

RESOLUTION No. 18-04-16

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO CREATE THE JOB DESCRIPTION FOR THE POSITION OF SPECIAL EVENTS DIRECTOR; AND, TO REVISE THE JOB DESCRIPTIONS FOR THE POSITIONS OF RECREATION SUPERVISOR AND SPECIAL EVENTS COORDINATOR; AND TO CHANGE THE NAME OF THE PARKS AND RECREATION DEPARTMENT TO SPECIAL EVENTS DEPARTMENT; AND 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 create the job description for the position of Special Events Director, and to revise the job descriptions for the positions of Recreation Supervisor and Special Events Coordinator. 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.

The foregoing Resolution was offered by Commissioner Lynch who moved its adoption. The motion was seconded by Vice-Mayor Glas-Castro and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR JAMES DUBOIS	<u> / </u>	___
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u> / </u>	___
COMMISSIONER ERIN FLAHERTY	<u> / </u>	___
COMMISSIONER ANNE LYNCH	<u> / </u>	___
COMMISSIONER MICHAEL O'ROURKE	<u> / </u>	___

The Town Commission thereupon declared the foregoing Resolution NO. 18-04-16 duly passed and adopted this 20th day of April, 2016.

TOWN OF LAKE PARK, FLORIDA

BY: 
JAMES DUBOIS
MAYOR

ATTEST:



VIVIAN MENDEZ
TOWN CLERK



Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

SPECIAL EVENTS DIRECTOR

JOB CODE: 905
DEPARTMENT: SPECIAL EVENTS

CHARACTERISTICS OF THE CLASS

Under the general direction of the Town Manager, responsible for program work in the development, promotion and maintenance of Town sponsored events and in the coordination and use of all recreation facilities. Duties include providing recommendations for new programs and events, program marketing and publicity, and the organization of events including the Sunset Celebration and other Town functions. Work is performed using independent judgment and discretion under the direction of the Town Manager. Performs related duties as required. 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 an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the Special Events Director position.

1. Overseeing the activities of the Special Events Department; develop and implement departmental operating policies and procedures subject to approval by the Town Manager; establishes program goals and objectives; develops an ongoing plan for the effective operation of the Special Events Department and its recreational programs;
2. Management of recreational programs and supervision of the Recreation Supervisor and Special Events Coordinators;
3. Creating and managing programs and events that increase community engagement and promote the Town of Lake Park; developing strategies for engaging the participation of Lake Park residents including minority and senior community residents;
4. Creating and managing programs that build public private partnerships with local businesses and Lake Park non-profit organizations that support all events including marketing, fundraising, and local resident outreach;
5. Working with the Human Resources Director in soliciting appropriate volunteers to assist in implementing a well-rounded recreation program;

6. Managing the creation and distribution of marketing materials to promote all Town and Lake Park Community Redevelopment Agency events;
7. Preparing and administering the departmental budget including the control of expenditures, evaluation of the department's needs and recommending staffing levels, materials, equipment and capital improvements for the effective operation of the Special Events Department;
8. Maintaining accurate and current records of all Special Events Department operations, and providing periodic written reports as required by the Town Manager and/or the Town Commission;
9. Maintaining financial records and accounts for monies received and submits reporting to the Finance Director; preparing requisitions, field purchase orders, and department payroll for approval by the Town Manager and submittal to the Finance Department;
10. Represents the Town at various community events, meetings and conferences
11. Performs other duties as assigned.

REQUIREMENTS:

A. Training and Experience:

Bachelor's Degree in Marketing, Communication, or related field from an accredited college or university, supplemented by at least five (5) years of progressively responsible professional experience in development, marketing, publicizing and implementation of community-wide recreational events. Must possess a valid Florida Drivers' License and be able to work a varied work schedule including some evenings, weekends and holidays.

B. Knowledge, Abilities and Skills:

- Knowledge of event planning and coordination including planning, implementation, and the ability to develop and disseminate all promotional and advertising material
- Knowledge and understanding of the strategic planning process
- Knowledge of the principles and practices of office management, work organization and supervision
- Knowledge of the principles and practices of public relations and marketing
- Ability to work independently and exercise sound judgment with very little direction on routine matters
- High degree of creativity
- Excellent communication skills and the ability to communicate effectively both internally and externally, verbally and in writing
- Ability to manage multiple tasks
- Ability to select, manage, train and evaluate assigned staff
- Skill in the operation of general office equipment
- Strong leadership skills
- Ability to establish and maintain effective working relationships with departmental officials, associates, subordinates and the general public.

C. Physical Requirements:

Tasks involve regular and at times sustained performance of heavier physical tasks such as lifting and carrying heavy (up to 100 pound) objects, and stooping, bending, walking, and working both indoors and outdoors.

D. Environmental Requirements:

Tasks may require some exposure to adverse environmental conditions.

E. Sensory Requirements:

Tasks require sound and form perception.

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.

RECREATION SUPERVISOR

JOB CODE: 906
DEPARTMENT: SPECIAL EVENTS

CHARACTERISTICS OF THE CLASS

Under the general direction of the Special Events Director, responsible for assisting in the development, promotion and maintenance of Town sponsored events and in the coordination and use of all recreation facilities. Duties include providing recommendations for new programs, and assisting the Special Events Director in developing program publicity and the organization of events including the Sunset Celebration. Work is performed using sound judgment and discretion under the direction of the Special Events Director. Performs related duties as required. 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 an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the Recreation Supervisor position.

