RESOLUTION NO. 17-06-15

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO REVISE THE JOB DESCRIPTIONS FOR THE POSITIONS OF, RECREATION MANAGER, LIBRARY DIRECTOR AND TOWN CLERK/DEPUTY TOWN MANAGER; PROVIDING FOR THE PUBLICATION OF AN UPDATED UNIFORM CLASSIFICATION SYSTEM; AND, 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 System of the Town of Lake Park 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 System is amended to revise the job descriptions for the positions of Recreation Manager, Library Director and Town Clerk/Deputy Town Manager. Copies of the revised job descriptions are attached hereto as Exhibit A, Exhibit B and Exhibit C respectively.

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

The foregoing Resolution was offered by Commissioner O'Rourke who moved its adoption. The motion was seconded by Commissioner Rapoza and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR JAMES DUBOIS	✓	
VICE-MAYOR KIMBERLY GLAS-CASTRO	✓	
COMMISSIONER ERIN FLAHERTY	✓	
COMMISSIONER MICHAEL O'ROURKE	✓	
COMMISSIONER KATHLEEN RAPOZA	✓	

The Town Commission thereupon declared the foregoing Resolution NO. 17-06-15 duly passed and adopted this 3 day of June, 2015.

TOWN OF LAKE PARK, FLORIDA

BY: _____
JAMES DUBOIS
MAYOR

ATTEST:

_____
VIVIAN MENDEZ
TOWN CLERK

TOWN OF LAKE PARK SEAL
(TOWN SEAL)
FLORIDA

Approved as to form and legal sufficiency:

BY: _____
THOMAS J. BAIRD
TOWN ATTORNEY

EXHIBIT A

RECREATION ~~MANAGER~~DIRECTOR

JOB CODE: 180
DEPARTMENT: PARKS AND RECREATION

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the ~~Deputy~~ Town Manager, responsible for the implementation and direction of a comprehensive year-round recreation program including youth and adult activities, all community events, and the management of Town rental facilities. Performs related duties as directed. This is 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 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 Recreation ~~Manager~~Director position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Assumes full management responsibility for planning, implementing, directing and supervising the activities of the Recreation Department; develop and implement departmental operating policies and procedures subject to approval by the ~~Deputy~~ Town Manager; establishes program goals and objectives; develops an ongoing strategic plan for the effective operation of the Parks and Recreation Department and its recreational programs

- Prepares and administers departmental budget, control expenditures, evaluates needs and recommends staffing levels, materials, equipment and capital improvements for the effective operation of the Parks and Recreation Department

- Implements the planning of new parks, playgrounds and construction and maintenance of these facilities

- Coordinates the Town recreation program with other Town departments and outside recreational organizations, schools and various community-based organizations; serves as liaison between the Recreation Department and the community

- Works with the Human Resources Department in soliciting appropriate volunteers to implement a well-rounded recreation program

- Continuously seeks to identify strategies for marketing and advertising the Town's recreation programs and implement such strategies, and serves as the public information officer for such programs

- Coordinates and manages all aspects of events including the planning and development of event site plans, recruitment of all vendors and entertainment, and the management of all event logistics

- Maintains accurate and current records of all Parks and Recreation Department operations, and provides periodic written and verbal reports as required by the ~~Deputy~~ Town Manager

- Maintains financial records and accounts for monies received and submits reports to the ~~Deputy~~ Town Manager ; prepares requisitions, field purchase orders, and department payroll for approval by the ~~Deputy~~ Town Manager and submittal to the Finance Department

- Coordinates and oversees Town bus trips; registers participants; drives the Town bus as needed

- Coordinates and oversees the rental of all Town facilities

- Manages, trains, motivates and evaluate departmental staff; reviews progress and directs changes as needed subject to approval by the ~~Deputy~~ Town Manager

- Represents the Town at various community events, meetings and conferences

- Performs other duties as assigned

REQUIREMENTS:

A. Education and Experience:

Bachelor's degree in sports management, education or physical education, or related field from accredited college or university; supplemented by five (5) years of progressively responsible experience and a demonstrated record of success in developing and implementing innovative community-wide recreation programs and events. Membership in the Florida Recreation and Parks Association required. Must have valid Florida CDL Class C Drivers License.

