



**Wednesday July 12, 2023**  
**Special Committee Meeting-Job Descriptions**  
**Oak Grove Council Chambers**  
**8505 Pembroke Oak Grove Rd Oak Grove, Kentucky 42262**

The Oak Grove Committee for Job Descriptions met in Special Session on July 12, 2023, at 9:00 a.m. The meeting was held in the Oak Grove Council Chambers located at 8505 Pembroke Oak Grove Road Oak Grove, Kentucky. Present for the meeting were: Chairman/Council Member Janet Edwards, Council Member John Campbell, and Council Member Richard Baker. Also present for the meeting were Finance Director Bobbie Crawford, Accountant/Human Resources Hailey Bamford, Fields Operation Manager Brandy Moore, and City Clerk Lorelynn Fisher. There was approximately 1 individual present at the meeting.

**CALL TO ORDER**

Chairman/Council Member Janet Edwards called the meeting to order at 9:01 a.m.

**APPROVAL OF MINUTES**

Council Member John Campbell made a motion to approve the minutes from June 29, 2023. Council Member Richard Baker seconded the motion. There was no discussion. A voice vote was taken with all members present in favor; the motion passed.

**AGENDA**

**Job Descriptions-Committee to examine job descriptions which include the job title, department, supervisor, grade, FLSA status, salary range, and job details:** The committee recommended the following:

1. Police Chief: The committee recommended adding "Executive level" under Supervisory Responsibility.
2. Public Works Director: The committee recommended adding "Appointed by the mayor and approved by city council" in the description
3. Finance Director: The committee recommended adding "Coordinate and collaborate with other departments to develop and monitor departmental budgets" to the description. The committee also recommended changing the word "Department" to "Positions" under Supervisory Responsibility.
4. Accountant/Human Resources: The committee recommended adding "Proficiency in software and tools utilized by the city" under Reasoning Ability. The committee also recommended deleting "Provides leadership to other departments" from the description.
5. Accountant/Accounts Receivable: The committee asked that grammatical errors be corrected. The committee recommended deleting "Reconcile payment transactions" from the description.
6. Community Center Director/Parks and Recreation Director: The committee recommended adding "Communicates and coordinates with the city maintenance supervisor and the public works director to ensure routine ground maintenance, including but not limited to mowing, weed eating, edging, pruning, trimming, mulching, watering, seeding and maintenance of all landscape features and plantings such as grass, trees, shrubs, and flowers" under Essential Duties.

No changes were made to any other position of the city.

Council Member Richard Baker made a motion to move the job descriptions with changes to city council for the July 18, 2023, meeting. Council Member John Campbell seconded the motion. Discussion was held. A voice vote was taken with all members present in favor; the motion passed.

**ADJOURN**

Council Member John Campbell made a motion to adjourn the meeting. Council Member Richard Baker seconded the motion. There was no discussion. A voice vote was taken with all members present in favor; the motion passed. The meeting was adjourned at approximately 9:45am.

**APPROVED:**

\_\_\_\_\_  
/s/  
Chairman/Council Member Janet Edwards

\_\_\_\_\_  
DATE

**ATTEST:**

\_\_\_\_\_  
/s/  
Lorelynn Fisher, City Clerk, City of Oak Grove, Kentucky

\_\_\_\_\_  
DATE

**\*\*Minutes were approved at the March 21, 2024, Special Job Description Committee Meeting. The original signed document is available at City Hall\*\***