City Council Workshop

Boswell Municipal Complex - City Hall Court Room

210 SW 3rd Street

YouTube: https://www.youtube.com/c/bryantarkansas

Date: March 31, 2026 - **Time:** 5:30 PM

Call to Order

Public Comments

Old Business

New Business

Human Resources

1. Resolution 2026-14 - A resolution regarding an updated Public Works Organizational Chart.

- Resolution_2026-14_PW_OrgChart.pdf

2. Resolution 2026-15 - A resolution regarding a new position description and compensation plan for Aquatics Specialist.

- Resolution_2026-15_AquaticsSpecialist.pdf

3. Resolution 2026-16 - A resolution regarding a new position description and compensation plan for Grants Manager.

- Resolution_2026-16_GrantsManager.pdf

Adjournments

AGENDA ITEM HISTORY SHEET

ITEM TITLE
Resolution 2026-14 Public Works Org Chart

AGENDA NO. 12

AGENDA DATE: 3/31/2026

FUNDING CERTIFICATION (Finance Director) (Signature, if applicable)

3/12/26 believe this saving money!

MANAGEMENT STAFF REVIEW (Signature)

MAYOR (Signature)

ITEM HISTORY (Previous Council reviews, action related to this item, and other pertinent history)

A new Public Works Director was appointed November 2025. The new director reviewed operations and determined to streamline the management of the department and therefore proposes a new organizational chart.

ITEM COMMENTARY (Background discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

Operational budget of the Public Works Department is under review by the new director as well as the Mayor's administration to determine where cost savings can be encountered. As part of this, the staffing of the department has been reduced by eliminating certain long-vacant positions, reduction in managerial staff, and reassigning of tasks. As part of the restructure, some departments were redefined to better manage individuals scope and prevent confusion between departments. However, most separated departments are intended to be staffed by inter-department transfers.
A previous (2025) organizational chart is presented along with a proposed (2026) chart for comparison.
Also included is comparison budget analysis to indicate the potential savings for the coming year(s).

(This section to be completed by the Mayor)

ACTION PROPOSED (Motion for Consideration)

Council accepts and issues a resolution to adopt the proposed Public Works Organizational Restructure.

RESOLUTION NO. 2026 - _____

RESOLUTION REGARDING AN UPDATED PUBLIC WORKS ORGANIZATIONAL CHART

WHEREAS, The City Council of the City of Bryant desires to adopt the proposed Public Works Organizational Chart to include the following position and salary range updates.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:

Section 1. The City Council of the City of Bryant hereby adopts the proposed Public Works Organizational chart to include the following position and salary range updates.

Section 2. The salary ranges for the following position updates shall fall within the range suggested by the most recently adopted compensation study. The current compensation study suggests the following salary ranges for the listed positions:

Engineering Intern

Minimum	Midpoint	Maximum
$65,257	$81,909	$98,291

Fleet/Facilities Manager

Minimum	Midpoint	Maximum
$72,040	$90,050	$108,060

Facilities Maintenance Technician

Minimum	Midpoint	Maximum
$32,149	$40,187	$48,224

Pumps and Controls Manager

Minimum	Midpoint	Maximum
$55,758	$69,697	$83,637

WWTP Maintenance Manager

Minimum	Midpoint	Maximum
$37,034	$46,292	$55,551

PASSED AND APPROVED this _____day of _____, 2026.

APPROVED:

_____
Chris Treat, Mayor

ATTEST:

_____
Mark Smith, City Clerk

City of Bryant
Public Works
Organizational Chart
2026

Public Works Director — *T. Taylor*

Public Works Analyst — *M. Winkel*

Adminstrative Assistant — *J. Thuston*

Vacant Position

New Position

Internal Transfer

Streets/Stormwater Superintendent — *T. Ellis*

- Field Supervisor — *D. Baker*
  - ROW Equipment Operator 3 — *D. Tarver*
  - ROW Equipment Operator 2 — *D. Galloway*
  - ROW Equipment Operator 2 — *C. Mosely*
  - ROW Equipment Operator 2 — *J. Braden*
  - ROW Equipment Operator 2 — *M Galloway*
- Field Supervisor — *C. Drake*
  - CON Equipment Operator 3 — *G. Grey*
  - CON Equipment Operator 1 — *E. Richards*
  - CON Equipment Operator 2 — *A. Merrell*
  - CON Equipment Operator 2 — *M. Bryant*
  - CON Equipment Operator 2 — *B. Johnson*
- Locate Tech — *S. Thornberry*
  - Locate Tech: — *G. Dozier*
    - SIgns/Signals Tech 2 — *R. Ayres*
    - Signs/Signals Tech 2 — *N. Mitchell*
- Stormwater Enforcement — *J. Stake*
  - Stormwater Enforcement — *K. Gordon*
  - Stormwater Enforcement — *J. Carter*

