Recommendations					
Effective 7-1-2026					
Department	**Action**	**Current Title**	**Proposed Title**	**Current Grade**	**Proposed Grade**
Re-organization - Recreation					
Recreation	Reinstate a position made inactive in 2017 and combine two part-time positions to a Recreation Leader.	Inactive	Recreation Leader	n/a	16
Finance	Approve the Budget, Procurement, and Financial Analyst Job Description for the position in the 2026-2027 budget.	n/a	Budget, Procurement, and Financial Analyst	n/a	55
Finance/Police	Data Coordinator Job Description and position which will combine a part-time IT Position and a part-time Police position to create one full-time position. This position is needed to organize files/data for Police to begin the accreditation process.	Part-time IT Tech/Part-time Police	IT Technician/Police Data Coordinator	n/a	20
Finance	Approve the reorganization and job description converting the Risk Management and Procurement Agent position into the Special Projects and Risk Manager position. This conversation was included in the 2026-2027 budget.	Risk Management/Purchasing Agent	Special Projects and Risk Manager	43	53
Note: All of these adjustments were allocated in the 2026-2027 Budget.					

IT TECHNICIAN/POLICE DATA COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are ***not*** intended to reflect all duties performed within the job.

GENERAL STATEMENT OF THE JOB:

Under general supervision, performs an advanced level of technical work in the design, installation, maintenance, and support of PC hardware/software, mobile data, overt and covert video/audio systems, voice/data communications, application software, databases and database servers. Work involves connecting and supporting computer systems across City departments, between departments, and with external state agencies. The employee also coordinates the maintenance, conversion, cataloging and storing of Police records in compliance with state laws. Work involves planning systems, development and enhancements of systems, installing and evaluating PC and network hardware and software, overseeing projects and implementations. The employee repairs and upgrades PC and network systems. The employee trains users of computer systems. This position reports to the IT Manager and the Police Major.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Installs, maintains and supports database servers.
- Installs, maintains and supports network and/or telecommunications systems (local area networks and wide area networks).
- Installs, maintains and supports overt and covert video/audio systems.
- Installs and configures PCs, mobile data terminals, and application software.
- Troubleshoots and resolves network or telecommunication wiring and installation problems.
- Maintains and corrects problems with computer hardware and peripheral devices.
- Adds, removes and maintains users of the network operating system.
- Converts data/evidence to electronic format and responsible for digital file conversion and file storage organization.
- Provides user access and ensures user connectivity to City departments.
- Develops technology solutions to address user needs.
- Responsible for task relating to network monitoring, operations, installation and/or maintenance for local, off-site and/or remote locations.
- Ensures all phases of help desk support are properly coordinated, monitored, logged, tracked and resolved appropriately.
- Researches, analyzes, and recommends telecommunications technologies to enhance or support business unit activities.
- Evaluates new and existing hardware and software and makes recommendations for enhancements to system.
- Maximizes the use of Internet Technology to improve the delivery of City's services to citizens by providing on-line forms, status inquiries, payments and other convenient methods.
- Assists other City IT staff with installation, maintenance, and support.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.
- Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.
- Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Requires the ability to inspect items for proper length, width and shape.
- Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.
- Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Requires the ability to maintain strict confidentiality and secrecy as it relates to the sensitive information available to the profession. Unauthorized access, use, or distribution of such information warrants immediate termination from employment and potential civil liability and/or criminal prosecution.
- Has considerable knowledge of the basic theories, concepts, principles and practices of networking computer information systems.
- Has considerable knowledge of the design, implementation and maintenance of informational infrastructures.
- Has the ability to stay abreast of new technologies and is able to recommend changes to improve current systems.
- Has the ability to exercise sound judgment in making decisions.
- Has the ability to interpret and apply complex computer applications for City government while following rules and regulations pertaining to City government.
- Maintains high standards of accuracy in exercising duties and responsibilities and exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.
- Maintains high quality communication and interacts within department and division, and with co-workers and the general public.
- Assumes responsibility for assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives.
- Adheres to City policy, standards and prescribed procedures.
- Has the ability to plan, prioritize and organize work and accepts accountability for meeting assigned responsibilities.
- Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology and avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly.
- Accepts supervisory instruction and direction and strives to meet the goals and objectives of same.

- Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.
- Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

EDUCATION AND EXPERIENCE:

- Educational Requirements: Associates Degree in computer science and 1 to 2 years of experience in computer operations preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

PHYSICAL REQUIREMENTS:

- Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, printers, copiers, microfilm readers and printers, CD/DVD burners, etc. Must be able to exert up to 20 pounds of force occasionally, and/or move objects. Physical demand requirements are in excess of those for Sedentary Work. Work usually requires walking or standing to a significant degree as well as using force to pull network wires where it is necessary to differentiate between colors and shades of color. Must have minimal levels of eye/hand/foot coordination. Requires the ability to talk and hear (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving the nature of sounds by ear.) Must be able to communicate via telephone.

