

RESOLUTION NO. 01-01-12

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN UNIFORM CLASSIFICATION AND PAY PLAN TO ADD THE JOB DESCRIPTION FOR THE POSITION OF EVENT ASSISTANT; 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 Uniform 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 Uniform Classification and Pay Plan is amended to add the job description for the position of Event Assistant. A copy of the job description is attached hereto and incorporated herein as set forth in Exhibit A.

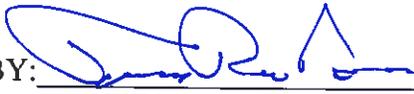
Section 3. This Resolution shall become effective immediately upon adoption.

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

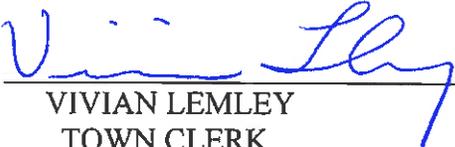
	AYE	NAY
MAYOR JAMES DUBOIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VICE-MAYOR KENDALL RUMSEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMMISSIONER STEVEN HOCKMAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMMISSIONER JEANINE LONGTIN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMMISSIONER TIM STEVENS	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The Town Commission thereupon declared the foregoing Resolution NO. 01-01-12 duly passed and adopted this 4 day of January, 2012.

TOWN OF LAKE PARK, FLORIDA

BY: 
JAMES DUBOIS
MAYOR

ATTEST:


VIVIAN LEMLEY
TOWN CLERK



Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

EVENT ASSISTANT

JOB CODE: 183
DEPARTMENT: PARKS AND RECREATION

GENERAL CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Recreation Director, attends events for which Town facilities have been rented and serves as the on-site resource person and provides assistance to the event organizer, patrons and visitors. Also, attends special Town-sponsored events and assists the Town's Event Coordinator before, during and following such events by setting up and breaking down event banners, tables and chairs. Performs other duties as directed. 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 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 Event Assistant position.

Facility Rental Duties:

- Assists the Town's Chief Information Technology Officer in setting up audio/visual equipment as needed Opens the rental facility as necessary for the event organizer and acts as the Town's representative in assisting the event organizer with requests as needed during the event
- Ensures that the facility rental policies, safety standards and sanitation requirements are adhered to during and following each event, including general clean-up by the event organizer
- Inspects and closes the facility and ensures that the facility is emptied of all visitors and secured.
- Following the event, cleans floors and removes sanitation receptacles. Stocks, monitors and cleans restroom facilities
- Responsible for the return of all Town keys assigned for facility rental use
- Responsible for immediately reporting to the Recreation Director any damage resulting to a Town facility resulting from the rental
- Is available on an "on-call" status for Pavilion facility rentals as assigned.

Special Event Duties:

Assists the Town Event Coordinator by performing the following duties:

- Installs banners, tents, tables and chairs
- Assists with street closures and the erection of barricades
- Accommodates the needs of event vendors, artists and performers
- Provides customer service to event vendors, artists, performers and patrons
- Ensures that the event area is clean of debris
- Removes banners, tents, tables and chairs at the close of each event
- Responsible for immediately reporting to the Town's Event Coordinator any damage resulting to a Town facility resulting from the event

REQUIREMENTS:

A. Education and Experience:

High School Diploma or GED required. Must possess a valid Florida Drivers License and be able to work a varied work schedule including some evenings, weekends and holidays.

B. Knowledge, Skills and Abilities:

- Excellent customer service and customer relations skills
- Ability to follow verbal and written communications
- Ability to communicate with the public and co-workers in a courteous manner
- Ability to work independently and carry out tasks within assigned areas of responsibility
- Must have an eye for detail and the ability to coordinate and work well with the logistics of an event

PHYSICAL REQUIREMENTS:

Task involves frequent walking; standing; lifting and carrying objects of moderate to heavy weight; and/or the operation 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.