WWTP Manager — *T. Price*

- Chief Plant Operator — *D. Watkins*
- WWTP Night Supervisor — *A. Remsing*
- WWTP Maintenance Manager — *G. Smith*
- WWTP Operator — *Q. Jones*
- WWTP Operator — *S. Donahue*
- WWTP Lab Tech — *J. Causey*
- WWTP Operator — *J. Miller*

Wastewater Superintendent — *F. Glover*

- Field Supervisor — *E. Coleman*
  - Equip Operator — *A. JOnes*
    - Utility Worker 2 — *M. Hawkins*
      - Utility Worker 2 — *J. Tobias*
        - Utility Worker 2 — *S. Tallant*
  - Utility Worker 1 — *D. Stephens*
    - Utility Worker 1 — *D. Mitchell*
      - Utility Worker 1: — *R. Green*
        - Utility Worker 1 — *A. Tallant*
          - Utility Worker 1 — *T. Morin*

Pumps & Controls Manager — *J. Byrd*

- P&C Operator — *J. Frye*
- P&C Operator — *R. Loveless*

Water Billing Supervisor — *A. Shepard*

- Senior Office Assistant — *L. Warner*
- Water Billing Assistant — *L. Holt*
- Water Billing Assistant — *T. Jones*

Water Superintendent — *J. Moore*

- Field Supervisor — *B. Wilson*
  - Equip Operator — *J. Boyette*
    - Equip Operator — *B. Stapler*
      - Utility Worker 1 — *K. Thornberry*
  - Utility Worker 1 — *H. Pharr*
    - Meter Tech — *K. Collins*
      - Meter Tech — *M. Cox*
        - Meter Tech — *E. Ahart*

Public Works Engineer — *K. Vanlandingham*

- Engineering Intern — *M. Godwin*
- Constr Project Coordinator — *S. Chandler*
- Constr Project Coordinator — *J. Henry*
- Constr Project Coordinator — *A. Davis*

Fleet Facilities Manager — *T. Fournier*

- Fleet Mechanic — *D. Shephard*
- Assistant Mechanic — *C. Runnells*
- Facilities Maintenance Tech

