

RESOLUTION 26-25

RESOLUTION ADOPTING AND REVISING THE EMPLOYEE HANDBOOK

WHEREAS, the establishment of rules and regulations for the hiring and continued employment of City personnel is of benefit to the City, and

WHEREAS, it is advantageous for City personnel to know their rights and terms of employment.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WAVERLY, NEBRASKA that the Employee Handbook as revised on November 27, 2018, incorporates revisions to the following sections:

PAY PLAN
JOB DESCRIPTIONS

The additions and changes in the above stated sections shall be in full force and effect and is hereby adopted as policy.

PASSED AND APPROVED THIS 8TH DAY OF SEPTEMBER, 2026.

Abbey L. Pascoe
Mayor

ATTEST:

Megan K. Frye
City Clerk/ Human Resources Assistant

(SEAL)

City of Waverly Pay Plan

Permanent Full Time/Part Time	Type	Range
City Administrator	Salary	\$45.68 to \$70.00
City Clerk	Salary	\$24.82 to \$45.00
City Treasurer/Deputy City Clerk	Salary	\$28.38 to \$45.00
Utility Clerk	Hourly	\$18.70 to \$35.00
Office Assistant	Hourly	\$18.00 to \$30.00
Fire Department Administrative Assistant	Hourly	\$18.00 to \$30.00
Economic Development Director	Salary	\$30.00 to \$45.00
Building Inspector/Zoning Administrator	Salary	\$31.03 to \$45.00
Municipal Code Inspector	Hourly	\$18.00 to \$30.00
Parks and Recreation Director	Salary	\$30.00 to \$45.00
Parks and Recreation Maintenance Supervisor**	Hourly	\$21.00 to \$35.00
Aquatics Manager/Parks and Recreation Marketing Assistant	Hourly	\$21.00 to \$35.00
Public Works Director	Salary	\$38.00 to \$60.00
Public Works Worker**	Hourly	\$22.00 to \$35.00
Street Department Lead**	Hourly	\$24.00 to \$40.00
Water System Lead**	Hourly	\$24.00 to \$40.00
Wastewater System Lead**	Hourly	\$24.00 to \$40.00
**\$2 per hour increase for each certificate earned		

Seasonal and Temporary Full Time/Part Time	Type	Range
Aquatics Manager	Hourly	\$17.00 to \$22.00
Aquatics Assistant Manager	Hourly	\$15.00 to \$20.00
Aquatics Lifeguards	Hourly	\$13.00 to \$18.00
Aquatics Concessions Manager	Hourly	\$15.00 to \$20.00
Aquatics Concessions & Admissions Staff	Hourly	\$13.00 to \$18.00
General Labor	Hourly	\$13.00 to \$18.00
General Office	Hourly	\$14.00 to \$18.00

Add to Employee Handbook:



City of Waverly, Nebraska
JOB DESCRIPTION

14130 Lancashire Street • P.O. Box 427
Waverly, Nebraska 68462
Phone: 402-786-2312 • Fax: 402-786-2490
www.citywaverly.com

Economic Development Director

DEPARTMENT: Economic Development, Administration

REPORTS TO: City Administrator, Mayor

FLSA STATUS: Exempt, Non-Volunteer, Full-Time

JOB SUMMARY

The Economic Development Director is the primary staff member for Waverly Economic Development Corporation (WEDC), a newly formed, community-focused nonprofit organization dedicated to supporting business growth, attracting new investment, and enhancing quality of life in Waverly, Nebraska. The Economic Development Director leads efforts to attract, retain, and grow businesses; identify and implement functional income mechanisms and sustainable funding strategies; secure grants and external resources; and promote Waverly as a thriving place to live, work, and invest. This position works closely with City of Waverly staff, elected officials, business owners, regional partners, and community members to advance projects and initiatives that foster a positive, flourishing community and a resilient local economy. This newly formed position will build the organization and its programs from the ground up, emphasizing business attraction/retention, program development, and community engagement as core responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES

The qualifications listed below provide a general representation of the knowledge, skills, and abilities associated with successful performance in this position.