B. Knowledge, Skills and Abilities:

- Knowledge and understanding of the strategic planning process
- Knowledge of community recreation needs and resources
- Knowledge of the principles and practices of office management, work organization and supervision
- Knowledge of the principles and practices of modern parks and recreation programs

- Ability to plan, organize, coordinate, implement and manage a comprehensive parks and recreation program
- Must be able to work independently and exercise sound judgment with very little direction on routine matters
- Ability to communicate effectively, verbally and in writing
- Ability to select, manage, train and evaluate assigned staff
- Skill in the operation of general office equipment
- Ability to establish and maintain effective working relationships with departmental officials, associates, subordinates and the general public.

PHYSICAL REQUIREMENTS:

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

EXHIBIT B

LIBRARY DIRECTOR

JOB CODE: 150
DEPARTMENT: LAKE PARK PUBLIC LIBRARY

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the ~~Deputy~~ Town Manager, directly responsible for performing professional and administrative duties related to the operation and functions of the Lake Park Public Library. Responsibilities include planning, directing, implementing and coordinating Library services for the community. These duties include hiring and evaluating staff, budget preparation, monitoring expenditures, preparation and implementation of policies and procedures, Library programming, maintenance and development of the Library collection and the provision of Library services for the general public. Answers to the ~~Deputy~~ Town Manager and consults with the Library Advisory Board. Performs related duties as directed. This is 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 Director position.

1. Serves as the Library's executive officer; planning, directing, coordinating and managing all phases of Library operations

2. Supervises Library personnel, including: hiring, scheduling, payroll preparation, training, annual reviews, performance evaluations and discipline

3. Prepares and administers the Library budget, within the guidelines established by the Town Manager and the Finance Department

4. Formulates goals and objectives, prepares the annual long range plan and incorporates these into the ongoing management of Library services

5. Monitors and evaluates Library services, consulting with the Library Advisory Board and reporting to the ~~Deputy~~ Town Manager as required

6. Supervises programming for the public (adults, teens and children) and where appropriate, plans in cooperation of the Friends of the Library and other local civic organizations

7. Establishes procedures and policies for keeping the collection of materials and Library resources current, timely and up-to-date with new technologies

8. Supervises communication and promotional activities, such as maintenance of the Library's web site, Library submittals to the Town newsletter and television channel, Library brochures and other publications, press announcements and photo opportunities

9. Promotes the Library to the community through participation in local organizations, sponsoring ongoing art exhibits, special programs, publications, speeches and other activities

10. Maintains Library connectivity, through membership in the Palm Beach County Library Cooperative, Southeast Library Information Network (SEFLIN), library automation system with the cities of Delray Beach, Boynton Beach and Palm Springs through the Cooperative Authority for Library Automation (COALA), and by cooperating with Florida State Library programs

REQUIREMENTS:

1. **Training and Experience:**

Master's Degree in Library Science (MLS) from a university accredited by the American Library Association, with at least three (3) years of professional experience in library administration are required. Evidence of substantial experience in public services with increasing supervisory and/or managerial responsibilities preferred. Must possess knowledge of computer operations and network systems including the Microsoft Office Suite.

2. **Knowledge, Abilities and Skills**

a) Knowledge of professional library principles, ethics, and standards
b) Knowledge of local, state and federal laws pertaining to public library management
c) Ability to establish and maintain effective working relationships with other management staff, library staff and the general public
d) Ability to develop long-term and short-term plans and programs consistent with the Town's mission, goals and objectives
e) Ability to develop and present reports and recommendations effectively in oral and written form
f) Ability to lead effectively, to direct skilled efforts and interject enthusiasm into the services provided by the Library for the entire community
g) Ability to keep abreast of new library services and technology for possible applicability to the Lake Park Public Library

PHYSICAL REQUIREMENTS:

Tasks involve limited physical activities, light lifting, standing and walking and dexterity in use of hands, arms and fingers for the operation of a computer keyboard or other office equipment. Work involves extended periods of time at a computer screen. Tasks involve sound and form perception and discrimination. Long hours are frequently required since the Library Director needs to be present for Town Commission meetings, Library meetings and Library programs.

ENVIRONMENTAL REQUIREMENTS:

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

SENSORY REQUIREMENTS:

Work requires color and form perception and discrimination.

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.