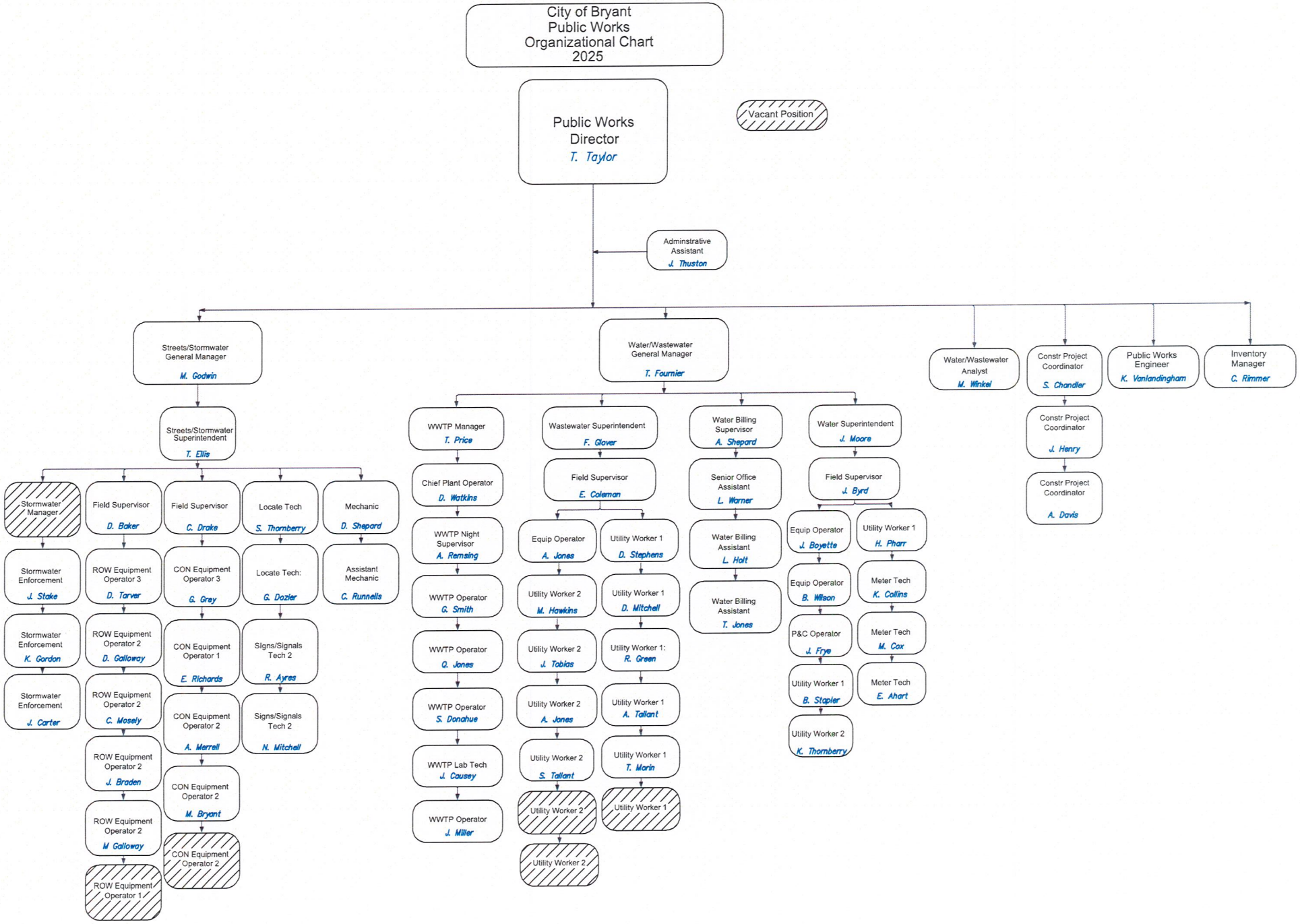
PUBLIC WORK PROPOSED 2026 SALARY BUDGET

No.	Dept	Code	Title	Status	SubTotals
1	PW	0900	Director	Active	
2	PW	0900	Admin Assist	Active	
3	PW	0900	PUBLIC WORKS ANALYST	Transfer	
4	Engineering	0800	PW ENGINEER PT	Active	
5	Engineering	0800	PW ENGINEER INTERN	Transfer	
6	Eng/Const	0800	CONSTR/PROJ COOR	Active	
7	Eng/Const	0800	CONSTR/PROJ COOR	Active	
8	Eng/Const	0800	CONST/PROJ COOR/CFPM	Active	$ 604,926.40
9	ST/SW	0800	STREET/SW SUPR	Active	
10	SW	0140	STRMWTR ENF/COOR	Active	
11	SW	0140	STRMWTR INSPECTOR	Active	
12	SW	0140	STRMWTR INSPECTOR	Active	
13	ST ROW	0800	FIELD SUPERVISOR	Active	
14	ST ROW	0800	EQ OPERATOR III	Active	
15	ST ROW	0800	EQ OPERATOR II	Active	
16	ST ROW	0800	EQ OPERATOR II	Active	
17	ST ROW	0800	EQ OPERATOR II	Active	
18	ST ROW	0800	EQ OPERATOR II	Active	
19	ST CONST	0800	FIELD SUPERVISOR	Active	
20	ST CONST	0800	EQ OPERATOR III	Active	
21	ST CONST	0800	EQ OPERATOR I	Active	
22	ST CONST	0800	EQ OPERATOR II	Active	
23	ST CONST	0800	EQ OPERATOR II	Active	
24	ST CONST	0800	EQ OPERATOR II	Active	
25	ST LOC	0800	UTILITY LOCATE TECH	Active	
26	ST LOC	0800	UTILITY LOCATE TECH	Active	
27	ST SIGN	0800	SIGNALS TECH II	Active	
28	ST SIGN	0800	SIGNALS TECH	Active	$ 946,566.40
29	FLT/FAC	0800	FLEET/FACILITY MANAGER	Transfer	
30	FLEET	0800	MECHANIC /LABORER	Active	
31	FLEET	0800	MECHANIC ASSISTANT	Active	
32	FACILITY	0800	MAINTENANCE TECH	Vacant	$ 246,692.80
33	WWTP	0950	WW TREAT PLANT MGR	Active	
34	WWTP	0950	WW CHIEF PLANT OPER	Active	
35	WWTP	0950	WW NIGHT SUPERVISOR	Active	
36	WWTP	0950	WWTP MAINTENANCE	Transfer	
37	WWTP	0950	WASTEWATER OPERATOR	Active	
38	WWTP	0950	WASTEWATER OPERATOR	Active	
39	WWTP	0950	WWTP LAB TECH	Active	
40	WWTP	0950	WASTEWATER OPERATOR	Active	$ 404,153.60

41 WW CONST	0950	WW SUPERINTENDENT	Active		
42 WW CONST	0950	WW FIELD SUPERVISOR	Active		
43 WW CONST	0950	UTILITY WORKER II WW	Active		
44 WW CONST	0950	UTILITY WORKER II WW	Active		
45 WW CONST	0950	PW EQUIP OPER WW	Active		
46 WW CONST	0950	UTILITY WORKER II WW	Active		
47 WW CONST	0950	UTILITY WORKER I WW	Active		
48 WW CONST	0950	UTILITY WORKER II WW	Active		
49 WW CONST	0950	UTILITY WORKER I WW	Active		
50 WW CONST	0950	UTILITY WORKER I WW	Active		
51 WW CONST	0950	UTILITY WORKER I WW	Active	$	551,803.20
52 W Billing	0900	CUSTOMER SRVC SUPR	Active		
53 W Billing	0900	SENIOR OFFICE ASST	Active		
54 W Billing	0900	OFFICE ASST/BILLING	Active		
55 W Billing	0900	OFFICE ASST/BILLING	Active	$	174,054.40
56 W/WW P&C		PUMPS&CONTROLS MANAGER	Active		
57 W/WW P&C		PUMPS/CONTROL OPER	Active		
58 W/WW P&C		PUMPS/CONTROL OPER	Active	$	153,566.40
59 W CONST	0900	WATER SUPERINTENDENT	Active		
60 W CONST	0900	WATER FIELD SUPR	Active		
61 W CONST	0900	PW EQUIPMENT OPER	Active		
62 W CONST	0900	PW EQUIPMENT OPER	Active		
63 W CONST	0900	UTILITY WORKER II W	Active		
64 W CONST	0900	UTILITY WORKER I W	Active		
65 W CONST	0900	UTILITY WORKER I W	Vacant		
66 W CONST	0900	PW METER TECH	Active		
67 W CONST	0900	PW METER TECH	Active		
68 W CONST	0900	PW METER TECH	Active	$	447,574.40

