

RESOLUTION No 22-08-14

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO REVISE THE JOB DESCRIPTIONS FOR THE POSITIONS OF ADMINISTRATIVE ASSISTANT, RECREATION DIRECTOR AND LIBRARY DIRECTOR; PROVIDING FOR THE PUBLICATION OF AN UPDATED UNIFORM CLASSIFICATION SYSTEM; AND, 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 of the Town of Lake Park 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 amended to revise the job descriptions for the positions of Administrative Assistant, Recreation Director and Library Director. Copies of the revised job descriptions are attached hereto as Exhibit A, Exhibit B and Exhibit C respectively.

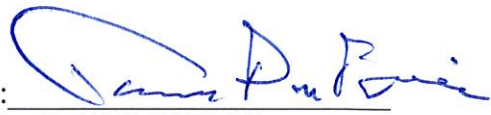
Section 3. This Resolution shall become effective October 1, 2014.

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


	AYE	NAY
MAYOR JAMES DUBOIS	<u>/</u>	___
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>/</u>	___
COMMISSIONER ERIN FLAHERTY	<u>/</u>	___
COMMISSIONER MICHAEL O'ROURKE	<u>/</u>	___
COMMISSIONER KATHLEEN RAPOZA	<u>/</u>	___

The Town Commission thereupon declared the foregoing Resolution NO. 22-08-14 duly passed and adopted this 20 day of August, 2014.

TOWN OF LAKE PARK, FLORIDA


BY: 
JAMES DUBOIS
MAYOR

ATTEST:


VIVIAN MENDEZ
TOWN CLERK



Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

ADMINISTRATIVE ASSISTANT

JOB CODE: 260
DEPARTMENT: GENERAL - ALL DEPARTMENTS

CHARACTERISTICS OF THE CLASS:

Under the direct supervision of the Department Director, this position provides administrative and secretarial support by performing duties such as typing, filing, scheduling, compiling information relating to the department where assigned, performing financial record keeping, preparing payroll, planning and coordinating meetings and conferences, requisitioning supplies, coordinating direct mailings, and working on special projects. Also, provides technical assistance to other departmental personnel, and interacts with a diverse group of important external callers and customers as well as internal contacts at all levels of the Town organization. Performs other work and duties as assigned. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined here, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Administrative Assistant position.

1. Prepares, composes, processes and maintains departmental correspondence, memoranda, reports, databases, records and statistical data; sorts and distributes departmental mail
2. Performs all administrative functions of the department to which employee is assigned
3. Assists in processing departmental applications and forms, and files and records documents with external agencies as required
4. Maintains and orders departmental office supplies
5. Attends specific meetings and transcribes meeting minutes and prepares them for approval as deemed necessary by the Department Director
6. Works independently and within a team on special recurring and nonrecurring projects. Acts as project manager for special projects at the request of the Department Director, which may include: planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, and creating brochures and flyers
7. Prepares bi-weekly payroll and processes invoices for payment by the Finance Director subject to approval by the Department Director
8. Schedules and organizes complex activities such as meetings, travel, conferences, and department activities

9. Performs customer service duties including answering telephone calls and assisting departmental customers. Acts as a liaison with other Town departments and outside agencies, and explains departmental policies and procedures when necessary
10. Fulfills public record requests in a timely manner
11. Performs record management and retention duties pursuant to Florida Statutes

REQUIREMENTS:

Training and Experience:

High School diploma or GED, supplemented by a minimum of five (5) years of experience in responsible secretarial work in an administrative capacity which included organization and coordination of multiple tasks.

Knowledge, Skills and Abilities:

- Ability to maintain a high level of professional confidentiality in the performance of assigned tasks
- Excellent knowledge of composition and grammar, business English, mathematics, and modern office practices and procedures, including computers and accurate data entry abilities
- Excellent public and customer relations skills
- 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 policies, procedures and regulations
- Ability to establish and maintain effective and courteous working relationships with elected officials, co-workers and the general public
- Ability to communicate effectively both verbally and in writing
- Ability to maintain accurate records
- Ability to understand and carry out verbal and written instructions
- Ability to manage and effectively complete a heavy and diversified workload under pressure and pursuant to changing deadlines
- Ability to exercise sound independent judgment and accept responsibility for actions and/or accomplishments
- Ability to work a diverse schedule

Physical Requirements:

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to 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 work, climb, stand or balance, stoop, kneel or crouch. The employee must occasionally lift

up to 20 pounds. Tasks may involve extended periods of time at a computer keyboard. Sensory requirements consist of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus; and, sound perception and discrimination.

Environmental Requirements:

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

Blood Borne Pathogens:

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.

CURRENT JOB
DESCRIPTION

Job Title: ADMINISTRATIVE ASSISTANT
Job Number: 260

Hours/Pay grade : 40 / 11 **Department: General - ALL**
Salary: Min. ~~\$26,979.20~~ - Max. ~~\$37,959.00~~
Supervised By: Department Manager **Location: General**

JOB DESCRIPTION: Perform administrative work under the direction of a Department Manager by assisting in the research and development of varied projects as well as functioning in a secretarial capacity. Provide technical assistance to other personnel and oversee the efficient running of an administrative office. Compile information relating to department where assigned as well as for other departments and the Town in General. Performs other work as requested.