- Familiarity with Nebraska economic development tools and state programs.
- Experience with business financing programs (e.g., revolving loan funds, SBA, USDA, or other financing tools).
- Knowledge of economic development principles and tools (business attraction/retention, incentives, workforce development, downtown or corridor revitalization). Many director job descriptions emphasize this core knowledge area.
- Strong relationship-building skills with business owners, developers, public officials, and community members.
- Excellent written and verbal communication, including public speaking and presentation skills.
- Strong organizational, analytical, and project management skills; ability to manage multiple initiatives with limited staff support.
- Proficiency with standard office software (Word, Excel, PowerPoint), spreadsheets and basic data analysis, CRM/contact management, and social media/web content management.

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Economic Development, Business, Public Administration, Urban/Regional Planning, Finance, Marketing, Nonprofit Management, or a related field; or an equivalent combination of education and directly relevant experience.
2. Minimum of 3 years of progressively responsible experience in economic development, community development, nonprofit management, public administration, business development, or a closely related field.
3. Demonstrated grant writing and grant management experience including a track record of successful awards (state, federal, or foundation). Grant responsibilities are frequently highlighted in rural and regional economic development director roles.
4. Experience working with local governments, boards, and community organizations.

ESSENTIAL JOB FUNCTIONS *The following examples of work are illustrative only and are not intended to be all inclusive.*

- Develop and implement a multi-year economic development work plan for WEDC with clear goals, strategies, and performance metrics.
- Identify, evaluate, and help implement functional income mechanisms and sustainable funding tools (such as grants, partnerships, contracts, sponsorships, and program revenues) to support economic development initiatives.
- Research and recommend programs, policies, and financing approaches that can generate ongoing resources for business development, community projects, and organizational sustainability.
- Proactively identify, write, and submit competitive grant applications to state, federal, and philanthropic funders to support business development, infrastructure, downtown improvements, workforce initiatives, and related priorities.
- Manage awarded grants, including compliance, reporting, budgeting, and coordination with partners.
- Develop an annual funding strategy that aligns grants, local funds, and other revenue sources to advance WEDC and community goals.
- Establish and lead a business retention and expansion (BRE) program, including regular visits to existing businesses to identify needs, opportunities, and potential risks.
- Maintain a project and prospect pipeline; respond to inquiries from businesses and developers; and coordinate available sites, buildings, incentives, and local contacts. Rural economic development positions often combine both retention and recruitment efforts.
- Support entrepreneurship and small business growth by connecting local firms to financing, technical assistance, and state/federal programs.
- Develop and implement a marketing and communications plan to promote Waverly to target audiences (e.g., small manufacturers, service businesses, logistics, remote workers, families).
- Oversee WEDC's website, social media, and promotional materials; coordinate branding and messaging with the City and other partners.
- Represent Waverly at regional, state, and national conferences, trade shows, and industry events as budget allows; cultivate relationships with site selectors, commercial brokers, and state agencies.
- Serve as a primary liaison to City of Waverly staff, elected officials, the school district, business and civic groups, and regional economic development partners.
- Organize and facilitate stakeholder meetings, focus groups, and community listening sessions related to economic development and funding strategies.

- Prepare and deliver presentations to the WEDC Board, City Council, civic organizations, and the public.
- Prepare and manage WEDC's annual budget in collaboration with the Board and City staff.
- Track, analyze, and report key performance indicators such as jobs created or retained, capital investment, business visits, grants secured, and marketing activities.
- Handle basic administrative tasks typical of a one-person office (meeting coordination, agendas, minutes, simple bookkeeping entries, etc.), or coordinate with contracted administrative support.

WAGES, HOURS, AND BENEFITS

Wages per pay scale and compensated on a salaried basis.

Hours are 8:00 am to 4:30 pm with occasional evenings and weekends for meetings, events, and community engagement activities.

Eligible for paid time-off, health insurance, vision insurance, dental insurance, HSA, and life insurance.

Retirement benefits available after introductory period.

LICENSE/CERTIFICATION REQUIREMENTS:

Must possess valid driver's license with clean driving record, with the expectation of notifying the City Administrator of any changes to driving record.

Reliable transportation for in-town and regional travel; frequent site visits and meetings.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job summary. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel. This job description may be changed or updated at any time without notice.