PROJECTED 2026 ANNUAL BUDGET FOR SALARIES =	**$**	**3,529,337.60**
2026 vs. 2025 Budget Salary Savings =	**$**	**200,372.80**

City of Bryant Public Works Organizational Chart 2025



PUBLIC WORK PREVIOUS 2025 SALARY BUDGET

No.	Dept	Code	Title	Status	SubTotals
1	PW	0900	Director	Active	
2	PW	0900	Admin Assist	Active	
3	PW	0900	WTR WSTWATR ANYLST	Active	
4	PW	0800	INVENTORY/ACQ MGR	Active	
5	Engineering	0800	PW ENGINEER PT	Active	
6	Eng/Const	0800	CONSTR/PROJ COOR	Active	
7	Eng/Const	0800	CONSTR/PROJ COOR	Active	
8	Eng/Const	0800	CONST/PROJ COOR/CFPM	Active	$ 578,780.80
9	ST/SW	0800	GM STREETS	Active	
10	ST/SW	0800	STREET SUPR	Active	
11	SW	0140	STRMWTR MANAGER	Vacant	
12	SW	0140	STRMWTR ENF/COOR	Active	
13	SW	0140	STRMWTR INSPECTOR	Active	
14	SW	0140	STRMWTR INSPECTOR	Active	
15	ST ROW	0800	FIELD SUPERVISOR	Active	
16	ST ROW	0800	EQ OPERATOR III	Active	
17	ST ROW	0800	EQ OPERATOR II	Active	
18	ST ROW	0800	EQ OPERATOR II	Active	
19	ST ROW	0800	EQ OPERATOR II	Active	
20	ST ROW	0800	EQ OPERATOR II	Active	
21	ST ROW	0800	EQ OPERATOR II	Vacant	
22	ST CONST	0800	FIELD SUPERVISOR	Active	
23	ST CONST	0800	EQ OPERATOR III	Active	
24	ST CONST	0800	EQ OPERATOR I	Active	
25	ST CONST	0800	EQ OPERATOR II	Active	
26	ST CONST	0800	EQ OPERATOR II	Active	
27	ST CONST	0800	EQ OPERATOR II	Vacant	
28	ST LOC	0800	UTILITY LOCATE TECH	Active	
29	ST LOC	0800	UTILITY LOCATE TECH	Active	
30	ST SIGN	0800	SIGNALS TECH II	Active	
31	ST SIGN	0800	SIGNALS TECH	Active	
32	ST MECH	0800	MECHANIC /LABORER	Active	
33	ST MECH	0800	MECHANIC ASSISTANT	Active	$ 1,211,076.80
34	W/WW	0900	W/WW GENERAL MANAGER	Active	
35	WWTP	0950	WW TREAT PLANT MGR	Active	
36	WWTP	0950	WW CHIEF PLANT OPER	Active	
37	WWTP	0950	WW NIGHT SUPERVISOR	Active	
38	WWTP	0950	WASTEWATER OPERATOR	Active	
39	WWTP	0950	WASTEWATER OPERATOR	Active	
40	WWTP	0950	WASTEWATER OPERATOR	Active	
41	WWTP	0950	WWTP LAB TECH	Active	