GENERAL PURPOSE: Prepare, compose, process and maintain departmental letters, memos, reports, records, files and statistical data. Establish and maintain effective, courteous working relationship with co-workers. Performs administrative and secretarial coverage such as; prepare notification of meetings, prepare agendas, type minutes, etc. Complete work assignments within scheduled time frame. Accepts responsibility for actions and/or accomplishments. Undertakes special projects and other assignments as directed.

RESPONSIBILITIES:

Prepare, compose, process and maintain departmental letters, memos, reports, records, files and statistical data.
Establish and maintain effective, courteous, efficient, accurate and timely service to the public in person and by phone.
Establish and maintain effective, courteous working relationships with co-workers And other Town personnel.
Determine and use support material as deemed necessary.
Attend specific meetings as deemed necessary by your Department Manager.
Work under pressure such as; heavy workload, changing deadline situations without sacrificing accuracy.
Accepts responsibility for actions and/or accomplishments.
Prepare, sort and distribute department mail.
Update and maintain database for your department.

QUALIFICATIONS:

- Required:
- High school diploma or equivalent; supplemented by a minimum of five (5) years of experience in responsible secretarial work in an administrative capacity which included supervision, organization and coordination of multiple tasks.
- knowledge of business English, spelling and mathematics, modern office practices and procedures.
- Knowledge of the operation, function and 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, ordinances, regulations, departmental policies and procedures.
- Ability to prepare effective correspondence and to perform office management details.
- Ability to maintain effective working relationships with elected officials, other employees and the general PUBLIC.
- Ability to compose letters and memos; type at the rate of 50 cwpm and to take notes and/or use transcribing equipment.
- Ability to maintain professional confidentiality in the performance of assigned tasks.
- Ability to work diverse schedule.

SPECIAL REQUIREMENTS:

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will be required to use hands to manipulate, handle, feel or operate objects or controls and reach with hands and arms. The employee is occasionally required to climb, stand or balance, stoop, kneel or crouch. Task may involve extended periods of time at the keyboard.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include closed vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TOOLS & EQUIPMENT USED:

Phone system, personal computer including some word processing software, calculator; copy machine, fax machine, adding machine, transcribing machine.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES:

Formal application, rating of education, training and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Closing Date:

RECREATION DIRECTORMANAGER

JOB CODE: 180
PAY GRADE: ~~18~~
DEPARTMENT: PARKS AND RECREATION

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the Deputy Town Manager, responsible for the implementation and direction of a comprehensive year-round recreation program including youth and adult activities, all community events, and the management of Town rental facilities. 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 all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Recreation DirectorManager position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Assumes full management responsibility for planning, implementing, directing and supervising the activities of the Recreation Department; develop and implement departmental operating policies and procedures subject to approval by the Deputy Town Manager; establishes program goals and objectives; develops an ongoing strategic plan for the effective operation of the Parks and Recreation Department and its recreational programs
- Prepares and administers departmental budget, control expenditures, evaluates needs and recommends staffing levels, materials, equipment and capital improvements for the effective operation of the Parks and Recreation Department
- Implements the planning of new parks, playgrounds and construction and maintenance of these facilities
- Coordinates the Town recreation program with other Town departments and outside recreational organizations, schools and various community-based organizations; serves as liaison between the Recreation Department and the community
- Works with the Human Resources Department in soliciting ~~Solicit~~ appropriate volunteers to implement a well-rounded recreation program

- Continuously seeks to identify strategies for marketing and advertising the Town's recreation programs and implement such strategies, and serves as the public information officer for such programs
- Coordinates and manages all aspects of events including the planning and development of event site plans, recruitment of all vendors and entertainment, and the management of all event logistics
- Maintains accurate and current records of all Parks and Recreation Department operations, and provides periodic written and verbal reports as required by the Deputy Town Manager ~~or the Town Commission.~~
- Maintains financial records and accounts for monies received and submits reports to the Deputy Town Manager Finance Department; prepares requisitions, field purchase orders, and department payroll for approval by the Deputy Town Manager and submittal to the Finance Department
- Coordinates and oversees Town bus trips; registers participants; drives the Town bus as needed
- Coordinates and oversees the rental of all Town facilities
- Manages, trains, motivates and evaluate departmental staff; reviews progress and directs changes as needed subject to approval by the Deputy Town Manager
- Represents the Town at various community events, meetings and conferences
- Performs other duties as assigned

REQUIREMENTS:

A. Education and Experience:

Bachelor's degree in sports management, education or physical education, or related field from accredited college or university; supplemented by five (5) years of progressively responsible experience and a demonstrated record of success in developing and implementing innovative community-wide recreation programs and events. Membership in the Florida Recreation and Parks Association required. Must have valid Florida CDL Class C Drivers License.

