

RESOLUTION 03-41  
(Corrected version October 22, 2003)

RESOLUTION OF THE CITY OF KETCHUM CITY COUNCIL APPROVING AN  
OUT OF GUIDELINES SALARY REQUEST FOR JENNIFER SMITH, PARK  
MAINTENANCE SUPERVISOR FOR THE CITY OF KETCHUM

WHEREAS, the Employee Handbook provides that an employee can be considered for an out of guidelines salary adjustment with the approval of the City Council, and

WHEREAS, the City of Ketchum is committed to promoting quality employees from within the organization whenever possible, and

WHEREAS, Jennifer Smith has assumed new duties and responsibilities at the Parks and Recreation Department, and

WHEREAS, Jennifer Smith recently completed training and testing to become a certified arborist, and

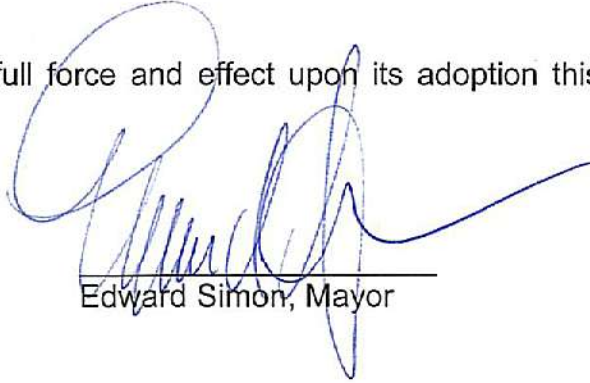
WHEREAS, the job description of Park Maintenance Supervisor has been revised to include:

- (1) Description – Under the general supervision of the Director of Parks and Recreation, the Park Maintenance Supervisor is responsible for the maintenance and upkeep of all city parks and green space, including street trees and landscaping. The Park Maintenance Supervisor's responsibilities may include: weed control, tree maintenance, research and development of a tree ordinance leading to the naming of Ketchum as a "Tree City USA " recipient, care and maintenance of urban forestry assets, assessment and removal of hazardous trees or other arboreal safety issues, assist with hiring of park maintenance staff, supervising park maintenance staff, organizing and implementing maintenance schedules, maintaining machinery and equipment, contracting with outside landscaping companies for chemical applications such as fertilizing or applying pesticides and herbicides, assisting with the construction and maintenance of the outdoor ice rink, and assistance with recreation programs as needed.
- (2) Qualifications – Certified arborist, good mechanical aptitude, knowledge of irrigation systems, ability to service and repair small engines and various equipment, knowledge of field and turf sciences, ability to balance park use with maintenance needs.

WHEREAS, Jennifer possesses the experience and education to fulfill the position requirements of Park Maintenance Supervisor,

NOW THEREFORE BE IT RESOLVED, that the Ketchum City Council approve an out of guidelines increase to Jennifer Smith based upon the base salary data established in the recent salary survey and that Jennifer Smith be slotted as a Grade 7, Step 4 with a starting salary of **\$3,459** per month effective retroactively to September 1, 2003.

This Resolution will be in full force and effect upon its adoption this Twentieth (20th) day of October, 2003.



Edward Simon, Mayor



Attest:

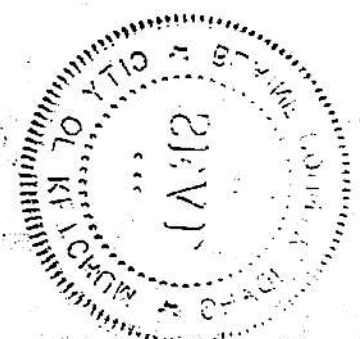


Sandra E. Cady  
Sandra Cady, City Clerk/Treasurer

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