42	WWTP	0950	WASTEWATER OPERATOR	Active	
43	WW CONST	0950	WW SUPERINTENDENT	Active	
44	WW CONST	0950	WW FIELD SUPERVISOR	Active	
45	WW CONST	0950	WW EQUIP OPERATOR	Vacant	
46	WW CONST	0950	UTILITY WORKER II WW	Active	
47	WW CONST	0950	UTILITY WORKER II WW	Active	
48	WW CONST	0950	PW EQUIP OPER WW	Active	
49	WW CONST	0950	UTILITY WORKER II WW	Active	
50	WW CONST	0950	UTILITY WORKER II WW	Vacant	
51	WW CONST	0950	UTILITY WORKER II WW	Vacant	
52	WW CONST	0950	UTILITY WORKER I WW	Active	
53	WW CONST	0950	UTILITY WORKER II WW	Active	
54	WW CONST	0950	UTILITY WORKER I WW	Active	
55	WW CONST	0950	UTILITY WORKER I WW	Active	
56	WW CONST	0950	UTILITY WORKER I WW	Active	
57	WW CONST	0950	UTILITY WORKER I WW	Vacant	
58	W Billing	0900	CUSTOMER SRVC SUPR	Active	
59	W Billing	0900	SENIOR OFFICE ASST	Active	
60	W Billing	0900	OFFICE ASST/BILLING	Active	
61	W Billing	0900	OFFICE ASST/BILLING	Active	
62	W CONST	0900	WATER SUPERINTENDENT	Active	
63	W CONST	0900	WATER FIELD SUPR	Active	
64	W CONST	0900	PW EQUIPMENT OPER	Active	
65	W CONST	0900	PW EQUIPMENT OPER	Active	
66	W CONST	0900	PUMPS/CONTROL OPER	Active	
67	W CONST	0900	PW EQUIPMENT OPER	Active	
68	W CONST	0900	UTILITY WORKER II W	Active	
69	W CONST	0900	UTILITY WORKER I W	Active	
70	W CONST	0900	PW METER TECH	Active	
71	W CONST	0900	PW METER TECH	Active	
72	W CONST	0900	PW METER TECH	Active	$ 1,939,852.80

2025 ANNUAL BUDGET FOR SALARIES = $ 3,729,710.40

AGENDA ITEM HISTORY SHEET

ITEM TITLE

Resolution 2026-15 Aquatics Specialist

AGENDA NO. 13

AGENDA DATE: 3/31/2026

FUNDING CERTIFICATION (Finance Director) (Signature, if applicable)

3/10/26
- not budget neutral

MANAGEMENT STAFF REVIEW (Signature)

MAYOR (Signature)

ITEM HISTORY (Previous Council reviews, action related to this item, and other pertinent history)

This has been recommended by Parks Committee.

ITEM COMMENTARY (Background discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

With the Parks Department assuming operational responsibility for the Barracudas Swim Team, there is an immediate need to add a full-time position within the Aquatics Division. The proposed Aquatics Specialist will provide essential night and weekend supervision when the Aquatics Coordinator is occupied with coaching duties, program oversight, and meet operations. This position will also support coaching responsibilities, which is critical as we expand to two competitive teams during the summer months while simultaneously operating pools at Bishop Park and Mills Park. During the offseason, the Aquatics Specialist will absorb the majority of hours currently covered by part-time Shift Leaders, improving continuity, reducing turnover, and strengthening year-round operational stability.

(This section to be completed by the Mayor)

ACTION PROPOSED (Motion for Consideration)

RESOLUTION NO. 2026 - _____

RESOLUTION REGARDING A NEW POSITION DESCRIPTION AND COMPENSATION PLAN FOR AQUATICS SPECIALIST

WHEREAS, The City Council of the City of Bryant desires to adopt the position description and compensation plan for said position;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:

Section 1. The City Council of the City of Bryant hereby adopts the attached position description for the position of Aquatics Specialist.

Section 2. The salary range for the Aquatics Specialist position shall fall within the range suggested by the most recently adopted compensation study. The current compensation study suggests the following updated salary range for the position:

Minimum	Midpoint	Maximum
$33,777	$42,222	$50,066

PASSED AND APPROVED this _____day of _____, 2026.

APPROVED:

_____
Chris Treat, Mayor

ATTEST:

_____
Mark Smith, City Clerk

Aquatics Specialist

Job Profile

Job Code : Not Indicated	**Job Group :** Not Indicated
Job Grade : Not Indicated	**Job Family :** Not Indicated
Department Name For This Position : Parks	**Position Reports To :** Aquatics Superintendent
Physical Location For This Position : Bishop/Mills Park	**This Position Is :** Non Exempt
This position is safety sensitive : Yes	**Security Sensitive :** No

GENERAL DESCRIPTION OF POSITION

Monitors activities in the aquatic facilities ensuring safety and cleanliness, supervising part staff, conducting aquatic programming, monitoring pool water quality and pool maintenance by performing the following duties

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Cautions swimmers regarding unsafe areas

2. Rescues swimmers in danger of drowning and administers first aid

3. Maintains order at the aquatics facility by enforcing the aquatic center rules and regulations

4. Reports all disciplinary problems to the Aquatics Superintendent

5. Arrives mentally, physically and emotionally prepared to perform job duties

6. Participates in providing swim lessons and other aquatic progamming

7. Supervises part time staff

8. Completes incident and accident reports as needed

9. Organizes and puts away equipment and ensures that pool area is neat and orderly

10. Reports any problems in staff relationships to the Aquatics Superintendent

11. Attends all required staff meetings and in-services

12. Maintains a current certification in Lifeguard Training, CPR and First Aid

13. Informs the Aquatic Superintendent when supplies need to be ordered as well as when equipment needs to be repaired or replaced

