16	\$367	\$439
Police Patrolman	To: 17	\$386	\$461
Detective	From: 18	\$405	\$493
	To: 19	\$425	\$517
Fire Lieutenant	From: 19	\$425	\$517
Juvenile Officer	To: 20	\$447	\$543
Police Sergeant			
Police Lieutenant	From: 20	\$447	\$543
	To: 21	\$469	\$570
Fire Captain	From: 21	\$469	\$570
	To: 23	\$517	\$628
Police Captain	From: 22	\$493	\$599
	To: 23	\$517	\$628

TABLE IV
BASIC SALARY SCHEDULE

<u>Number</u>	<u>Base Rates</u>		<u>Number</u>	<u>Base Rates</u>	
	<u>Monthly</u>	<u>Hourly</u>		<u>Monthly</u>	<u>Hourly</u>
1	\$177	\$1.02	23	\$517	\$2.99
2	186	1.07	24	543	3.13
3	195	1.12	25	570	3.29
4	204	1.17	26	599	3.46
5	214	1.23	27	628	3.63
6	225	1.30	28	660	3.81
7	237	1.36	29	693	-
8	249	1.43	30	727	-
9	261	1.50	31	764	-
10	274	1.58	32	802	-
11	289	1.65	33	842	-
12	302	1.73	34	883	-
13	317	1.83	35	927	-
14	334	1.92	36	973	-
15	350	2.02	37	1022	-
16	367	2.12	38	1073	-
17	386	2.22	39	1127	-
18	405	2.34	40	1183	-
19	425	2.45	41	1242	-
20	447	2.57	42	1305	-
21	469	2.70	43	1370	-
22	493	2.84	44	1438	-
			45	1510	-