

INTRODUCED: June 14, 2021

AN ORDINANCE No. 2021-179

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute an Agreement Between The City of Richmond and The Richmond Redevelopment & Housing Authority for the purpose of providing for a Program Manager position within the Department of Police to implement certain prevention and intervention strategies aimed at reducing criminal activity in public housing communities.

Patrons – Mayor Stoney and Ms. Lambert

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JUN 28 2021 AT 6 P.M.

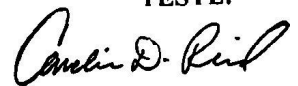
THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer, for and on behalf of the City of Richmond, be and is hereby authorized to execute an Agreement Between The City of Richmond and The Richmond Redevelopment & Housing Authority for the purpose of providing for a Program Manager position within the Department of Police to implement certain prevention and intervention strategies aimed at reducing criminal activity in public housing communities. Such Agreement shall be approved as to form by the City Attorney and shall be substantially in the form of the document attached to this ordinance.

§ 2. This ordinance shall be in force and effect upon adoption.

AYES: 9 NOES: 0 ABSTAIN: _____
City Clerk

A TRUE COPY:
TESTE:



ADOPTED: JUN 28 2021 REJECTED: _____ STRICKEN: _____



CITY OF RICHMOND

INTRACITY CORRESPONDENCE

O&R REQUEST

DATE: May 19, 2021

EDITION: 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor *J.M.S.*

THROUGH: Lincoln Saunders, Acting Chief Administrative Officer *JLS*

THROUGH: Sheila White, Director of Finance *Sheila White*

THROUGH: Jay A. Brown, Ph.D., Director of Budget and Strategic Planning *JAB*

FROM: Gerald M. Smith, Chief of Police *Chief Gerald M. Smith 5/19/2021*

RE: Acceptance and appropriation of \$75,000 from the Richmond Redevelopment and Housing Authority (RRHA). Authorization to execute the attached Memorandum of Understanding to hire a Program Manager to coordinate crime prevention strategies in Richmond Public Housing Communities

ORD. OR RES. No. _____

PURPOSE: Two ordinances are requested. The first ordinance is to authorize the Chief Administrative Officer (CAO) to accept \$75,000.00 from RRHA and appropriate the same to a new line item titled RRHA Crime Prevention in the Richmond Police Department FY2021 Special Fund Budget for the purpose of hiring a grant fund Program Manager to implement certain prevention and intervention strategies in an effort to minimize criminal activity in public housing communities.

The second ordinance is to authorize the Acting Chief Administrative Officer (ACAO) to execute a Memorandum of Understanding between the City of Richmond Police Department (RPD) and RRHA in support of hiring a Program Manager to coordinate crime prevention strategies in RRHA communities in the amount of \$75,000.00 from RRHA.

REASON: RRHA has awarded RPD \$75,000 to hire a grant funded Program Manager to implement certain prevention and intervention strategies in an effort to minimize criminal activity in public housing communities. This partnership must be supported by an executed Memorandum of Understanding with the City of Richmond.

RECOMMENDATION: It is recommended that this funding is accepted and appropriated to a new line item titled RRHA Crime Prevention in the Richmond Police Department FY 2021 Special Fund Budget for the purpose of hiring a Program Manager to implement certain prevention and intervention strategies in an effort to minimize criminal activity in public housing communities. It is also recommend that the City Administration accept and execute the companion memorandum of understanding.

BACKGROUND: This Memorandum of Understanding was issued with the full support of RPD and RRHA in an effort to minimize criminal activity in public housing communities. The attached Memorandum of Understanding outlines the envisioned partnership and supports RPD hiring a grant funded Program Manager to work with RRHA in the development and implementation of crime prevention strategies in RRHA communities per the terms of the Memorandum of Understanding.

FISCAL IMPACT / COST: These funds will increase the FY2021 Special Funds Budget and failing to adopt this Memorandum of Understanding will negate the \$75,000 from RRHA.