14. Maintains positive public relations at the aquatic facility by demonstrating outstanding customer service and professionalism

15. Performs facility maintenance such as cleaning and maintaining proper water chemistry

16. Responsible for completing daily checklists ensuring the safety and security of the Aquatic Center

17. Sets a positive example for fellow staff members

18. Remains flexible to work weekends, holidays and varied shifts

19. Works overtime as assigned by supervisor

20. Perform any other related duties as required or assigned

SUPERVISORY RESPONSIBILITIES

RESPONSIBILITIES FOR WORK OF OTHERS

Supervises a MODERATE SIZE GROUP (8-15) of employees, but possibly smaller if difficult, SEMI-TECHNICAL work, requiring considerable direction and assistance, is involved. Plan, direct and coordinate work, make decisions, and perform personally the more

difficult aspects of the same broad assignment.

RESPONSIBILITY FOR FUNDS, EQUIPMENT, PROPERTY, ETC.

Same as Degree 4, but loss would range from $150,000 to $1,000,000.

What departments (if any) are supervised by this position? : Not Indicated

EDUCATION AND EXPERIENCE

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others.

EXPERIENCE GENERAL

12 to 18 months related experience and/or training.

EXPERIENCE MANAGEMENT

1 to 6 months related management experience.

WORK SKILLS

ANALYTICAL ABILITY/ PROBLEM SOLVING

MODERATELY REPETITIVE. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

PLANNING

CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing BASICALLY THE SAME TYPE OF WORK.

DECISION MAKING

Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also FREQUENT opportunity for decision-making of MAJOR IMPORTANCE; the latter of which would affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a MODERATE DEGREE.

SUPERVISION RECEIVED

Under GENERAL SUPERVISION where standard practice enables the employee to PROCEED ALONE on routine work, referring all questionable cases to supervisor.

ACCURACY

Probable errors of INTERNAL SCOPE should ordinarily be DETECTED WITHIN THE DEPARTMENT OR OFFICE in which they occur, but MAY AFFECT THE WORK OF OTHERS WITHIN THE UNIT, requiring additional expenditure of time to trace errors and

make all necessary corrections. Errors would require a moderate amount of time to correct.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

MENTAL DEMAND

MODERATE MENTAL DEMAND. Operations requiring ALMOST CONTINUOUS ATTENTION, but work is sufficiently repetitive that a HABIT CYCLE IS FORMED; operations REQUIRING INTERMITTENT DIRECTED THINKING to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

COMMUNICATION SKILLS

- Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

ACCOUNTABILITES

FREEDOM TO ACT

STANDARDIZED. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT

VERY SMALL: Job creates a monetary impact for the organization up to an annual level of $100,000.

IMPACT OF JOB ON END RESULTS

MODEST IMPACT. Job has some impact on the organization's end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

2 year American Red Cross Lifeguard Certification, which includes First Aid/CPR/AED.

CERTIFICATES, LICENSES, REGISTRATIONS PREFERRED

Aquatic Facility Operator or Certified Pool Operator, American Red Cross Water Safety Instructor

Certification

CONTACTS WITH PUBLIC AND EMPLOYEES

CONTACTS WITH PUBLIC

REGULAR CONTACTS with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a LIMITED type of problem for the organization.

CONTACTS WITH EMPLOYEES

Contacts OCCASIONALLY with others beyond immediate associates, but generally of a ROUTINE NATURE. May obtain, present or discuss data, but only as it pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

OCCASIONAL USE OF COMPLEX machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

SOFTWARE SKILLS REQUIRED

- Payroll Systems: None
- Presentation/PowerPoint: None
- Programming Languages: None
- Spreadsheet: Basic
- Word Processing/Typing: Basic
- Other: None
- 10-Key : None
- Accounting: None
- Alphanumeric Data Entry: Basic
- Contact Management: None
- Database: None
- Human Resources Systems: None

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES

- Stand: Regularly
- Walk: Regularly
- Sit: Regularly
- Use hands to finger, handle, or feel: Regularly
- Reach with hands and arms: Regularly
- Climb or balance: Regularly
- Stoop, kneel, crouch, or crawl: Frequently
- Talk or hear: Continuously
- Taste or smell: Frequently

WEIGHT LIFTED

- Up to 10 pounds: Occasionally
- Up to 25 pounds: Occasionally
- Up to 50 pounds: Occasionally
- Up to 100 pounds: Never
- More than 100 pounds: Never

VISION REQUIREMENTS

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).
- Color vision (interpreting color software screens or reports; work duties that require the ability to identify and distinguish colors).
- Peripheral vision (seeing 180 while focusing on a given object or area; work duties that require seeing beyond or around the focused vision area).
- Depth perception (ability to utilize three-dimensional vision to judge distances, placement of objects and spatial relationships).
- Ability to adjust focus (work duties that require the ability to adjust the eye to bring an object into sharp focus at various distances or focal lengths).

