

RESOLUTION No. 16-07-12

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN CLASSIFICATION AND PAY PLAN TO ADD THE POSITION AND JOB DESCRIPTION OF COMMUNITY DEVELOPMENT TECHNICIAN; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park, Florida (Town) is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, the Town has established a Classification and Pay Plan (Plan) which establishes positions and their rates of pay based upon the similarity of duties and responsibilities of employees; and

WHEREAS, the Plan has established the pay scale for employees so that the same qualifications are reasonably required for the same schedule of pay, and the rate of pay is applied equally to all positions in the same class; and

WHEREAS, it is necessary to amend the Plan 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 Plan is hereby amended to include the position and job description of Community Development Technician. A copy of the revised job description is attached hereto and incorporated herein in Exhibit "A".

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

COMMUNITY DEVELOPMENT TECHNICIAN

JOB CODE: 316
DEPARTMENT: COMMUNITY DEVELOPMENT

JOB DESCRIPTION

Under general supervision of the Community Development Director, receives, logs, and distributes front counter applications, and checks and reviews permit applications and supporting documents for proper form, sufficiency of information, and conformance with application standards; issues permits as authorized. 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 Community Development Technician position.

1. Responsible for the intake of all department forms and applications, including building permits and business tax receipts from customers.
2. Assesses the scope of each project and relevant permit/application requirements; and advises customers regarding necessary permit/application procedures. Provides assistance to customers in completing permit applications and by explaining building permit requirements. Refers customers to appropriate Community Development Department staff when necessary.
3. Advises the general public in matters relating to building requirements and the status of submitted projects.
4. Verifies that projects have obtained all necessary approvals and verifies professional and contractor licensing; coordinates with outside agencies.
5. Calculates and verifies valuations and fees, and processes receipt transmittal forms; issues permits as authorized by the Building Official and the Community Development Director.
6. Maintains records and prepares reports as required.
7. Tracks applications from submission until approval; routes plan checks to appropriate personnel.
8. Calculates Town application fees and coordinates with other Town departments.
9. Logs inspection requests and prepares field files for daily inspection for building inspections.

10. Prepares Certificates of Occupancy as required.
11. Assists building inspectors in coordinating inspection requests; performs clerical duties for department staff.
12. Responsible for the proper filing of all department records.
13. Performs related duties as required.

REQUIREMENTS:

A. Education and Experience:

High School Diploma or GED; supplemented by two (2) years of responsible secretarial/customer service experience; or an equivalent combination of education, training, and experience. Must possess and maintain a valid Florida driver's license.

B. Knowledge, Skills and Abilities:

- Ability to understand and follow written and oral instructions.
- Ability to perform routine administrative support functions, e.g., bookkeeping, data entry, typing, reports processing.
- Ability to learn all functions relevant to the processing and approval of building construction permits, e.g., plan review, licensing, permitting and inspections.
- Ability to compose routine correspondence, summaries and reports in a clear, concise and professional manner.
- Ability to read, update and maintain various records and files.
- Ability to perform routine mathematical computations and tabulations accurately and efficiently.
- Skill in the principles and techniques of customer service skills; ability to act as a liaison.
- Ability to access, operate and maintain various software applications.
- Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to establish and maintain effective working relations with departmental personnel, Inspectors and the general public.

PHYSICAL REQUIREMENTS

Tasks involve the exertion of light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

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 Hockman who moved its adoption. The motion was seconded by Commissioner Longtin and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR JAMES DUBOIS	<u>/</u>	—
VICE-MAYOR KENDALL RUMSEY	<u>/</u>	—
COMMISSIONER STEVEN HOCKMAN	<u>/</u>	—
COMMISSIONER JEANINE LONGTIN	<u>/</u>	—
COMMISSIONER TIM STEVENS	<u>/</u>	—

The Town Commission thereupon declared the foregoing Resolution NO. 16-07-12 duly passed and adopted this 18 day of July, 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