

**CONTRACT EMPLOYEE
EMPLOYMENT AGREEMENT**

This Agreement is made and entered into this _____ day of _____, 2013, by and between Susan Srch ("Contract Employee") and the City of Key West, Florida ("City").

WITNESSETH

WHEREAS, a Citizen Review Board (CRB) for the City of Key West was created by referendum on November 5, 2002; and

WHEREAS, the CRB is authorized to employ an Executive Director to handle the day to day business matters of the CRB; and

WHEREAS, the CRB selected Susan Srch as Executive Director at its meeting of April 25, 2011; and

WHEREAS, the Contract Employee has agreed to perform the services required for the CRB as an "at will" contract employee of City;

NOW THEREFORE, in consideration of the mutual covenants herein contained the parties agree as follows:

Section 1 - DUTIES

City hereby employs the services of the Contract Employee to perform the functions and duties assigned by the CRB as set forth in Exhibit "A," attached hereto and made a part hereof.

Section 2 - TERM

2.1 This Agreement is for services to be performed commencing on May 3, 2013 and to continue for a term of one (1) year, unless earlier terminated as provided herein.

2.2 The CRB, acting on behalf of the City and the Contract Employee shall each have the right to terminate this Agreement immediately at any time, with or without cause.

Section 3 - SALARY AND ALLOWANCE

3.1 The City shall pay Contract Employee for services rendered pursuant to this Agreement an annual salary of \$46350.00 (Forty-Six Thousand Three Hundred Fifty Dollars and no/00 cents). This amount shall be paid in equal installments

every two weeks on the same schedule as other employees of the City. There shall be no overtime payment. Travel expenses shall be paid at the same rates paid by City to its employees from amounts budgeted for CRB expenses.

3.2 It is understood and agreed that Contract Employee shall not participate in the Civil Service System, the City Retirement Plan, the City Health Plan, nor shall the Contract Employee accrue any other of the ordinary benefits of employment of the City.

3.3 Effective October 1, 2013, Susan Srch shall be entitled to a cost of living increase on the same basis as provided to City employees of comparable position.

Section 4 - OTHER TERMS AND CONDITIONS OF EMPLOYMENT

4.1 Contract Employee shall perform her duties under this Agreement in a manner satisfactory to the CRB. The Contract Employee serves at the pleasure of the CRB members and does not report to and is not subject to the direction of the City Manager of the City of Key West. However, the Contract Employee is subject to all City established policies and procedures. All disciplinary matters related to the performance of the Contract Employee are the sole responsibility of the CRB, provided the handling of such disciplinary matters is in compliance with City established policies and procedures.

4.2 The Contract Employee shall carry out the duties and implement the policies set forth in Section 1.07 of the Charter of the City of Key West. The Contract Employee understands and agrees that she does not have the capacity to bind the City of Key West contractually, and therefore shall submit all contracts, leases and other such documents related to the CRB to the City Manager for execution.

4.3 This Agreement shall become effective upon execution by all parties.

4.4 This Agreement may not be modified or changed in whole or in part except by written amendment signed by all parties.

IN WITNESS WHEREOF, the parties hereto have set their hand and seal the day and year first above written.

CONTRACT EMPLOYEE

Susan Srch, Executive Director
Citizen Review Board

Date: _____

CITY OF KEY WEST

Bogdan Vitas, City Manager


Date: _____

CRB BOARD CHAIRMAN

Kevin Collins, Chairman
Citizen Review Board
Date: _____

ATTEST:

Cheryl Smith, City Clerk
Date: _____

	THE CITY OF KEY WEST Job Description	CONTRACT POSITION APPOINTED BY CITIZENS REVIEW BOARD	
		DATE OF REVISION	12/03
POSITION	EXECUTIVE DIRECTOR CITIZENS REVIEW BOARD	MIN. ANNUAL SALARY	\$45,000.00
DEPARTMENT	CITIZENS REVIEW BOARD	GRADE	C01
JOB CODE	43275		

REPORTING RESPONSIBILITIES:

- Reports directly to Citizens Review Board.

GENERAL FUNCTIONS:

- Executive level position that will direct major operations of the CRB, to include supportive services, records management, information management and communications with City of Key West government and the general public.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to perform the duties of the job.
- Able to work a forty (40) hour workweek with additional hours as necessary.
- Able to use equipment and materials as specified in job description.
- Computer literate and keyboard/mouse proficient.

EQUIPMENT TO BE USED:

- Personal computer and related software and office machines—fax, telephone, copier.

ENVIRONMENT:

- Majority of work to be done in air-conditioned and non-air conditioned buildings.

PHYSICAL REQUIREMENT:

- Sitting 60%
- Standing 15%
- Climbing 5%
- Bending 5%
- Reaching 5%
- Walking 5%
- Lifting 5%

DUTIES/TASKS/JOBS:

- Directs the major program area of the CRB.
- Develops, reviews and presents reports, studies and research relating to the CRB operation and at the direction of the Board.

- Administers, interprets and explains policies, rules, regulations, and consults with legal staff.
- Secures and directs supportive staff to ensure continuing operations.
- Consults with related agencies and other private organizations.
- Solves problems by implementing corrective action.
- Heavy contact with the public.
- Requires excellent people skills and be able to handle difficult/sensitive matters in an appropriate and professional manner.
- Organizing, planning and prioritizing.
- Provides consultation and advice to others.
- Analysis of data or information.
- Processes information.
- Making decisions and solving problems.
- Getting information needed to do the job.

REQUIRED KNOWLEDGE, SKILLS/QUALIFICATION AND ABILITIES:

- Ability to coordinate
- Writing skills
- Judgment and decision making
- Reading comprehension
- Time management (scheduling)
- Public speaking
- Information gathering
- Social perceptions
- Cultural/Ethnic sensibility
- Administrative and management skills
- Law, government and jurisprudence.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I SUSAN C. SRCH, have read this job description and hereby agree with the above noted "Acknowledgments" and, if hired, that I can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the Citizens Review Board.

Susan C. Such
Applicant Signature

5/3/11
Date