

RESOLUTION No. 12-02-08

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 LIBRARY ACCOUNTING CLERK; 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 Library Accounting Clerk. A copy of the amended job description is attached hereto as Exhibit A.

Section 3. This Resolution shall become effective immediately upon adoption.

LIBRARY ACCOUNTING CLERK

CLASSIFICATION CODE: 208
PAY GRADE: 05
DEPARTMENT: LIBRARY

CHARACTERISTICS OF THE CLASS:

Under the direct supervision of the Library Director, responsible for maintaining financial records and files for the Library. Responsible for preparing requisitions, correspondence and other communications related to Library purchasing. Responsible for contacting vendors, tracking purchase orders, forwarding invoices for payment to the Finance Department and internally balancing the various library accounts. Provides effective, efficient and courteous service to the public as scheduled. Performs other work and duties as assigned. This is not 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 Library Accounting Clerk position.

1. Maintains accurate purchase records from the time that orders are placed until materials are received by the Library and maintains files for the Library's financial records.
2. Prepares requisitions, Field Purchase Orders, correspondence and other documents as required for the purchase of services and materials for the Library.
3. Monitors quantity of Library supplies on hand and reorders as needed.
4. Checks in items as received and prepares purchase records for payment by the Finance Department.
5. Prepares reports for fines, fees and other Library income for the Finance Department.
6. Maintains accurate balances for the various Library accounts.

7. Works at the Circulation Desk as scheduled, providing effective, efficient, courteous and timely service for the public.
8. Prepares and submits numbered work order requests approved by the Library Director.
9. Communicates with the cleaning service vendor with regard to cleaning-related problems and requests.
10. Undertakes other assignments as directed.

REQUIREMENTS:

1. Training and Experience:

High school diploma or equivalent. At least two years of college are preferred. Previous computer and financial record keeping experience required.

2. Knowledge, Skills and Abilities:

- Strong organizational skills and the ability to function competently in a complex, multi-task work environment
- Ability to follow oral and written instructions
- Ability to type and use the computer keyboard with reasonable speed and accuracy
- Ability to complete assignments with accuracy
- Ability to present ideas clearly and concisely, orally and in writing
- Ability to establish and maintain effective working relationships with the public and with Town employees
- Knowledge of computer operations and network systems

3. Physical Requirements:

Work involves some physical effort, i.e. some standing and walking or frequent light lifting (five to twenty pounds), dexterity in use of fingers, limbs or body in the use of shop or office equipment. Work may involve extended periods of time at a computer keyboard and monitor.

4. Environmental Requirements:

Work is performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes, etc.

5. Sensory Requirements:

Work requires color and form perception and discrimination.

6. Blood Borne Pathogens:

Category II – Minimal to No Risk of Exposure.

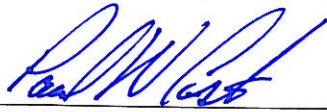
It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital 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.

The foregoing Resolution was offered by Commissioner Balius, who moved its adoption. The motion was seconded by Commissioner Osterman, 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. 12-02-08 duly passed and adopted this 20 day of February, 2008.


TOWN OF LAKE PARK, FLORIDA

BY: 
PAUL W. CASTRO
MAYOR

ATTEST:


VIVIAN MENDEZ
TOWN CLERK

FLORIDA

Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY