



Exhibit I

**AGENDA ITEM STAFF ANALYSIS**

**Project/Issue Name:** Bill #08-39 an Ordinance Adopting the Job Description for Utility Billing Clerk for the City of Republic, Missouri

**Submitted by:** David Brock, Public Works Director

**Date:** April 14, 2008

**Issue Statement**

Bill #08-39 will create a job description for the position of Utility Billing Clerk for the City of Republic.

**Discussion and/or Analysis**

Included in the approved 2008 budget is funding for a new position to assist with Utility Billing. The justification for the budget submittal was the cumulative effect of the increasing number of customers over the last several years. The number of bills printed has grown from 2,500 to 5,200 since 1993 (a 104% increase) with the account maintenance involved increasing proportionately. New programs such as the ACH payment has also added to the number of hours devoted to account maintenance. Additionally due to their own increase in tasks the availability for assistance from the finance department staff has decreased.

This position reports to the Utility Billing Supervisor and performs mid-level clerical functions of an extremely specialized nature. The position has been budgeted in 2008. The position is expected to be advertised, internally posted, and hired in the 2<sup>nd</sup> half of 2008.

**Recommended Action**

Staff recommends approval of Ordinance #08-39 adopting the job description for Utility Billing Clerk.