SPECIAL REQUIREMENTS:

- A valid driver's license in the state of North Carolina is required.

BUDGET, PROCUREMENT, AND FINANCIAL ANALYST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION OF WORK:

This position performs professional financial and budget analysis work including the evaluation of financial data and assisting the Finance Director with the day-to-day operations of the Finance Department. Work includes evaluating the City's financial stability and operational efficiency through analysis of key financial statements, ratios, and trends. Work requires the application of established City finance procedures, local ordinances and North Carolina General Statutes governing responsibilities of local government fiscal operations and Generally Accepted Accounting Principles. Work is performed under the general supervision of the Finance Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)
- Provides support for the operations of the Finance Department and acts as a backup for the Finance Director when necessary.
- Monitors, evaluates, and reviews historical data and trends within the Finance Department and across the City as a whole, utilizing that information to develop financial forecasts.
- Provides direction and guidance to management and departments regarding performance indicators and serves as a resource for measuring efficiency and effectiveness.
- Evaluates and prepares reports showing city-wide performance indicators and departmental key work items.
- Assists with annual tax billing and reconciles all tax and receivable accounts; research discrepancies and makes corrections as appropriate.
- Assists with tax collections and foreclosures.
- Assists the Finance Director with grant management and reimbursement requests.
- Reviews weekly check issuance to identify trends.
- Reviews and approves requests for purchases and process Purchase Orders.
- Assists with the preparation of required state and federal reports.
- Prepares monthly, quarterly or annual reports identifying trends and performance.
- Prepares and oversees preparation of fixed asset inventories; reconciles additions, disposals, and transfers; prepares adjusting entries.
- Compiles a variety of financial information for preparation of periodic and special reports; completes special projects as required.
- Assists the Finance Director with the preparation of the city-wide annual operating budget; analyzes financial accounts to ensure reasonableness and

monitors accounts throughout the year to ensure revenues and expenditures are in line with budgets.
- Assists the Finance Director with the annual audit and preparation of the Annual Comprehensive Financial Report (ACFR).
- Performs special projects and related tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the theories, principles, practices and techniques related to organizational performance management including strategic planning, departmental work planning, performance measurement, and program evaluation.
- Knowledge of research techniques, methods, and procedures, with the ability to summarize findings and develop effective data visualizations and dashboards from complex datasets.
- Ability to conduct detailed research and prepare reports and findings.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to establish and maintain effective working relationships with associates.
- Thorough knowledge of the theory, principles, methods and practices of accounting; thorough knowledge of the laws, ordinances and regulations governing local government financial matters.
- General knowledge of budgetary accounting and reporting systems.
- Ability to prepare complex financial reports.
- Strong organizational and interpersonal skills, with the ability to collaborate effectively across all levels of the organization.
- Proficient in Microsoft Office Suite, intermediate to advanced Excel skills.
- Strong analytical skills and attention to detail.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in accounting, finance, business administration, or a related field and at least two years of professional accounting experience; or
- Associate degree in accounting, finance, business administration, or a related field and at least five years of professional accounting or tax administration experience.
- CPA or North Carolina Certified Local Government Finance Officer designation is desirable but not required.

PHYSICAL REQUIREMENTS:

- This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, reaching, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or

exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

- A valid driver's license in the state of North Carolina is required.

RECREATION LEADER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL STATEMENT OF THE JOB:

This position is responsible for assisting in the development, planning, organization, implementation, promotion, and conduct of a wide variety of activities for youth, adults, and seniors at all City recreation facilities. Works under general supervision of the Parks and Recreation Director and indirectly by the Center Managers. Work is evaluated in conferences, by observation, and by review of records and reports.

ESSENTIAL JOB FUNCTIONS:

- Assist the Center Manager, Athletic Director, or Parks and Recreation Director in the development, planning, organization, implementation, promotion, and conduct of a wide variety of activities for youth, adults, and seniors at all facilities.
- Assist with obtaining necessary supplies and providing recreational activities for youth, adult, and senior programs.
- Assume responsibility for the center in the absence of a Center Manager.
- Assist with daily revenue reporting and program registration through Rec Desk.
- Assist with program setup and breakdown, as well as facility opening and closing procedures.
- Participate in special events throughout the City of Lenoir.
- Provide excellent customer service with all interactions with the public. instructors, vendors, and internal customers.
- Ensure all work is performed in accordance with OSHA as well as city safety standards and policies and procedures
- Assists in the operation of the swimming pool if needed.
- Assists the Center Manager in the operation of the recreation center or in supervising specialized recreational programs.
- Performs related duties as required.