FISCAL IMPLICATIONS: The addition of these funds (\$75,000) will allow the Richmond Police Department to hire a Program Manager to coordinate crime prevention efforts with RRHA. If this funding is not adopted or if the memorandum of understanding is not executed RPD will be unable to hire for this position.

BUDGET AMENDMENT NECESSARY: Yes. This request amends the FY2021 Special Fund Budget.

REVENUE TO CITY: The companion budget appropriation will provide a \$75,000 increase to the FY21 Special Fund

DESIRED EFFECTIVE DATE: Upon Adoption

REQUESTED INTRODUCTION DATE: June 14, 2021

CITY COUNCIL PUBLIC HEARING DATE: June 28, 2021

REQUESTED AGENDA: Consent Agenda

RECOMMENDED COUNCIL COMMITTEE: Public Safety and City Council Committee

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: None.

AFFECTED AGENCIES: Department of Finance, Department of Budget and Strategic Planning and the Richmond Police Department

RELATIONSHIP TO EXISTING ORD. OR RES.: Special Fund Budget, Ordinance 2020-050.

REQUIRED CHANGES TO WORK PROGRAM(S): None.

ATTACHMENTS: Agreement between the City of Richmond and RRHA

STAFF:

Gerald M. Smith, Chief of Police, Gerald.Smith@richmondgov.com

William B. Friday, Deputy Chief, Richmond Police Department, William.Friday@richmondgov.com

Victoria N. Pearson, Esq., Deputy Chief, Richmond Police Department, Victoria.Pearson@richmondgov.com

Matthew E. Peanort, III., Deputy Director, Business Services, Matthew.Peanort@richmondgov.com

AGREEMENT
between
The City of Richmond
and
The Richmond Redevelopment & Housing Authority

This Agreement (“Agreement”) dated this _____ day of _____, 2021, (“the Commencement Date”) by and between the City of Richmond, a municipal corporation and political subdivision of the Commonwealth of Virginia, (the “City”) and the Richmond Redevelopment and Housing Authority, a political subdivision of the Commonwealth of Virginia, (“RRHA”) each a “Party” and collectively the “Parties,” is binding among and between the Parties as of the date of the City’s final signature.

WHEREAS:

RRHA is responsible for providing quality housing opportunities for low-income residents;

RRHA, through its Department of Public Safety, has begun implementing certain prevention and intervention strategies in an effort to minimize criminal activity and the effects thereof;

RRHA does not have its own police department, responsible for investigating and responding to crimes on RRHA properties;

The City, through its Department of Police (“RPD”), desires to partner with RRHA on the aforementioned strategies.

NOW THEREFORE:

The parties, intending to be legally bound, agree as follows:

1. Program Manager.

- a. Upon the Commencement Date of this Agreement, the City will proceed to advertise for the position of Program Manager within the Richmond Department of Police’s Community Youth and Intervention Services, as more particularly detailed on EXHIBIT A, attached hereto (the “Program Manager”).
- b. The City, in consultation with the RRHA’s Director of Public Safety, shall select and hire a Program Manager to perform the services set forth in Exhibit A. Notwithstanding the foregoing, the Program Manager shall be an employee of the City and the City, in its sole discretion, shall be responsible for all employment and personnel decisions pertaining to the Program Manager.
- c. The Program Manager may respond to requests from the RRHA’s Director of Public Safety. Notwithstanding the foregoing, the parties agree that the Program Manager is subject to all applicable laws and City policies and will not enforce any directive from the RRHA’s Director of Public Safety in violation thereof.
- d. The City, acting through RPD, shall, on at least a monthly basis, provide RRHA’s Director of Public Safety with a written report summarizing the work completed by the Program Manager during the preceding month.

