

RESOLUTION No. 61-12-09

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO ADD THE POSITION OF LIBRARY TECHNICAL ASSISTANT I; 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 Library Technical Assistant I. 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.

LIBRARY TECHNICAL ASSISTANT I

EXHIBIT A

JOB CODE: 241
DEPARTMENT: LAKE PARK PUBLIC LIBRARY

CHARACTERISTICS OF THE CLASS:

Under the direct supervision of the Library Director, the primary responsibility of this position is the performance of technical maintenance and computer/Internet support for Library staff and patrons. Also responsible for performing circulation functions at the Circulation Desk and basic clerical activities in support of all Library services. Work is performed under immediate supervision and review, and within specific limits of prescribed procedures and/or defined instructions. 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 Library Technical Assistant I position.

1. Performs routine maintenance on all computer equipment.
2. Troubleshoots and repairs personal computers including changing disk drives, CPU fans, peripherals, and memory.
3. Troubleshoots and repairs computer terminals.
4. Downloads, installs, and configures new/upgraded software upon approval by the Chief Information Technology Officer.
5. Provides instructional support to Library staff and patrons on the use of hardware and software applications.
6. Reports problems and coordinates non-routine maintenance and repair work with the Chief Information Technology Officer.
7. Works with technicians on-site to resolve problems and update skills.
8. Keeps adequate, detailed records of PC maintenance, configurations and procedures.
9. Maintains basic computer supplies and spare parts inventories.
10. Performs circulation functions at the Circulation Desk and basic clerical activities in support of all Library services including assisting patrons in locating materials, providing information to patrons, collecting fines for overdue books and materials, and resolving problems regarding patrons' circulation records...
10. Performs other duties as assigned or directed.

MINIMUM REQUIREMENTS:

1. **Training and Experience:**

High school diploma, or GED and at least 12 credits of college computer science.
Previous experience working with computer hardware and software preferred.

2. **Knowledge, Skills and Abilities:**

- Ability to identify solutions to problem involving a moderate degree of complexity.
- Ability to follow oral and written instructions.
- Ability to operate the computer keyboard and mouse, and a wide range of office equipment.
- Ability to complete shelving assignments with accuracy.
- Ability to establish and maintain effective and positive working relationships with the patrons, associates and other Town staff
- Ability to communicate effectively with a diverse population
- Ability to read, speak, write and understand the standard English language
- Ability to manage several projects at once and adapt to changing needs and to work with frequent interruptions and maximum flexibility
- Ability to maintain the cash register and shelve materials with accuracy
- Ability to maintain confidentiality
- Ability to work a varied work schedule

3. **Physical Requirements:**

Work is performed in a library environment. Heavy lifting (50 pounds), push/pull of 100 pound carts, constant standing, walking, extensive close work, and extensive PC monitor work are required. Dexterity in the use of fingers, limbs or body in the use of office equipment is also required,

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 Vice-Mayor Carey 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 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. 601-12-09 duly passed and adopted this 16 day of December, 2009.

TOWN OF LAKE PARK, FLORIDA

BY: Desca Dubois
DESCA DUBOIS
MAYOR

ATTEST:

Vivian M. Lemley
VIVIAN M. LEMLEY
TOWN CLERK

TOWN OF LAKE PARK
(TOWN SEAL)
SEAL
FLORIDA

Approved as to form and legal sufficiency:

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