

RESOLUTION No. 59-11-09

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO ADD THE POSITION OF ADMINISTRATIVE ASSISTANT TO THE COMMUNITY DEVELOPMENT DIRECTOR; PROVIDING FOR THE PUBLICATION OF AN UPDATED UNIFORM CLASSIFICATION SYSTEM; 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 Uniform Classification System 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 Uniform Classification System is revised to add the position of Administrative Assistant to the Community Development Director. A copy of the job description for this position is attached hereto as Exhibit A.

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

<p style="text-align: center;">ADMINISTRATIVE ASSISTANT TO THE COMMUNITY DEVELOPMENT DIRECTOR</p>
--

JOB CODE: 322
PAY GRADE:
DEPARTMENT: COMMUNITY DEVELOPMENT DEPARTMENT

CHARACTERISTICS OF THE CLASS:

Under the direct supervision of the Director of the Community Development, performs administrative work under by assisting in the research and development of varied projects, as well as functioning in a secretarial capacity. Provides technical assistance to other personnel and oversees the efficient running of an administrative office. Compiles information relating to department where assigned, as well as for other departments and the Town in general. Interacts with the general public on the phone and in person. Performs other work as requested. This is a non-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 Administrative Assistant to the Community Development Director position.

- Prepares, composes, processes and maintains departmental letters, memos, reports, records, files and statistical data; sorts and distributes Department mail.
- Performs all administrative functions of the Code Compliance Division.
- Performs all duties relating to Special Magistrate Hearings and Planning and Zoning Board, including preparation and distribution of agenda, as well as distribution of Orders Finding Violation to property owners.
- Attends Special Magistrate hearings and Planning and Zoning Board hearings; takes notes and records meetings for the Town Clerk's Office
- Prepares minutes of the Special Magistrate hearings and Planning and Zoning board hearings.
- Attends specific meetings as deemed necessary by the Director of Community Development.
- Records code compliance liens with the Palm Beach County Clerk of the Court.
- Maintains Town of Lake Park lien files for all outstanding code compliance cases.
- Responsible for bi-weekly preparation of the Department of Community Development payroll for approval by the Director of Community Development.
- Performs customer service duties including answering telephone calls and assisting visitors to the Department; provides appropriate information regarding code compliance

ADMINISTRATIVE ASSISTANT TO THE COMMUNITY DEVELOPMENT DIRECTOR

TOWN OF LAKE PARK

JOB DESCRIPTION

procedures, building permits, and business tax receipts; handles all incoming calls and makes calls to other departments, agencies, and the public, as required.

- Fulfills Public Records Requests in a timely manner.
- Assists in the processing of applications for building permits.
- Performs records management and retention pursuant to *Florida Statutes* of all code compliance and Planning and Zoning case files.
- Maintains and orders office supplies for the Department of Community Development; prepares Purchase Order for Director of Community Development approval.
- Updates and maintains databases for Department.
- Undertakes special projects or other assignments as directed.
- Assist other departmental personnel as needed.

REQUIREMENTS:

A, Education and Experience:

- High School Diploma or equivalent, supplemented by a minimum of three (3) years of experience in responsible secretarial work in an administrative capacity which included supervision, organization and coordination of multiple tasks.

B. Knowledge, Skills and Abilities:

- Ability to maintain professional confidentiality in the performance of assigned tasks.
- Ability to set up necessary materials/equipment for Special Magistrate Hearings and Planning and Zoning Board Hearings.
- Excellent knowledge of composition and grammar, business English, mathematics, and modern office practices and procedures
- Excellent public relations skills.
- Thorough knowledge and experience with computers, business machines, and have accurate data entry abilities.
- Knowledge of the operation, function and scope of authority of Town Departments and offices.
- Knowledge of techniques in research and report preparation.
- Ability to respond to requests for information, complaints and administrative details and to interpret and apply Town's policies, procedures and regulations.
- Ability to make decisions in accordance with laws, Town ordinances, regulations, departmental policies and procedures.
- Ability to establish and maintain effective and courteous working relationships with elected officials, co-workers and the general public.
- Ability to maintain professional confidentiality in the performance of assigned tasks.
- Ability to communicate effectively both orally and in writing.

ADMINISTRATIVE ASSISTANT TO THE COMMUNITY DEVELOPMENT DIRECTOR

TOWN OF LAKE PARK

JOB DESCRIPTION

- Ability to maintain accurate records.
- Ability to work a diverse schedule.
- Ability to understand and carry out verbal and written instructions
- Ability to manage and effectively complete a heavy workload under pressure and within changing deadline situations.
- Ability to accept responsibility for actions and/or accomplishments.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger; manipulate, handle or feel objects, tools, or controls with arms and hands; and, to reach with hands and arms. The employee is frequently required to walk, climb, stand or balance, stoop, kneel or crouch. The employee must occasionally lift and/or move up to 20 pounds. Tasks may involve extended periods of time at a computer keyboard.

SENSORY REQUIREMENTS:

Tasks require close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, and sound perception and discrimination.

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 Vice-Mayor Carey, who moved its adoption. The motion was seconded by Commissioner Rumsey and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR DESCA DUBOIS	<u>/</u>	___
VICE-MAYOR JEFF CAREY	<u>/</u>	___
COMMISSIONER ED DALY	<u>/</u>	___
COMMISSIONER PATRICIA OSTERMAN	<u>/</u>	___
COMMISSIONER KENDALL RUMSEY	<u>/</u>	___

The Town Commission thereupon declared the foregoing Resolution NO. 59-11-09 duly passed and adopted this 18 day of November, 2009.

TOWN OF LAKE PARK, FLORIDA

BY: Desca Dubois
DESCA DUBOIS
MAYOR

ATTEST:

Vivian M. Lemley
VIVIAN M. LEMLEY
TOWN CLERK



Approved as to form and legal sufficiency:

BY: Thomas J. Baird
THOMAS J. BAIRD
TOWN ATTORNEY