

CITY OF LAWRENCE DOC. 295/12

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 2.52.123 (Payroll Director)**:

Section 2.52.123 Payroll Director

A. *Established.* There is hereby established in the Department of Budget and Finance, the position of Payroll Director, shall be appointment of the Mayor by recommendation of the Finance Director. The Payroll Director shall be entitled to all other benefits which other employees in the administrative service of the city receive, provided, however, that any increases in salary shall only be granted by the Mayor subject to the approval of the City Council and as a result of annual evaluation of job performance. The Executive shall serve in accordance with the provisions of the City Charter and pursuant to a written contract to be executed by the Payroll Director and the Mayor prior to the commencement of employment. Said contract shall be for a specific term of years, not to exceed three years, and may be renewed or extended at the discretion of the Mayor for success terms not to exceed three years.

B. *Qualifications.* The Payroll Director shall hold a Bachelor's Degree in Business Administration, Accounting, Human Resource Management, or a related field, and three (3) to five (5) years of direct experience administering employee benefits and payroll programs including; experience preparing and administering payroll on an automated system. Five (5) to ten (10) years of supervisory experience is required.

C. *Duties.* The Payroll Director is a confidential, non-union position, to be appointed by the Mayor, who shall report directly to the Finance Director. The Payroll Director shall manage the Payroll Division within the City's Finance Department. The Payroll Director is responsible for administrative and supervisory work, including reviewing, monitoring, maintaining, and generating employee payroll; the Payroll Director is responsible for the overall performance of the division and its employees.

D. *Salary.* The salary of the Payroll Director shall be within the Grade 7 Job Group Range of the Bennett and Associates Salary Scale.

Attest: William J. Maloney, City Clerk

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