B. Knowledge, Skills and Abilities:

- Knowledge and understanding of the strategic planning process
- Knowledge of community recreation needs and resources
- Knowledge of the principles and practices of office management, work organization and supervision
- Knowledge of the principles and practices of modern parks and recreation programs

- Ability to plan, organize, coordinate, implement and manage a comprehensive parks and recreation program
- Must be able to work independently and exercise sound judgment with very little direction on routine matters
- Ability to communicate effectively, verbally and in writing
- Ability to select, manage, train and evaluate assigned staff
- Skill in the operation of general office equipment
- Ability to establish and maintain effective working relationships with departmental officials, associates, subordinates and the general public.

PHYSICAL REQUIREMENTS:

Task involves frequent walking; standing; lifting and carrying objects of moderate to heavy weight; and/or the operation of vehicles, office, computer keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

ENVIRONMENTAL REQUIREMENTS:

Task may require infrequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

Task requires color, sound and form perception.

BLOODBORNE PATHOGENS:

Category 11 – Moderate to Minimal Risk 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.

LIBRARY DIRECTOR

CLASSIFICATION CODE: 150

PAY GRADE: ~~18~~

DEPARTMENT: LAKE PARK PUBLIC LIBRARY

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the Deputy Town Manager, directly responsible for performing professional and administrative duties related to the operation and functions of the Lake Park Public Town Library. Responsibilities include planning, directing, implementing and coordinating Library services for the community. These duties include hiring and evaluating staff, budget preparation, monitoring expenditures, preparation and implementation of policies and procedures, ~~maintenance and development of library technology systems, library~~ programming, ~~maintenance and development of the library~~ collection and the provision of library services for the general public. Answers to the Deputy Town Manager and consults with the Library Board Library Advisory Board. 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 Library Director position.

1. Serves as the library's executive officer; planning, directing, coordinating and managing all phases of library operations.
2. Supervises library personnel, including: hiring, scheduling, payroll preparation, training, annual reviews, performance evaluations and discipline.
3. Prepares and administers the library budget, within the guidelines established by the Town Manager and the Finance Department.
4. Formulates goals and objectives, prepares the annual long range plan and incorporates these into the ongoing management of library services.
5. Monitors and evaluates library services, ~~reporting consulting with to the Library Board~~ Library Advisory Board, and reporting to the Deputy Town Manager ~~and the Town Commission, as appropriate, and/or, as required.~~
6. Supervises programming for the public (adults, teens and children) and where appropriate, plans in cooperation of the Friends of the Library and other local civic organizations.
7. Establishes procedures and policies for keeping the collection of materials and

Library resources current, timely and up-to-date with new technologies.

LIBRARY DIRECTOR (page 2)

8. Supervises communication and promotional activities, such as maintenance of the Library's web site, Library submittals to the Town newsletter and television channel, Library brochures and other publications, press announcements and photo opportunities.
9. Promotes the Library to the community through participation in local organizations, sponsoring ongoing art exhibits, special programs, publications, speeches, and other activities.
10. Maintains Library connectivity, through membership in the Palm Beach County Library Cooperative, Southeast Library Information Network (SEFLIN), library automation system with the cities of Delray Beach, Boynton Beach and Palm Springs through the Cooperative Authority for Library Automation (COALA), and by cooperating with Florida State Library programs.

REQUIREMENTS:

1. **Training and Experience:**

Master's ~~e~~Degree in Library sScience (MLS) from a university accredited by the American Library Association, with at least three (3) years of professional experience in library administration are required. Evidence of substantial experience in public services with increasing supervisory and/or managerial responsibilities preferred. Must possess knowledge of computer operations and network systems including the Microsoft Office Suite.

2. **Knowledge, Abilities and Skills**

- a) Knowledge of professional library principles, ethics, and standards
- b) Knowledge of local, state and federal laws pertaining to public library management
- c) Ability to establish and maintain effective working relationships with other management staff, library staff and the general public
- d) Ability to develop long-term and short-term plans and programs consistent with the Town's mission, goals and objectives
- e) Ability to develop and present reports and recommendations effectively in oral and written form
- f) Ability to lead effectively, to direct skilled efforts and interject enthusiasm into the services provided by the Library for the entire community
- g) Ability to keep abreast of new library services and technology for possible

applicability to the Lake Park Public Library

LIBRARY DIRECTOR (page 3)

PHYSICAL REQUIREMENTS:

Tasks involve limited physical activities, light lifting, standing and walking and dexterity in use of hands, arms and fingers for the operation of a computer keyboard or other office equipment. Work involves extended periods of time at a computer screen. Tasks involve sound and form perception and discrimination. Long hours are frequently required since the Library Director needs to be present for Town Commission meetings, libraryLibrary meetings and libraryLibrary programs.

ENVIRONMENTAL REQUIREMENTS:

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

SENSORY REQUIREMENTS:

Work requires color and form perception and discrimination.

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.