2. RRHA Funding.

- a. RRHA shall pay to the City the sum of Seventy Five Thousand and 00/100 Dollars (\$75,000.00) during the Initial Term, as defined in section 3(a), which the City shall apply

towards the Program Manager's salary, benefits, equipment, training, and any other costs attributable to the Program Manager's role within RPD. The Parties agree that the City, in its sole discretion, shall determine how such funds will be allocated among the Program Manager's salary, benefits, equipment, training, and any other costs attributable to the Program Manager's role.

- b. The City's use of all funds received by RRHA pursuant to this Agreement are subject to annual appropriations by the City Council; consequently, this Agreement shall bind the City only to the extent that the City Council appropriates sufficient funds for the City to perform its obligations hereunder.
- c. RRHA may provide additional funding, provided the same is lawfully allocated. Nothing in this Agreement shall obligate RRHA to provide any funding except for that required by Section 2(a), above.
- d. If this Agreement is terminated in accordance with the requirements of section 3(c), the City shall return all unspent RRHA funds to RRHA within thirty (30) days.
- e. Notwithstanding any provision of this Agreement to the contrary, any obligation of RRHA to remit funds to the City pursuant to this Agreement is contingent in all respects upon RRHA's Board of Commissioners approval of such funds in RRHA's annual budget for this purpose.

3. **Term.**

- a. This Agreement shall become effective upon the Commencement Date and shall remain in effect until September 30, 2021 (the "Initial Term").
- b. This Agreement may be renewed for successive periods of One (1) Year (a "Renewal Term") provided that
 - i. RRHA lawfully allocates \$75,000.00 for the Program Manager in RRHA's budget for the relevant fiscal year;
 - ii. RRHA provides notice to the City of the aforementioned allocation of funds;
 - iii. The City Council appropriates sufficient funds for the City to perform its obligations under this Agreement; and
 - iv. The City exercises the option to renew the Agreement by providing written notice of its decision to renew to RRHA.
- c. Either Party may terminate this Agreement by delivery of written notice to the other Party of the Party's intent to so terminate. Such notice must be delivered at least 30 calendar days prior to the date of termination and must otherwise be given in accordance with the requirements of this Agreement for the delivery of notices.
- d. This Agreement will automatically terminate at the end of the Initial Term or any Renewal Term unless this Agreement is renewed in accordance with the provisions therein prior to the expiration of the Initial Term or the then-current Renewal Term, whichever is applicable.

4. **Notice.**

a. **In General.** Any written notice by either party to the Agreement shall be sufficiently given by any one or combination of the following, whichever shall first occur: (i) delivered by hand to the last known business address of the person to whom the notice is due, (ii) delivered by hand to the person's authorized agent, representative or officer wherever they may be found or (iii) enclosed in a postage prepaid envelope addressed to such last known business address and delivered to a United States Postal Service official or mailbox. Notice is effective upon such delivery.

b. **Address.**

1. All notices to the City shall clearly indicate the City's Contract Number and shall be directed to:

Chief of Police
Richmond Police Department
200 W. Grace St.
Richmond, Virginia 23220

cc:

Chief Administrative Officer
900 East Broad Street, Suite 201
Richmond, Virginia 23220

City Attorney
Office of the City Attorney
900 East Broad Street, Suite 400
Richmond, Virginia 23220

2. All notices to RRHA shall be directed to:

Director of Public Safety
Richmond Redevelopment and Housing Authority
901 Chamberlayne Parkway
Richmond, Virginia 23220

cc:

General Counsel
Richmond Redevelopment and Housing Authority
901 Chamberlayne Parkway
Richmond, Virginia 23220

