

RESOLUTION NO. 11-02-07

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO PROVIDE FOR THE POSITION OF CHIEF INFORMATION TECHNOLOGY OFFICER; 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 contain the position of Chief Operations Technology Officer, an exempt position in the Information Technology Department, which position shall become part of the Classification and Pay Plan of the Town of Lake Park. A copy of the job description for this position is attached as Exhibit A.

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 Vice-Mayor Daly, and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR PAUL W. CASTRO	<u>X</u>	_____
VICE-MAYOR ED DALY	<u>X</u>	_____
COMMISSIONER CHUCK BALIUS	<u>X</u>	_____
COMMISSIONER JEFF CAREY	<u>X</u>	_____
COMMISSIONER PATRICIA OSTERMAN	<u>X</u>	_____

The Town Commission thereupon declared the foregoing Resolution NO. 11-02-07 duly passed and adopted this 21 day of February, 2007.

TOWN OF LAKE PARK, FLORIDA

BY: 
PAUL W. CASTRO
MAYOR

ATTEST:


Vivian Mendez
TOWN CLERK



FLORIDA

Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

CHIEF INFORMATION TECHNOLOGY OFFICER

CLASSIFICATION CODE: 112
PAY GRADE: **
DEPARTMENT: Information Technology Department

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the Town Manager, responsible for the operation and support of the Town's data and voice transmission networks, operating system software, and personal computer workstation hardware and software components. Also, oversees the installation and maintenance of telecommunication and voice mail systems at all Town facilities. Prepares and approves specifications for computer and associated equipment purchases. Performs related duties as directed when such duties are a logical and appropriate assignment to the position. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Establishes guidelines and programs for effective information technology management;
2. Plans, organizes, coordinates and directs the activities of the Town's centralized information technology systems;
3. Conducts long-range and short-range planning, development, design and management of management information systems;
4. Prepares the annual budget for the Information Technology Department;
5. Reviews and advises the Town Manager on staff recommendations and requests for technology systems and/or research projects, and makes recommendations as appropriate on alternative system options;
6. Researches management information systems hardware and software including applicable vendor applications, data base management, and operational control packages and makes recommendations to the Town Manager;
7. Recommends written policies and procedures for information technology acquisition and utilization;
8. Recommends guidelines and programs for effective database management utilization;
9. Serves as Systems Manager and recommends policies to ensure privacy of data and security of data processing facilities;
10. Consults with and advises other department heads on information technology management needs and problems;
11. Coordinates the purchase, maintenance and operation of Town telecommunication and radio equipment and serves as liaison with computer consultants, computer hardware manufacturers and software suppliers;
12. Oversees the daily operational activities of technology systems to ensure the integrity of the network server, Internet access, Town web site, Channel 18 telecasts and web casts, including the installation and maintenance of peripheral hardware, software and auxiliary power supplies;
13. Provides technical assistance to Town departments and coordinates training for Town personnel in the proper use of information technology equipment and software applications;
14. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to facilitate the provision of quality customer service to the Town of Lake Park via the Town's management information systems.

CHIEF INFORMATION TECHNOLOGY OFFICER (page 2)

KNOWLEDGE, SKILLS AND ABILITIES:

Bachelor's degree from an accredited college or university with major coursework in computer science or closely related field plus at least three years of management experience in directing a major information technology program in the public sector, or any equivalent combination of training and experience. Must possess demonstrated and comprehensive knowledge of principles, applications and techniques of information technology systems and computer operations. Must be able to prepare technical reports as required and to establish and maintain effective and cooperative working relationships with departmental officials, associates, subordinates and the general public.

PHYSICAL REQUIREMENTS:

Must possess manual dexterity and the ability to lift, move or carry moderate-to-heavy weight objects (20-35 pounds), such as monitors, CPUs, auxiliary power supply units, etc.

ENVIRONMENTAL REQUIREMENTS:

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

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