KNOWLEDGE. SKILLS. AND ABILITIES:

- Knowledge of the facilities and equipment needed for an effective recreation program. Knowledge of recreation principles, methods and techniques.
- Knowledge of local policies, procedures, rules, and regulations affecting department operations.
- Knowledge of the methods employed in the maintenance of recreation areas and recreation buildings and facilities.
- Independent judgment and initiative are required.
- Ability to organize and supervise recreation programs.
- Ability to encourage community interest in recreation programs and activities.
- Ability to deal firmly, tactfully, and courteously with the public.

- Ability to maintain effective working relationships with other employees.

WORKING CONDITIONS:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, fingering, hearing, and repetitive motions.
- Must be able to perform work that requires exerting up to 100 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data, to read extensively, to operate a computer and motorized vehicles, and to inspect work of others.
- Must be willing to work a very flexible schedule of morning –afternoons and evenings and occasional weekends as needed based on programming at all three facilities.

TRAINING AND EXPERIENCE:

- Graduation from high school is required. A bachelor's degree in Parks and Recreation or a related field is preferred, or an equivalent combination of education and experience in organized parks and recreation operations.
- Possession of or willingness and ability to obtain First Aid/CPR certifications.

SPECIALS PROJECTS AND RISK MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are ***not*** intended to reflect all duties performed within the job.

GENERAL DEFINITION OF WORK

The Manager of Special Projects and Risk Management under general direction of the City Manager and Finance Director, works to oversee city-wide special projects, and risk management. The Special Projects and Risk Manager operates in a constantly evolving environment and completes a variety of high-level tasks that directly impact City operations, require collaboration across diverse internal and external stakeholders, and may be highly sensitive and confidential in nature. The position supports the City Manager and Department Directors by conducting and managing complex projects and providing project planning and management oversight and performs complex technical and administrative work planning, organizing, and directing comprehensive risk management and safety for the City of Lenoir. This position serves as a liaison to the City Manager, Department Directors, outside agencies, contractors and the general public. The employee performs difficult, diverse, and confidential duties which require initiative, independent judgment, and considerable working knowledge of operations and programs. This position requires a higher level of project management skills and will typically be assigned projects that are larger in scope; have a higher degree of technical complexity; and/or have a high degree of visibility where public relations and public perception are considered to be of critical importance. Responsibilities may also include implementation of programs, processes, policies and/or procedures to successfully achieve the City's objectives, mission, strategic plan, and anticipated outcomes. Effectively completing these assignments requires a strong degree of discretion, good judgment, and tact. Assignments cross all areas of City government operations. Priorities may change without warning and the Special Projects and Risk Manager must be able to adapt quickly and work effectively in rapidly evolving situations.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Coordinates and leads the activities of the city-wide capital projects program that supports operating programs, capital improvement projects, and other grant-eligible programs for the City.
- Plan, coordinate, and supervise multiple complex and sensitive operational projects.
- Complete a variety of operational support tasks such as developing and managing select contracts and agreements; preparing financial estimates or projecting and monitoring of revenues and expenditures for select projects and preparing reports, agenda items, presentations, and other documentation as they relate to projects and attends Council meetings to present requests and provide information.
- Assists in preparing Requests for Proposal (RFP) and Requests for Quote (RFQ) for services.
- Participates in bid evaluation and selection and contract negotiations. Prepares technical specifications and requirements; reviews bids and quotes; makes recommendations regarding selection of vendors and awarding of contracts; and monitors vendor performance and contract fulfillment.

- Manages projects during design and implementation phases: prioritizes schedule; allocates resources; works with vendors and project team members to resolve problems and initiate solutions.
- Ensure projects, action items, and other work are completed on time, achieve established objectives, and are of desired quality while keeping the City Manager and Department Directors updated on work progress and concerns.
- Applies engineering principles to define problems, collect data, establish facts, and draw valid conclusions.
- Facilitate co-created resolutions to difficult issues that impede progress on and quality of assigned projects.
- In partnership with the Finance Director, manages and oversees project budgets; coordinates with assigned department in planning and cost estimating; prepares cost estimates for budget planning; monitors and controls expenditures and change orders for approved projects; tracks expenditures and pay requests; processes project purchase orders and invoices; and maintains related documentation.
- Manages tasks and projects relating to the continuous improvement including developing asset management plans. Partners with departments to identify and prioritize project needs and identify content experts and evaluates City facilities for recommendation and prioritization for the CIP.
- Must understand and be able to work with Construction Manager at Risk and/or Design-Build delivery methods.
- Must understand technical design calculations associated with land development projects (i.e., storm drainage hydraulic sizing, water distribution modeling, sanitary sewer collection systems, erosion control measures, etc.).
- Ability to review preliminary engineering evaluations, including quantity take-offs and opinions of probable construction cost.
- Understand and ability to evaluate various field testing (i.e. water pressure testing, gravity sewer low pressure testing, etc.).
- Works with engineers and contractors to ensure all permits are obtained for each project.
- Helps determine project scope, strategy, goals, budget, and deliverables for new special projects.
- Identifies and manages critical tasks including setting and meeting interim project goals; setting and managing project contingency; and performing change control and all other associated project management efforts needed to ensure compliance with the project schedule and budget.
- Inspect all deliveries, ensuring the materials are in the right quantity and quality and are properly placed at the job site.
- Monitor the quality of all workmanship in detail. Stop work when necessary and provide guidance to independent contractors as needed.
- Serves as liaison between the city and outside funding agencies and groups.
- Conducts project progress meetings and monitors work quality and contract compliance.
- Ensures all project activities and programs comply with applicable local, state, and federal laws.
- Track and report on the statuses of projects, pending items, City Council requests, and inquiries and service requests, as well as the impacts of completed work on our organization, our community, and/or our residents.

