

RESOLUTION NO. 13-02-08

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO AMEND THE JOB DESCRIPTION FOR THE POSITION OF LIBRARY ASSISTANT II; 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 amend the job description for the position of Library Assistant II. A copy of the amended job description is attached hereto as Exhibit A.

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

LIBRARY ASSISTANT II

CLASSIFICATION CODE: 235
PAY GRADE:
DEPARTMENT: LIBRARY

CHARACTERISTICS OF THE CLASS:

Under the direct supervision of the Library Director, responsible for assisting the Library Director with activities required for delivery of efficient Library service to the public: such as, preparing new materials for circulation, accurately entering data into the Library automation system, collection maintenance, Library programming, marketing and publicity, children's and young adult services, computer technology services and other Library functions. Provides courteous, accurate and timely public service at the Circulation Desk. Performs other work and duties as assigned. This is not 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 Assistant II position.

1. Works at the Circulation Desk, providing services such as: answering telephone inquiries, using the Library automation system for circulation of materials, answering reference questions, assigning computer time to patrons, taking reserves and performing other routine Library activities.
2. Maintains and updates the Library website.
3. Updates and maintains the periodicals tracking database.
4. Prepares payroll and balances cash receipts in absence of the Library Accounting Clerk.
5. Opens and closes the Library, staffs the Circulation Desk as scheduled and serves as backup when needed.
6. Processes new Library membership applications, researches patron issues and return claims.

7. Assists the public with questions on using the computers and searching the Internet.
8. Handles inquiries pertaining to the availability of the Library meeting room and makes reservations for Library meeting room usage.
9. Processes interlibrary loans and overdue Library materials.
10. Prepares weekly calendar of events, staff work schedules and maintains the staff telephone directory.

REQUIREMENTS:

1. Training and Experience:

High school diploma or equivalent is required. At least two years of college is preferred. Previous computer experience required.

2. Knowledge, Skills and Abilities:

- Organizational skills to function competently in a complex, multi-task work environment,
- Ability to follow oral and written instructions.
- Ability to type and use the computer keyboard with reasonable speed and accuracy.
- Ability to complete assignments with accuracy.
- Ability to present ideas clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with the public and with Town staff.
- Knowledge of computer operations and network systems.

3. Physical Requirements:

Work involves some physical effort, i.e. some standing and walking or frequent light lifting (five to twenty pounds), dexterity in use of fingers, limbs or body in the use of shop or office equipment. Work may involve extended periods of time at a computer keyboard and monitor.

4. Environmental Requirements:

Work is performed without 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 of Exposure.

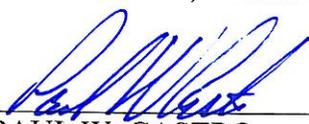
It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital 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.

The foregoing Resolution was offered by Commissioner Balius, who moved its adoption. The motion was seconded by Commissioner Osterman, 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. 13-02-08 duly passed and adopted this 20 day of February, 2008.

TOWN OF LAKE PARK, FLORIDA

BY: 
PAUL W. CASTRO
MAYOR

ATTEST:


VIVIAN MENDEZ
TOWN CLERK

TOWN OF LAKE PARK
TOWN SEAL
FLORIDA

Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY