

**RESOLUTION No. 18-07-15**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO ADD THE JOB DESCRIPTION FOR THE POSITION OF OFFICE ASSISTANT; 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 add the job description for the position of Office Assistant. A copy of this 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 O'Rourke, who moved its adoption. The motion was seconded by Commissioner Rapoza, and upon being put to a roll call vote, the vote was as follows:

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

The Town Commission thereupon declared the foregoing Resolution NO. 18-07-15 duly passed and adopted this 1<sup>st</sup> day of July, 2015.

TOWN OF LAKE PARK, FLORIDA

BY: [Signature]  
JAMES DUBOIS Vice Mayor  
MAYOR

ATTEST:

[Signature]  
VIVIAN MENDEZ  
TOWN CLERK



Approved as to form and legal sufficiency:

BY: [Signature]  
THOMAS J. BAIRD  
TOWN ATTORNEY  
Matthew T. Ramenda  
Acting Town Attorney

<b>OFFICE ASSISTANT</b>
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**JOB CODE:** 221  
**DEPARTMENT:** GENERAL - ALL DEPARTMENTS

**CHARACTERISTICS OF THE CLASS:**

This position provides administrative support to all departments in Town Hall pursuant to assignment. Under the direct supervision of the Department Director to which this position is assigned, the Office Assistant will perform the duties of an Accountant I, Community Development Technician or Administrative Assistant as needed. As such, the Office Assistant will perform cashier and other financial record keeping tasks; prepare permit transmittals and other Community Development customer related tasks; coordinate meetings; requisition supplies; coordinate direct mailings; and, work on special projects. This position 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 Office Assistant position.

1. Greets visitors and customers of the Town by phone, in person, and through electronic media. Assesses customers' needs and explains services, process, and procedures. Assists in resolving problems and ensuring satisfactory customer service
2. Processes forms, applications, traffic tickets, sanitation payments, Business Tax Receipts, and balances daily cash receipts
3. Uses a personal computer and a variety of office software applications and operates other office equipment such as printers, copy machines, scanners, and fax machines
4. Prepares, composes, processes and maintains departmental correspondence, memoranda, reports, databases, records and statistical data
5. Performs all administrative functions of the department to which this position is assigned
6. Assists in processing departmental applications and forms, and files and records documents with external agencies as required
7. Prepares payroll timesheets for assigned department for approval of the Department Director
8. Acts as a liaison with other Town departments and outside agencies, and explains departmental policies and procedures when necessary

## **REQUIREMENTS:**

### **Training and Experience:**

High School diploma or GED, supplemented by a minimum of five (5) years of responsible work experience in bookkeeping using a computerized accounting software program and clerical work in a complex administrative capacity. Must be proficient in Microsoft Word, Excel, and Outlook.

### **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
- Excellent customer relations skills
- Knowledge of techniques in research and report preparation
- Ability to respond to requests for information, complaints and administrative details
- 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.