EXHIBIT C

TOWN CLERK~~/DEPUTY TOWN MANAGER~~

JOB CODE: 190
DEPARTMENT: TOWN CLERK

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the Town Manager, directly responsible for the management of the budget, personnel and all administrative aspects of the Office of Town Clerk. Provides customer service to all Town residents and customers in matters pertaining to Town government. Serves as the Supervisor of Elections for all municipal elections, as the Financial Disclosure Coordinator with the Florida Commission on Ethics, and the Records Management Liaison to the Florida Department of State. ~~Serves as acting Town Manager in the Town Manager's absence by supervising administrative staff and resolving problems across the Town's organizational structure.~~ In such capacity, the Town ~~Clerk/Deputy Town Manager shall provide support to all Town Commissioners and Department Directors, shall~~Clerk shall function with a high degree of independence, and shall utilize sound professional judgment and demonstrate planning and organizational skills. Performs related duties as directed. This is 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 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 Town Clerk~~/Deputy Town Manager~~ position.

- Attends Commission meetings and records the minutes of such proceedings
- Transcribes Commission meeting minutes and prepares them for approval by the Town Commission
- Prepares, tracks and publishes items for the Commission meeting agendas
- Ensures that all Ordinances are codified in a proper and timely manner
- Issues public notification of all official meetings
- Prepares, maintains, and updates documents such as the Commission agendas, Town Code of Ordinances, the Town Charter, advertisements, public notices, Ordinances, Resolutions and proclamations
- Responds to information requests from the public and other municipalities, state officials, and federal legislative offices
- Supervises all Town municipal elections
- Maintains and updates fiscal records and contracts
- Maintains custody of the Town seal

- Serves as the Town's chief records custodian by protecting and preserving all official records and documents, such as Ordinances, Resolutions, Commission and board minutes, contracts and agreements.
- Develops the annual fiscal budget for the Town Clerk's Department for approval by the Town Manager and presentation to the Town Commission
- ~~Provides leadership, management direction and supervises activities of assigned departments.~~
- ~~Encourages innovation and collaboration among departments and outside agencies.~~
- ~~Promotes activities that encourage innovation and support agents of positive change.~~
- ~~Represents the Town Manager in a variety of meetings, conferences, and governmental events at the local, state, and federal levels.~~
- ~~Performs special assignments at the Town Manager's discretion~~
- Performs related duties as required.

REQUIREMENTS

A. Training and Experience:

Graduation from an accredited high school or GED, supplemented by a minimum of five (5) years of experience in the maintenance of complex records and the preparation of official documents with at least three (3) of those years as a municipal clerk or deputy clerk, including a minimum of three (3) years of managerial experience. Must be a Florida notary public and possess a valid Florida driver's license. Certification as a municipal clerk preferred.

~~Bachelor's degree in Public Administration or a closely related field from an accredited college or university or at least five (5) years of experience as a full-time employee in public administration at the administrative level, supplemented by a minimum of five (5) years of experience in the maintenance of complex records and the preparation of official documents with at least three (3) of those years as a municipal clerk or deputy clerk, including a minimum of three (3) years of managerial experience. Must be a Florida notary public. Certification as a municipal clerk preferred. Must possess a valid Florida driver's license.~~

B. Knowledge Skills and Abilities:

- Thorough knowledge of the procedures of the office of the Town Clerk, Town Commission, and functions of a municipal government.
- Thorough knowledge of Florida election laws, procedures, and activities.
- Thorough ~~K~~knowledge of the Town Code of Ordinances and Florida Statutes ~~, budget, government practices and procurement policies and procedures.~~

- Ability to read and understand laws, Resolutions, Ordinances, Codes, etc., ~~analyze, and interpret complex documents.~~
- ~~Ensures compliance with applicable federal, state, and local laws and ordinances.~~
- ~~Ability to respond effectively to inquires or complaints orally and in writing.~~
- ~~Ability to prepare and present accurate and reliable reports containing findings and recommendations. Ability to delegate authority and responsibility appropriately.~~
- ~~Ability to organize, direct and coordinate a complete range of administrative activities obtaining maximum efficiency.~~
- Ability to follow complex oral and written instructions.
- Ability to research, collate and present information effectively.
- Ability to establish and maintain effective work relationships with the Town Commission, the general public and Town staff.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will be required to use hands to manipulate, handle, feel or operate objects or controls and reach with hands and arms. The employee is occasionally required to climb, stand or balance, stoop, kneel or crouch. Tasks may involve extended periods of time at the computer keyboard. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Extensive close work, and extensive PC monitor work are required.

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.