- Administers property, auto, general liability and Workers' Compensation insurances.
- Files and follows up on all Workers' Compensation as well as property and liability claims.
- Investigates all claims made and processes the required reports and associated paperwork on the insurance coverages and determines corrective measures to be taken.
- Plans, develops, organizes, supervises and conducts training for risk management, loss control, safety, security programs and inspections.
- Inspects work areas for compliance with laws, policies, rules and regulations; communicates corrective measures needed to management; reviews and rechecks progress on a regular basis until standards have been met in coordination with the Safety Coordinator.
- Supervises and directs the Safety Coordinator.
- Obtains resources or offers training programs to implement the program, maintain safety awareness, and assures laws and policies are being followed.
- Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles, practices and techniques of public administration and local government administration.
- Pertinent federal, state, and local laws, codes, and regulations.
- Sources of information related to a broad range of local government programs, services and projects.
- Principles and practices of sound business communication, writing, and presentations.
- Management, evaluation, and policy analysis; research methods; strategic planning; and project management.
- Quantitative and qualitative data collection, analysis, and synthesis and appropriate research and statistical techniques.
- Using logic, reasoning, and critical thinking to solve problems; identifying the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and making effective decisions.
- Preparing budgets, financial, and operational plans and projections and monitoring performance.
- Communicating and presenting complex information, ideas, and recommendation orally and in writing to diverse audiences in a variety of private and public settings.
- Solid knowledge of grant reporting, including Uniform Guidance and other federal compliance requirements
- Knowledge of various grant programs available to local governments
- Excellent organization skills
- In depth knowledge of Risk Management practices and Local Government requirements
- In depth knowledge of Property and Liability and Workers' Compensation Insurance.

Ability to:

- Plan, organize, and carry out a full range of non-routine and complex administrative and analytical assignments from the City Manager with minimal supervision and direction.
- Conduct management, evaluation, and policy analysis; research projects; strategic planning activities; and project management.
- Conduct difficult and complex analysis and research on a variety of administrative and operational topics, identify and recommend alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Present technical information clearly and concisely at a level appropriate to the target audience.
- Ability to read blueprints, plans and structural drawings.
- Understand, interpret, explain and apply applicable federal, state and local policies, laws, and regulations.
- Establish priorities and manage own time.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions and rapidly changing priorities.
- Exercise sound independent judgment and maintain confidentiality of critical and sensitive information, records, and reports.
- Develop and maintain cooperative and professional relationships with employees, citizens, community and private organizations, elected officials, boards and commissions. Must be able to handle all interactions with poise, tact and diplomacy.
- Facilitate discussions among relevant parties to reach consensus on recommendations and approaches.
- Use proficiently Microsoft Office Suite, intermediate to advanced Excel skills
- Use, with advanced proficiency, all modules of Microsoft Office (Word, Outlook, Excel, PowerPoint, etc.).

EDUCATION AND EXPERIENCE:

- Bachelor's degree in public administration, business administration, engineering, construction management, or a related field, or an equivalent combination of education and experience. Five years of local government experience managing construction projects is preferred. An in-depth understanding of building trades is required.

PHYSICAL REQUIREMENTS:

- While work is performed primarily in an office environment, duties may require exposure to construction sites, loud equipment, confined spaces, and varying weather conditions. Work environment involves normal, everyday discomforts or unpleasantness. Work area has adequate light, heat, and ventilation; environment is organized and stable. Must be able to ascend and descend ladders, stairs, and work in confined spaces and in proximity to loud equipment. Employee must be able to wear required personal protective equipment while at work and have the ability to lift and carry 25 lbs. regularly and 50 lbs. occasionally.

SPECIAL REQUIREMENTS:

- Possession of a valid North Carolina driver’s license.