

**CITY OF LAWRENCE
DOC. 294/12**

Be it ordained by the City Council of the City of Lawrence that the Revised Ordinances of the City of Lawrence are hereby amended by **ADDING** the following new section of the Lawrence Municipal Code, **Section 2.64.241 (Office Supervisor) of the Municipal Code as follows:**

Section 2.64.241 Office Supervisor

A. *Established.* There is hereby established within the Water and Sewer Division of the Department of Public Works, the position of Office Supervisor, shall be appointment of the Mayor by recommendation of the Water and Sewer Commissioner.

B. *Qualifications.* The Office Supervisor shall hold a Bachelor's Degree in Accounting, Finance, Management or Business Administration with a concentration in finance and, three (3) to five (5) years' experience in an office management setting. A combination of eight (8) years of related office experience and a minimum of an Associate's Degree may be substituted.

C. *Duties.* The Office Supervisor is a union position, to be appointed by the Mayor, who shall report directly to the Water and Sewer Commissioner. The Office Supervisor shall manage and directs the day-to-day operations of water and sewer utility billing and customer services of the Water & Sewer Division. The position is responsible for supervising, coordinating, planning, and prioritizing staff engaged in the full range of billing, accounting, payroll, attendance, and customer service activities.

D. *Salary.* The salary of the Office Supervisor shall be within the Grade 19 of the SEIU Job Salary Scale.

Attest: William J. Maloney, City Clerk

ORD#: 2012-92 -APPROVED: 12-04-12 -EFFECTIVE DATE: 1-4-13