5. Miscellaneous.

- a. This Agreement shall not be amended, modified, supplemented, or otherwise changed except in a writing signed by the authorized representatives of the Parties. The City's Chief Administrative Officer is authorized to act on behalf of the City for purposes of amending or modifying this Agreement.
- b. This Agreement, including the exhibits incorporated therein, constitutes the complete and exclusive statement and the final written expression of all the terms of this Agreement and of the understanding between the Parties regarding those terms. No prior written agreements or contemporaneous or prior verbal statements, promises, or guaranties between the Parties regarding this Agreement's subject matter be of any force or effect.
- c. This Agreement shall be interpreted under the laws of the Commonwealth of Virginia without giving effect to any choice of law or conflict of laws rules or provisions that would cause the application of another jurisdiction's laws.
- d. Each Party has had the opportunity to have legal counsel review this Agreement and it is the product of mutual negotiation and drafting. If an ambiguity or question arises with respect to any provision herein, this Agreement shall be construed as if drafted jointly by

the Parties and nothing herein shall be construed in favor of or against either Party as the sole drafter.

- e. The parties agree that any dispute arising out of this Agreement shall be heard by a court of competent jurisdiction located in the City of Richmond, Virginia and such other courts that may lawfully hear any appeal of the same.
- f. Notwithstanding any other provision of this Agreement, the City and RRHA hereby agree that: (i) no individual or entity shall be considered, deemed or otherwise recognized to be a third-party beneficiary of this Agreement; (ii) the provisions of this Agreement are not intended to be for the benefit of any individual or entity other than the City or RRHA; (iii) no individual or entity shall obtain any right to make any claim against the City or RRHA under the provisions of this Agreement; and (iv) no provision of this Agreement shall be construed or interpreted to confer third-party beneficiary status on any individual or entity.

IN WITNESS WHEREOF, THE PARTIES HAVE DULY CAUSED THIS AGREEMENT TO BE EXECUTED AS OF THE DATE(S) LISTED BELOW.

City of Richmond, Virginia, a municipal corporation of the Commonwealth of Virginia

_____ Date

Acting Chief Administrative Officer

Richmond Redevelopment & Housing Authority, a political subdivision of the Commonwealth of Virginia

_____ Date

Interim Chief Executive Officer

APPROVED AS TO TERMS:

Richmond Police Department

_____ Date

Chief of Police

APPROVED AS TO FORM:

Richmond City Attorney's Office

Tabrica C. Rantz

June 8, 2021

Date

Acting Deputy City Attorney

**EXHIBIT A:
Program Manager Job Description**



Program and Operations Supervisor

Class Code:
AS02C

Bargaining Unit: Not Applicable

CITY OF RICHMOND
Established Date: Jan 5, 2019
Revision Date: Jan 5, 2019

SALARY RANGE

\$27.80 - \$44.41 Hourly
\$2,224.23 - \$3,552.69 Biweekly
\$4,819.17 - \$7,697.50 Monthly
\$57,830.00 - \$92,370.00 Annually

DESCRIPTION:

This class supervises and manages a City program or operational area. Incumbents oversee the financial and operational aspects of an assigned program, providing first level supervision of employees. Incumbents supervise staff; set program goals, objectives, and standards; plan and monitor programs for progress towards objectives; oversee changes in policies and procedures; oversee the maintenance of equipment; participate in special projects; prepare and monitor budgets and budget projections; oversee daily accounting and procurement functions; coordinate with clients, peers, the community, and other agencies; manage contracts as well as financial and performance data; and prepare reports.

Incumbents assigned to the Department of Planning and Development Review oversee the financial and operational aspects of the Community Assisted Public Safety (CAPS) Program. This class oversees and coordinates a cross departmental program responsible for identifying and eliminating blight, implementing state and local codes, monitoring compliance with program requirements, and assessing relevant community needs. Incumbents supervise two or more professional level staff members, as well as paraprofessional and support level staff. Supervisory duties include conducting performance evaluations, coordinating training, and implementing hiring, discipline, and termination procedures.

Supervision Exercised/Received:

- **Exercised:** This classification typically supervises other employees.
- **Received:** This classification typically reports to a director, deputy director or manager, or the Building Commissioner.
- **Note:** Other reporting relationships may apply.

