

RESOLUTION 08-02-06

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN'S CLASSIFICATION PLAN MANUAL TO PROVIDE FOR THE POSITION OF SHIP'S STORE CLERK; PROVIDING FOR THE PUBLICATION OF AN UPDATED "CLASSIFICATION PLAN MANUAL"; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 2-151(1) of the Town Code provides for the preparation, maintenance, and revision of a position classification plan for all employment positions in Town service; and

WHEREAS, the Town maintains a position classification plan known as the "Classification Plan Manual"; and

WHEREAS, the Classification Plan Manual 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 whereas clauses are incorporated herein as true and correct and are hereby made a specific part of this Resolution.

Section 2. The Classification Plan Manual is hereby amended to add the position of Ship's Store Clerk, a non-exempt employment position, which position shall become part of the Classification Plan Manual of the Town of Lake Park. A copy of the job description for this position is attached hereto as Exhibit A and incorporated herein by reference.

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

The foregoing RESOLUTION was offered by Commissioner Balius, who moved its adoption. The motion was seconded by Commissioner Carey, and upon being put to roll call vote, the vote was as follows:

	AYE	NAY
MAYOR PAUL CASTRO	<u>X</u>	_____
VICE MAYOR PAUL GARRETSON	<u>X</u>	_____
COMMISSIONER CHUCK BALIUS	<u>X</u>	_____
COMMISSIONER ED DALY	<u>X</u>	_____
COMMISSIONER JEFF CAREY	<u>X</u>	_____

The Mayor thereupon declared Resolution No. 08-02-06 duly passed and adopted this 1st day of February, 2006.

TOWN OF LAKE PARK, FLORIDA

BY: *Paul Castro*
Mayor Paul Castro

ATTEST:

Stephanie Thomas
Stephanie Thomas Town Clerk

Approved as to form and legal sufficiency

Thomas J. Baird
Thomas J. Baird, Town Attorney



SHIP'S STORE CLERK

CLASSIFICATION CODE: 209
PAY GRADE: 04
DEPARTMENT: LAKE PARK HARBOR MARINA

CHARACTERISTICS OF THE CLASS:

This employee falls under the direct supervision of the Harbor Marina Manager and is responsible for maintaining a high degree of customer service, generating sales, housekeeping, merchandising, signing, pricing, cash register operations, and loss prevention in accordance with good business practices and marina operating procedures. Performs other work and duties as assigned or necessary. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Ensure that customers are provided a customer friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding business standards, demonstrating thorough knowledge of merchandise carried by the ship's store, and providing all other components of customer service.
2. Answer telephones and direct calls and inquiries to appropriate staff.
3. Receive, accept and unpack incoming merchandise; issue materials, supplies, parts and equipment as requested.
4. Data processing including the recording of cash receipts and updating/deleting of vendor and account number files.
5. Maintain an awareness of all merchandise promotions, test merchandise and advertisements and advise Harbor Marina Manager of same.
6. Assist in floor moves, merchandising, display maintenance and store housekeeping.
7. Assist in store inventory control, processing and recommend to appropriate staff the replenishment of merchandise and supplies; participate in receiving and monitoring floor stock and supplies; verify delivery receipts against purchase orders; count stock items in filling requests; check shipments for soundness, condition, shortages or discrepancies; ensure that re-wraps are done promptly; and, assist in annual inventory of ship's store.
8. Accurately and efficiently complete all sales transactions and maintain accurate and proper cash and media accountabilities at the cash register.
9. Process incoming and outgoing mail.

10. Perform tasks such as copying documents, typing, and filing.
11. Adhere to all marina and Town of Lake Park policies, procedures and practices including signing, pricing, and loss prevention.
12. Communicate customer requests to the Harbor Marina Manager.

REQUIREMENTS:

1. Training and Experience:

High School diploma and a minimum of three (3) years of experience in retail sales, including experience as a sales person and cashier.

2. Knowledge, Skills and Abilities:

- Ability to process information/merchandise through computer system and Point of Service register system
- Ability to read, count, handle cash receipts accurately, and write accurately and prepare and maintain accurate records
- Ability to freely access all areas of the ship's store including the selling floor, stock area and register area
- Ability to operate all equipment necessary to run the ship's store
- Ability to communicate effectively both verbally and in writing
- Ability to work varied hours/days as business dictates

3. Physical Requirements: Work involves some physical effort, i.e., standing, lifting, bending, climbing, and moving or handling merchandise throughout the ship's store generally weighing zero to 50 pounds. Work will involve extended periods of time at the ship's store counter.

4. Environmental Requirements: Work is performed with limited 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 Exposure

The Town of Lake Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Lake Park will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.