

**RESOLUTION 22-03-07**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO AMEND THE JOB DESCRIPTION FOR THE POSITION OF FINANCE DIRECTOR; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

**WHEREAS**, the Classification and Pay Plan is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

**WHEREAS**, it is necessary to provide an updated listing of certain current titles and classifications within the Town service,

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:**

**Section 1.** The foregoing recitals are hereby incorporated as if fully set forth herein.

**Section 2.** The Classification and Pay Plan is revised to amend the job description for the position of Finance Director. A copy of the amended job description is attached hereto as Exhibit A.

**Section 3.** To adjust the salary range for the position of Finance Director to provide for a minimum salary of \$70,522.00 and a maximum salary of \$105,784.00.

**Section 4.** This Resolution shall become effective immediately upon adoption.

The foregoing Resolution was offered by Commissioner Balius, who moved its adoption. The motion was seconded by Commissioner Carey, and upon being put to a roll call vote, the vote was as follows:

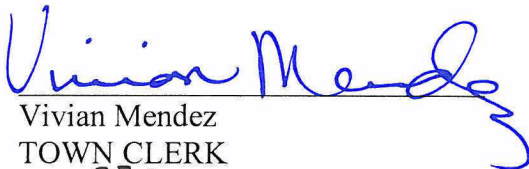
	AYE	NAY
MAYOR PAUL W. CASTRO	<u>X</u>	___
VICE-MAYOR ED DALY	<u>X</u>	___
COMMISSIONER CHUCK BALIUS	<u>X</u>	___
COMMISSIONER JEFF CAREY	<u>X</u>	___
COMMISSIONER PATRICIA OSTERMAN	<u>X</u>	___

The Town Commission thereupon declared the foregoing Resolution NO. 22-03-07 duly passed and adopted this 21 day of March, 2007.

TOWN OF LAKE PARK, FLORIDA


BY:   
PAUL W. CASTRO  
MAYOR

ATTEST:

  
Vivian Mendez  
TOWN CLERK



Approved as to form and legal sufficiency:

BY:   
THOMAS J. BAIRD  
TOWN ATTORNEY

<b>FINANCE DIRECTOR</b>
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**CLASSIFICATION CODE:** 130  
**PAY GRADE:** 24  
**DEPARTMENT:** FINANCE

**CHARACTERISTICS OF THE CLASS:**

Under the administrative direction of the Town Manager, performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the Town. Answers to the Town Manager. Performs related duties as directed. This is an exempt position.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of anyone position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the Finance Director position.

1. Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; review progress and directs changes as needed.
2. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
3. Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the public.
4. Communicates official plans, policies and procedures to staff and the public.
5. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
6. Manages the total operations of the Finance Department and supervises employees.

7. Prepares a variety of studies, reports and related information for decision-making purposes.
8. Serves as chief financial advisor to the Town Manager.
9. Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.
10. Supervises the collection of taxes, fees and other receipts in accordance with laws and regulations.
11. Maintains financial records. Prepares financial statements and cost reports at regular intervals, including operating and capital outlay expenditures and revenue projections and annual budget preparation. Directs the audit and approval of disbursements for goods and services within budget appropriations.
12. Oversees the central computerized financial and management information system of the Town.
13. Prepares proposed and final budget for Town Manager and Town Commission approval.
14. Oversees the posting and reconciliation of ledgers and accounts. Directs the preparation of state and federal reports, including tax reports.
15. Administers the insurance program for the Town.
16. Administers grants funds to ensure that all post-award recording, reporting and review requirements are met.
17. Oversees payroll and accounts payable processing. Oversees billings.
18. Coordinates and oversees the investment of Town funds.
19. Serves as Finance Director for the Community Redevelopment Agency.
20. Writes Ordinances and Resolutions for approval by the Town Manager and Town Commission concerning Town finance.
21. Performs general management duties for the Town Manager as assigned.
22. Represents the Town at various conferences and meetings.

## **REQUIREMENTS:**

### **A. Education and Experience:**

Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration or Public Administration plus five years of experience as a finance director for a municipal government required. Certified Public Finance Officer (CPFO) certification preferred.

### **B. Knowledge, Skills and Abilities:**

- Considerable knowledge of modern governmental accounting theory, principals and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, Government Accounting, Auditing, and Financial Reporting (GAAFR), Generally Accepted Accounting Principles (GAAP), and Government Accounting Standards Board (GASB).
- Skill in operating the listed tools and equipment.
- Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees and Town officials.
- Excellent writing, speaking and presentation skills.
- Must be bondable.

## **PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools, or controls, and to reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **ENVIRONMENTAL REQUIRMENTS:**

Tasks performed without exposure to adverse environmental conditions (dirt, cold, rain, fumes).

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.