EXAMPLE OF DUTIES:

TYPICAL CLASS ESSENTIAL DUTIES: These duties and percentage of time are a representative sample; position assignments may vary.

Typical Percentage of Time (none less than 10%)

1. Reviews programs and corresponding reports; ensures compliance, accuracy, and functionality. **25%**
2. Plans, oversees, maintains, monitors and updates various program initiatives; provides support where needed. **25%**
3. Reports on various aspects of programs via meetings, documents, forms, budgets, and spreadsheets. **20%**
4. Supervises staff; performs duties such as hiring, mentoring, reviewing, evaluating, etc.; creates procedures to increase staff efficiency. **15%**
5. Communicates and coordinates with staff, other departments, outside agencies, contractors, and others. **15%**

QUALIFICATIONS, SPECIAL CERTIFICATIONS AND LICENSES:

MINIMUM TRAINING AND EXPERIENCE:

- Bachelor's degree in business or public administration, or field related to assignment
- Four years of journey-level professional experience in area related to assignment
- A Master's degree in business, public administration, or field directly related to assignment may be preferred
- An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the classification

LICENSING, CERTIFICATIONS, and/or OTHER SPECIAL REQUIREMENTS:

- A certification as a Property Maintenance Inspector or a Property Maintenance Code Official through the Virginia Department of Housing and Community Development is required for certain Planning and Development Review positions.
- Some assignments may require a valid Driver's License with a satisfactory driving record and a valid Commonwealth of Virginia Driver's License within 30 days of hire.

KNOWLEDGE, SKILLS, AND ABILITIES:

TYPICAL KNOWLEDGE, SKILLS, AND ABILITIES: These are a representative sample; position assignments may vary.

Knowledge (some combination of the following):

- Accounting, budgeting, accounts payable/receivable
- Computer programs such as Microsoft Office Suite
- Cultural development
- Data analysis
- Data management
- Electronic databases and related software applications (such as RAPIDS financial system, EIS eXpress reporting/ GL Connect)
- Federal regulations pertaining to assigned area

- General knowledge of the laws and legal procedures related to focus area
- Implementation of Evidence Based Programs
- Permit and plan review, processes, and procedures
- Project management
- Rule Based Applications
- Surveillance services, including GPS
- Virginia Juvenile Community Crime Control Act

Skills (some combination of the following):

- Communicating and coordinating with various internal and external departments
- Creating and implementing policies and procedures
- Gathering and interpreting data routinely
- Interpreting and applying federal regulations for programs
- Managing contracts, projects, data, reports, etc.
- Overseeing daily accounting and procurement functions
- Overseeing the financial and operational aspects of programs of focus
- Supervising including conducting performance evaluations, mentoring, etc.
- Understanding a program's intent and application
- Writing standard operating procedures
- Oral and written communication

Abilities (some combination of the following):

- Pay attention to detail
- Organize
- Set timetables, achieve milestones, track progress, and take corrective actions

SUPPLEMENTAL INFORMATION:

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job. Prospective and current employees are invited to discuss accommodations.

ENVIRONMENTAL HAZARDS: Working conditions may include exposure to travel to other locations within the City of Richmond as well as outside of the City of Richmond; exposure to hazardous physical conditions such as mechanical parts, electrical currents, vibrations, etc.; atmospheric conditions such as fumes, odors, dusts, gases, and poor ventilation; inadequate lighting; intense noise; and environmental hazards such as disruptive people, imminent danger, and a threatening environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT: Due to the nature of work assignments, incumbents must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and under time constraint. The essential duties of this classification may require the ability to regularly talk, hear, see, and perform repetitive motions; and occasionally climb, stoop, crouch, reach, stand, walk, push, pull, lift, finger, grasp, and feel. The working conditions may include environmental hazards. In terms of the physical strength to perform the essential duties, this classification is considered to be light work, exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.

