

One-rdg. _____
P. Hrngs. _____
Pgs. 4
Filed: 03-06-18

Sponsored by: Hosmer

First Reading: _____

Second Reading: _____

COUNCIL BILL 2018-067

GENERAL ORDINANCE _____

AN ORDINANCE

1 AMENDING Chapter 2, Section 2-92 of the Springfield City Code, known as the ‘Salary
2 Ordinances,’ by adding one new job title of “Museum Facility Coordinator,”
3 to be included in the Crafts, Trade and Labor (“CTL”) salary schedule as a
4 CTL-8.
5 _____
6

7 WHEREAS, the Art Museum’s operations have evolved in many ways over the
8 last several years, including a gift shop, a robust rental program, and numerous regular
9 exhibitions and events; and

10
11 WHEREAS, these increased operations warrant a full-time staff member to
12 oversee and coordinate the repairs, servicing, and cleaning of the Art Museum’s
13 facilities, as well as overseeing security and ensuring overall operations continue to
14 meet industry standards; and

15
16 WHEREAS, as a result, one new job title, “Art Museum Facility Coordinator” will
17 be established; and

18
19 WHEREAS, the Art Museum Facility Coordinator’s duties and responsibilities
20 have been reviewed by the Human Resources Department and said department has,
21 through its evaluation, determined that the CTL-8 Salary Grade Assignment for the new
22 job title is the most appropriate and is consistent with other City positions with
23 comparable levels of responsibility.

24
25 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
26 SPRINGFIELD, MISSOURI, as follows, that:

27
28 Section 1 - Chapter 2, Section 2-92 of the Springfield City Code, known as the
29 ‘Salary Ordinances,’ is hereby amended by adding one new job title, “Art Museum
30 Facility Coordinator” to be included in the Crafts, Trade and Labor (“CTL”) salary
31 schedule as a Grade CTL-8, said changes to be effective upon the passage of this
32 Ordinance.
33

EXPLANATION TO COUNCIL BILL 2018-067

FILED: 03-06-18

ORIGINATING DEPARTMENT: Art Museum

PURPOSE: To amend Chapter 2, Section 2-92 of the Springfield City Code, known as the 'Salary Ordinances,' by adding one new job title of "Museum Facility Coordinator," to be included in the Crafts, Trade and Labor ("CTL") salary schedule as a CTL-8.

BACKGROUND: Historically, the Art Museum has operated with two custodians to maintain all cleaning duties. Based on staffing transitions, one of the custodian positions is currently vacant, and the Art Museum is restructuring the vacant full-time equivalent ("FTE") based on facility needs. The restructuring includes the establishment of a new job title of "Art Museum Facility Coordinator," with the plan for the current vacant FTE to be reclassified to this new job title and position. This restructuring will reduce unnecessary costs, increase the efficiency of facility maintenance needs and provide a central point of contact to coordinate important building maintenance tasks.

The Art Museum's operation has evolved in many ways, which warrants a full-time staff member to oversee and coordinate the repairs, servicing, and cleaning of its facilities. The facility has expanded and now includes a gift shop, a robust rental program, and a multitude of regular exhibitions and events. Museum industry standards require a high level of sophisticated documentation and reporting on such facility systems. The addition of the Facility Coordinator position will also increase accountability for repairs that need to be outsourced. In addition, security is an integral part of museum facility management, and the Art Museum Facility Coordinator will be responsible for overseeing access to the building by Museum staff, contractors, and vendors, as well as members of the public. Additionally, the Art Museum Facility Coordinator will oversee the maintenance of physical security systems. Security Officers and other security staff will assist the Art Museum Facility Coordinator in these efforts and will, therefore, report to and be under the supervision of the Art Museum Facility Coordinator.

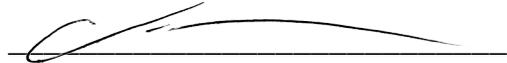
The Art Museum and Human Resources respectfully request this Council Bill be approved to establish the Art Museum Facilities Coordinator job title at the CTL 8 salary grade. This action will result in one of the Museum's current and vacant Custodian (CTL 1) FTEs being reclassified. Based on an evaluation conducted by Human Resources, it has been determined that the CTL 8 salary grade assignment is the appropriate level for this new job classification.

The additional cost associated with the higher level salary grade for this Fiscal Year 2018 will be approximately \$4,191, including salary and benefits. However, salary and benefits savings realized from the vacant custodial position is projected to total approximately \$14,932 for this fiscal year, so no budget adjustment is necessary. Additionally, funding for the Art Museum Facility Coordinator position will be included in the Fiscal Year 2018-2019 Budget. The Art Museum is financed by a Special Revenue

Fund which is supported by a dedicated property tax levy and is not part of the City's General Fund.

REMARKS: The Art Museum and the Human Resources Department recommend approval of this Council Bill.

Submitted by:



Nick Nelson, Director of the Art Museum

Approved by:



Darla Morrison, Director of Human Resources



Greg Burris, City Manager