PHYSICAL DEMAND

HIGHLY REPETITIVE, HIGHLY PHYSICAL. HIGHLY REPETITIVE type work which requires the CONCENTRATED AND NON-DIVERSIFIED physical demands of the employee.

WORK ENVIRONMENT

ENVIRONMENTAL CONDITIONS

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.):

Occasionally

- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Occasionally
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Frequently
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Regularly
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Regularly
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Occasionally
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Occasionally
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never

LEVEL OF NOISE

Moderate (business office with computers/printers, light traffic, etc.)

WORKING CONDITIONS

Somewhat disagreeable working conditions. Exposed to any number of elements noted in Degree 2, with one or two elements present continuously. May involve some travel and/or work is at times, in the evening or during the night hours.

ADDITIONAL INFORMATION

Not Indicated

Completed by: Charlotte Rue

Completed date: Wed Feb 18 2026 18:58:23 GMT+0000 (Coordinated Universal Time)

AGENDA ITEM HISTORY SHEET

ITEM TITLE	AGENDA NO. 14
Resolution 2026-16 Grants Manager	AGENDA DATE: 3/31/2026

FUNDING CERTIFICATION (Finance Director) (Signature, if applicable) 3/5/26 believed to be Budget Neutral for 2026

MANAGEMENT STAFF REVIEW (Signature)

MAYOR (Signature)

ITEM HISTORY (Previous Council reviews, action related to this item, and other pertinent history)

Over the past several years, the City of Bryant has successfully secured $3.8 million in grant funding. During this time, the scope of our grant activities has expanded from transportation and planning to supporting nearly every city department. Based on the success of other cities, it is clear that establishing a dedicated Grants Department is the next logical step for Bryant.

ITEM COMMENTARY (Background discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

Mayor Treat is proposing to transition the current grant position from the Planning Department to report directly to the Mayor. This role will be designated as Grants Manager. While we do not foresee adding additional staff at this time, this structural change will allow for the focused research and planning necessary to increase the city's investment in pursuing grants. This move is budget-neutral. For the remainder of the year, costs will be shared between Public Works and Planning. Next year, the department will be broken out as a separate service, similar to other SWB services. Additionally, this transition will allow the Planning and Development Department to determine its own next steps for growth, such as adding a code officer or a lead building inspector.

(This section to be completed by the Mayor)

ACTION PROPOSED (Motion for Consideration)

Motion to approve.

RESOLUTION NO. 2026 - _____

RESOLUTION REGARDING A NEW POSITION DESCRIPTION AND COMPENSATION PLAN FOR GRANTS MANAGER

WHEREAS, The City Council of the City of Bryant desires to adopt the position description and compensation plan for said position;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:

Section 1. The City Council of the City of Bryant hereby adopts the attached position description for the position of Grants Manager.

Section 2. The salary range for the Grants Manager position shall fall within the range suggested by the most recently adopted compensation study. The current compensation study suggests the following updated salary range for the position:

Minimum	Midpoint	Maximum
$49,245	$61,556	$73,868

PASSED AND APPROVED this _____day of _____, 2026.

APPROVED:

_____
Chris Treat, Mayor

ATTEST:

_____
Mark Smith, City Clerk

Grants Manager

Job Profile

Job Code : Not Indicated	**Job Group :** Not Indicated
Job Grade : Not Indicated	**Job Family :** Not Indicated
Department Name For This Position : Grants Manager	**Position Reports To :** Mayor
Physical Location For This Position : Not Indicated	**This Position Is :** Exempt
This position is safety sensitive : No	**Security Sensitive :** No

GENERAL DESCRIPTION OF POSITION

The Grants Manager is responsible for the strategic oversight, development, administration, and management of the City's grant portfolio. This position manages the full grants lifecycle, including identifying funding opportunities, preparing and submitting grant applications, coordinating award acceptance and implementation, ensuring compliance with all applicable funding requirements, and completing reporting and closeout activities.

The Grants Manager serves as the City's primary grants authority and provides independent, high-level coordination across departments to align external funding opportunities with City priorities and long-term strategic goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as the City's lead grants professional, independently managing the full grants lifecycle from pre-award through post-award closeout.

2. Participate in advocacy and community relations' efforts representing the City as required or needed.

3. Develops an extensive library of potential grant sources in each area of municipal operations.

4. Conducts thorough research to identify potential funding sources in support of the City's strategic vision goals.

5. Develop, write, and submit competitive grant applications including narratives, budgets, schedules, and supporting documentation.

6. Act as an official City representative of the departmental grant applicant or grantee.

7. Coordinate directly with department heads, finance staff, and external funding agencies to ensure successful grant implementation.

8. Monitors approved grants and grant activities, tracks program progress and expenditures, and

ensures compliance with applicable rules and regulations of grantor agencies.

9. Manage grant reporting, reimbursement requests, amendments, and closeout documentation in accordance with grantor requirements.