GENERAL INFORMATION:

FLSA Classification: Exempt
EEO Classification: Professional
Type of Service: Classified
Residency: Not Required
Classification Approved: January 2019
Job Specification Revised:
Revision Approved by:

NOTE:

The above class description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The employee may perform other duties of a similar nature or level.

Position Title:	Public Safety Program Manager	Department:	Community Youth and Intervention Services
Reports to:		Employment Status:	Full-Time
Classification Level:		Salary Range	
FLSA Status:		Date Created:	January 1, 2021

Summary

The Richmond Police Department (“RPD”) has a position opening in Community Youth and Intervention Services to serve as a Program Manager to procure, manage, and analyze programs, initiatives, and policies concerning prevention and intervention primarily focused on properties managed by Richmond Redevelopment and Housing Authority. The position will work on cross functional projects and engage with key stakeholders that include, but not limited to; Residents, Public Safety and Human Service Agencies, and private and nonprofit service providers.

All activities must support the collaborative prevention intervention strategies and objectives established between Richmond Police Department, City of Richmond Human Services, and Richmond Redevelopment and Housing Authority (“RRHA” or “Authority”) mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Coordinate and evaluates initiatives and projects focusing on crime prevention and intervention as it relates to Public Safety for RRHA Housing Communities.
- Partner with RRHA’s Director of Communications and Initiates the establishment of an integrated communications plan for improving community safety and crime prevention between RRHA, the City of Richmond, and RPD
- Identify and develop appropriate public safety programs and services for RRHA and surrounding communities with the assistance of external partners and key stakeholders.
- Analyzes program risks and makes recommendations for programs that will have return on investment and a significant impact on RRHA communities.
- Establishes, monitors, and analyzes meaningful metrics and key performance indicators that indicate areas of success and challenges related to public safety in RRHA communities.
- Compiles and produces accurate data and delivers timely reporting regarding the status and/or success of Public Safety Programs and initiatives.

- Manages programs and services, continually evaluating successes and areas of improvement and makes management aware of strategies, tactics, and resources that can be implemented to improve public safety.
- Serve as a liaison to the community to improve and enhance public safety awareness and reduce crime through speaking engagements and attending relevant community functions.
- Support the formation of partnerships with municipalities, community organizations, business groups, non-profits, civic/service organizations, and other local, state, and federal agencies to establish support networks and resources for reducing crime in RRHA communities.
- Support, assist, and work with other agencies and affiliated organizations in joint efforts which are mutually beneficial.
- Serve as a practitioner in programs and initiatives.
- Attends and actively participates in appropriate city of Richmond Human Services
- Required to work occasional nights/weekends, when needed
- Performs other duties as assigned.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Commitment: Sets high standards of performance; pursues aggressive goals, and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency, and brings issues to closure; persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; self-motivated..

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Job Competencies

- Willingness to acquire knowledge of federal, state, and local laws and regulations related to public safety and crime reduction/prevention.
- Ability to make sound judgements and implement decisions.
- Skills in the preparation and presentation of ideas and information in formal and informal settings.
- Excellent organizational, planning, structuring, and implementation skills.

- Advanced verbal and written communication skills and the ability to present effectively to both small and large groups.
- Ability to analyze complex problems, interpret operational needs, and develop integrated, creative solutions.
- Excellent interpersonal and public relations skills and the ability to communicate and work effectively within a diverse community.
- Ability to read and comprehend relatively complex material.
- Ability to establish and maintain effective working relationships with subordinates, co-workers, and persons outside the Agency.
- Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness.
- Ability to operate appropriate Agency computer equipment and software packages.

Education and/or Experience

Four-year undergraduate degree or equivalent experience in Public Safety, Criminal Justice, Crime Analyst, Public Administration, Program Management, Social Work, Counseling or related field.

Requires possession of a valid driver's license and the ability to be insurable under the Authority's automobile insurance plan at the standard rate.

Technical Skills

To perform this job successfully, the employee should have strong computer skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching and grasping; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is moderate.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]