1. Assisting the Special Events Director in overseeing the activities of the Special Events Department, and in the implementation of an ongoing plan for the effective operation of the Special Events Department and its recreational programs
2. Assisting the Special Events Director in coordinating all aspects of events including the development of site plans, recruitment of all vendors and entertainment, and the management of all event logistics
3. Planning, organizing and scheduling recreational activities such as adult programs and summer youth programs including the Town's summer camp program
4. Coordinates the Town's recreation program with other Town departments and outside recreational organizations such as schools and various community-based organizations
5. Coordinates and oversees Town bus trips; registers participants; and drives the Town bus as needed
6. Maintains accurate and current records of all Parks and Recreation Department operations, and provides periodic written and verbal reports as required by the Town Manager
7. Maintains financial records and accounts for monies received and submits reports to the Town Manager ; prepares requisitions, field purchase orders, and department payroll for approval by the Town Manager and submittal to the Finance Department
8. 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, Abilities and Skills:

- 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.

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DEPT: Recreation

CHARACTERISTICS OF THE CLASS

Under the direction of the Recreation Director is responsible for programmatic and supervisory work in the development of municipal athletic/sports and community recreation programs and coordinating the use of all recreation facilities. Duties include providing recommendations for further programming, program publicity and the planning of and accompaniment on all Town sponsored trips on Town bus. Work is reviewed through conferences and written reports. Perform other work as requested.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Plan, organize, schedule and direct recreational and community activities such as adult softball, soccer, summer youth programs and special events.
2. Hire, train and supervise full and part time staff for summer recreation program.
3. Solicit active interest, participation and support of neighborhood and community groups; arrange for publicity and notification of programs and events; publicize and accompany groups on special trips.
4. Transport summer youth program participants to and from activity sites and special events.
5. Provide general clerical support for department such as typing, filing and responding to inquiries from the public; schedule and coordinate use of Town recreational facilities.
6. Evaluate facilities for safety and playability; coordinate periodic maintenance and repair of equipment and facilities; coordinate acquisition of new equipment.
7. Prepare announcements for general media release and articles for Town newsletter.

REQUIREMENTS**A. Training and Experience:**

Graduation from an accredited college or university with a bachelor's degree in recreation, leisure services or related field; supplemented by one (1) year of experience in recreational or community programming. Must possess a valid Florida driver's license with class as mandated by State law.

B. Knowledge, Abilities and Skills:

Knowledge of the principles, practices and techniques of public recreation.

Knowledge of rules, regulations, ordinances, policies and requirements regarding public recreation.

Knowledge of the equipment and facilities used in a variety of recreation activities.

Recreation Supervisor (continued)

Knowledge of league and tournament organization and officiating skills.

Knowledge of first aid procedures.

Ability to promote, direct and supervise comprehensive program of recreation.

Ability to establish and maintain effective working relationships with the general public and co-workers.

Ability to communicate effectively orally and in writing.

- C. Physical Requirements: Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; or may involve the complex operation of gasoline, electric or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation on a production basis, of such devices as off-set presses with associated equipment.
- D. Environmental Requirements: Task may require infrequent exposure to adverse environmental conditions.
- E. Sensory Requirements: Task requires sound and form perceptions and discrimination.
- F. Bloodborne Pathogens: Category II-Moderate to Minimal Risk Exposure.

SPECIAL EVENTS COORDINATOR

JOB CODE: 904
DEPARTMENT: ~~PARKS AND RECREATION~~ SPECIAL EVENTS

CHARACTERISTICS OF THE CLASS

Under the general direction of the ~~Recreation Director~~ Special Events Director, responsible for program work in the development, promotion and maintenance of special events and in the coordination, use ~~and rental~~ of all recreation facilities. ~~Duties include providing recommendations for new programs, program publicity and organization of events including the Sunset Celebration.~~ Work is performed using sound judgment and discretion under the direction of the ~~Recreation Director~~ Special Events Director. Performs related duties as required. 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 an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the Special Events Coordinator position.

1. Assists in performing customer service duties including answering telephone calls and assisting departmental customers
2. Provides customer service and support to event vendors and patrons
3. Provides administrative support including typing and filing
4. Assists the ~~Recreation Director~~ Special Events Director in coordinating, planning and scheduling events and activities
5. Assists the ~~Recreation Director~~ Special Events Director in soliciting participation, membership and support of neighborhood and community groups
6. Assists the Special Events Director in arranging ~~Arranges~~ for publicity and notifications regarding programs and events
- ~~7. Meets with individuals and groups seeking to rent Town facilities, and prepares all paperwork for the rental of such facilities pursuant to the Town's facility rental policies~~
- ~~8.~~ 7. Plans and schedules for upcoming events; coordinates with all parties ensuring smooth operation and positive outcomes of events

REQUIREMENTS

A. Training and Experience:

High School Diploma or GED required. Must possess a valid Florida Drivers' License and be able to work a varied work schedule including some evenings, weekends and holidays.

B. Knowledge, Abilities and Skills:

- Excellent public and customer relations skills
- Ability to communicate effectively both verbally and in writing
- Ability to maintain accurate records
- Ability to follow verbal and written communications
- Ability to communicate with the public and co-workers in a courteous manner
- Ability to work independently and carry out tasks within assigned areas of responsibility
- Skill in managing multiple tasks
- Ability to work s diverse schedule

C. Physical Requirements:

Tasks involve regular and at times sustained performance of heavier physical tasks such as lifting and carrying heavy (up to 100 pound) objects, and stooping, bending, walking, and working both indoors and outdoors.

D. Environmental Requirements:

Tasks may require some exposure to adverse environmental conditions.

E. Sensory Requirements:

Tasks require sound and form perception.

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