10. Maintains and stores grant documentation audit-ready at all times as required by regulations of grantor agencies.

11. Provide technical assistance and guidance to departments regarding grant eligibility, compliance, and project documentation.

12. Manage grants related to emergency management and disaster recovery, including FEMA reimbursement and compliance activities.

13. As needed, develops needs assessment of existing problems or shortfalls within a given area or municipal function.

14. Conduct needs assessments to identify funding gaps, project readiness, and opportunities for grant support.

15. Works with departments to ensure procurement (e.g. quotes, Requests for Proposals/RFPs) for purchases funded with grant awards are compliant with grant requirements and uniform guidance, as applicable.

16. Prepare and present presentations to leadership and civic groups as necessary.

17. Perform any other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES

RESPONSIBILITIES FOR WORK OF OTHERS

No supervision.

RESPONSIBILITY FOR FUNDS, EQUIPMENT, PROPERTY, ETC.

REGULARLY responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in VERY important monetary losses to the organization. The total value for the above would range form $1,000,000 to $10,000,000.

What departments (if any) are supervised by this position? : none

EDUCATION AND EXPERIENCE

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree.

EXPERIENCE GENERAL

2 years related experience and/or training.

EXPERIENCE MANAGEMENT

Not Required

WORK SKILLS

ANALYTICAL ABILITY/ PROBLEM SOLVING

OVERSIGHT. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

PLANNING

CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing BASICALLY THE SAME TYPE OF WORK.

DECISION MAKING

Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also FREQUENT opportunity for decision-making of MAJOR IMPORTANCE; the latter of which would affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a MODERATE DEGREE.

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to SENIOR MANAGEMENT of the organization.

ACCURACY

Probable errors would NORMALLY NOT BE DETECTED IN SUCCEEDING OPERATIONS and WOULD DEFINITELY HAVE serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

MENTAL DEMAND

CLOSE MENTAL DEMAND. Operations requiring CLOSE AND CONTINUOUS ATTENTION for control of operations. OPERATIONS REQUIRING INTERMITTENT DIRECT THINKING to determine or select the most applicable way of HANDLING SITUATIONS regarding the organization's administration and operations; also, to determine or select material and equipment where highly variable sequences are involved.

COMMUNICATION SKILLS

- Ability to read a limited number of words and recognize similarities and differences

between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication.

- Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence.
- Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.
- Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.
- Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.
- Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format; Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to read, analyze, and understand the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using original or innovative techniques or style; Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

ACCOUNTABILITES

FREEDOM TO ACT

OVERSIGHT. High level of freedom to complete the duties of the position and guided by broad policy with oversight by President, elected official, etc.

ANNUAL MONETARY IMPACT

MEDIUM: Same as Degree 2, except impact would range from $1MM to $10MM.

IMPACT OF JOB ON END RESULTS

MAJOR IMPACT. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

Not Indicated

CERTIFICATES, LICENSES, REGISTRATIONS PREFERRED

Grant Professional Certified (GPC)

CONTACTS WITH PUBLIC AND EMPLOYEES

CONTACTS WITH PUBLIC

REGULAR CONTACTS with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a LIMITED type of problem for the organization.

CONTACTS WITH EMPLOYEES

Contacts with other departments or offices AND ALSO frequently with individuals in middle level positions; consulting on problems that necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

OCCASIONAL USE OF HIGHLY COMPLEX machines and equipment; specialized or advanced software programs.

SOFTWARE SKILLS REQUIRED

- Contact Management: None
- Database: None
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: Basic
- Programming Languages: None
- Spreadsheet: Advanced
- Word Processing/Typing: Mastery
- Other: Basic
- 10-Key : Basic

- Accounting: Basic
- Alphanumeric Data Entry: Basic

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES

- Stand: Frequently
- Walk: Frequently
- Sit: Regularly
- Use hands to finger, handle, or feel: Occasionally
- Reach with hands and arms: Occasionally
- Climb or balance: Never
- Stoop, kneel, crouch, or crawl: Never
- Talk or hear: Continuously
- Taste or smell: Never

WEIGHT LIFTED

- Up to 10 pounds: Occasionally
- Up to 25 pounds: Occasionally
- Up to 50 pounds: Never
- Up to 100 pounds: Never
- More than 100 pounds: Never

VISION REQUIREMENTS

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).

PHYSICAL DEMAND

HIGH DIVERSITY, LOW PHYSICAL: Work activities which allow for a CONSIDERABLE AMOUNT OF DIVERSITY as an incumbent performs a VARIETY OF TASKS. Such tasks might be performed from a given work area, or the individual may move about physically in performing a variety of duties.

WORK ENVIRONMENT

ENVIRONMENTAL CONDITIONS

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Never
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never

- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Never
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Never
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Never
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never

LEVEL OF NOISE

Moderate (business office with computers/printers, light traffic, etc.)

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

ADDITIONAL INFORMATION

Not Indicated

Completed by: Charlotte Rue

Completed date: 2026-02-23 15:06:40