

RESOLUTION NO. 50-11-10

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 MONITOR; 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 Monitor and change the title to Children's Services Assistant. A copy of the amended job description is attached hereto as Exhibit A.

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

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

	AYE	NAY
MAYOR DESCA DUBOIS	<u>/</u>	<u> </u>
VICE-MAYOR PATRICIA OSTERMAN	<u>/</u>	<u> </u>
COMMISSIONER STEVEN HOCKMAN	<u>Absent</u>	<u> </u>
COMMISSIONER JEANINE LONGTIN	<u>/</u>	<u> </u>
COMMISSIONER KENDALL RUMSEY	<u>/</u>	<u> </u>

The Town Commission thereupon declared the foregoing Resolution NO. 50-11-10 duly passed and adopted this 3 day of November, 2010.

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

CHILDREN'S SERVICES ASSISTANT

EXHIBIT A

JOB CODE: 340
DEPARTMENT: LAKE PARK PUBLIC LIBRARY

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Library Director and the Librarian I, assists youth services staff with planning and implementing preschool story times, family programs and summer reading programs as well as after-school programming. Performs general library duties. 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 any one 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 Children's Services Assistant position.

- Assists youth staff with promoting and producing children's programs
- Coordinates the assignment of computers for use in the in children's library section
- Checks out children's materials, collect fines, and performs other assigned tasks at the children's circulation desk
- Listens to and reads to children as assigned by supervising staff
- Oversees activities such as puzzles and games as assigned by supervising staff
- Provides effective, efficient, courteous and pleasant assistance to the public

MINIMUM REQUIREMENTS:

1. **Training and Experience:**

High school diploma or GED, and at least three years of experience working with children in a library setting

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

- Ability to follow oral and written instructions
- Ability to effectively interact with children and adults
- Ability to establish and maintain effective and positive working relationships with library patrons, associates and other Town staff
- Ability to read, speak, write and understand the standard English language
- Ability to communicate effectively with a diverse population
- Ability to conduct several tasks at once and adapt to changing needs
- Some knowledge of library terminology and organization
- Ability to work a varied work schedule including some evenings

3. **Physical Requirements:**

Work involves some physical effort, i.e. standing, walking or frequent light lifting (five to twenty pounds). Work involves periods of time at a computer keyboard and monitor; squatting and reaching low shelves.

4. **Environmental Requirements:**

Work is performed in a library environment 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.