

HORTICULTURIST II

GENERAL DEFINITION

Provides professional guidance and advisement concerning horticulture, arboriculture, flora, fauna, and landscape management for the City. Employees in this classification are responsible for evaluating the current landscape infrastructure on City grounds and property and providing recommendations regarding modifications/improvements. Position also acts as consultant to the general public regarding planting, care, and maintenance of flora and fauna. Position is distinguished from Horticulturalist I as having significant responsibility to identifying and pursuing grants funding opportunities to support the City's horticultural and landscape management initiatives.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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 position.

- Seeks out and identifies grant funding opportunities to support the City's horticultural and landscape management initiatives; evaluates applicability of grants and prepares applications.
- Evaluates and refines new and in-process projects for the purpose of maximizing the total grant score, and thereby maximizing the grant monies available for award to the City.
- Prepares agenda items as necessary to gain Commission approval; presents to both the Commission and the granting agencies; processes all grants documentation and participates in meetings for effective coordination.
- Administers awarded grants in compliance with conditions, specifications and timelines, to include coordinating and consulting with City staff, landscape design professional, granting agencies and the public.
- Provides training and guidance to grounds maintenance staff in the proper care and maintenance of particular flora and fauna as selected by the City.
- Provides training and guidance to grounds and landscape maintenance crews in techniques and methods for the pruning, care and management of flora and fauna.
- Provides for the evaluation and analysis of current landscape architecture on public property and develops recommendations for modifications to improve aesthetics of properties and best practices for economic efficiencies.
- Researches and identifies horticultural and arboriculture improvements for the community; recommends strategies for addressing landscape concerns accordingly.
- Participates in developing short and long-term goals and objectives for the department in concert with the City's mission, vision, and strategic initiatives.
- Recommends policies and procedures for the efficient management of the City's landscape and natural habitats management.
- Develops recommendations for routine and preventive maintenance of associated disease, growth management and grounds maintenance and design challenges.
- Evaluates the physical integrity of public properties; provides recommendations for new landscape design, replacements, alteration, or additions according to trends and developments in the field.

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- Performs public relations activities in representing the department and presenting information to citizens, businesses, advisory boards and related entities.
- Receives and responds to citizen inquiries and requests; develops and recommends new/modified plans reflecting the future interests and desires of the community.
- Evaluates the efficiency and effectiveness of functions under charge through community feedback, budget performance, resource allocation, and statistical measures.
- Maintains current knowledge of trends and developments in the horticulture industry for application to functional assignment area(s).
- Establishes and maintains effective working relationships with City employees, the general public, industry professionals, other government agencies, and coworkers.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of the body of available and current information resources applicable to the field for grants research purposes and for special projects as may be assigned.
- Substantial knowledge or principles and practices of grants administration, including budget development and administration in accordance with specifications and conditions.
- Substantial knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work.
- Substantial knowledge of principles, practices and industry standards as related to the selection, maintenance and care of flora, fauna and trees for the region of southeast Florida.
- Substantial knowledge of the potential affects of pests, disease and other damaging threats to southeast Florida flora, fauna and trees.
- Substantial knowledge or arboriculture techniques as applied to existing trees on City public grounds.
- Ability to identify strengths and deficiencies in established policies and procedures for grounds maintenance.
- Ability to research alternative solutions to City horticultural concerns and develop recommendations for improving landscape management and maintenance programs.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Ability to communicate professionally and effectively verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university in Horticulture, Botany, Environmental Science, or related field; with 3 years experience in evaluation and training in maintenance, selection and management of flora and fauna systems 1 year shall be specific to the Southeast Florida geographic region, including applying for and administering grant awards; with demonstrated knowledge of the local flora and fauna and methods for efficient landscape maintenance and management. Requires valid State of Florida Driver's License.

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PREFERRED

Registered Chemical Spray License preferred.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The ability to stand, sit, walk, talk and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods of time in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Vision ability includes close and peripheral vision, and depth perception.
- Oral communications ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of minimum level of knowledge, skills and ability.

Approved by the Civil Service Board on: April 11, 2006

HORTICULTURIST

GENERAL DEFINITION

Provides professional guidance and advisement concerning horticulture, arboriculture, flora, fauna, and landscape management for the City. Employees in this classification are responsible for evaluating the current landscape infrastructure on City grounds and property and providing recommendations regarding modifications/improvements. Position also acts as consultant to the general public regarding planting, care, and maintenance of flora and fauna.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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 position.

- Provides training and guidance to grounds maintenance staff in the proper care and maintenance of particular flora and fauna as selected by the City.
- Provides training and guidance to grounds and landscape maintenance crews in techniques and methods for the pruning, care and management of flora and fauna.
- Provides for the evaluation and analysis of current landscape architecture on public property and develops recommendations for modifications to improve aesthetics of properties and best practices for economic efficiencies.
- Researches and identifies horticultural and arboriculture improvements for the community; recommendations strategies for addressing landscape concerns accordingly.
- Participates in developing short and long-term goals and objectives for the department in concert with the City's mission, vision, and strategic initiatives.
- Recommends policies and procedures for the efficient management of the City's landscape and natural habitats management.
- Develops recommendations for routine and preventive maintenance of associated disease, growth management and grounds maintenance and design challenges.
- Evaluates the physical integrity of public properties; provides recommendations for new landscape design, replacements, alteration, or additions according to trends and developments in the field.
- Performs public relations activities in representing the department and presenting information to citizens, businesses, advisory boards and related entities.
- Receives and responds to citizen inquiries and requests; develops and recommends new/modified plans reflecting the future interests and desires of the community.
- Evaluates the efficiency and effectiveness of functions under charge through community feedback, budget performance, resource allocation, and statistical measures.
- Researches and identifies grant opportunities for projects and programs administered by the department; administers grant funds in accordance with regulatory standards and reporting and documentation requirements.
- Maintains current knowledge of trends and developments in the horticulture industry for application to functional assignment area(s).
- Establishes and maintains effective working relationships with City employees, the general public, industry professionals, other government agencies, and coworkers.

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KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of the principles, practices and industry standards as related to the selection, maintenance and care of flora, fauna and trees for the region of southeast Florida.
- Substantial knowledge of the potential affects of pests, disease and other damaging threats to southeast Florida flora, fauna and trees.
- Substantial knowledge or arboriculture techniques as applied to existing trees on City public grounds.
- Ability to identify strengths and deficiencies in established policies and procedures for grounds maintenance.
- Ability to research alternative solutions to City horticultural concerns and develop recommendations for improving landscape management and maintenance programs.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Ability to communicate professionally and effectively verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The ability to stand, sit, walk, talk and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods of time in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Vision ability includes close and peripheral vision, and depth perception.
- Oral communications ability.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university in Horticulture, Botany, Environmental Science, or related field; with 3 years experience in evaluation and training in maintenance, selection and management of flora and fauna systems applicable to the Southeast Florida geographic region; with demonstrated knowledge of the local flora and fauna

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and methods for efficient landscape maintenance and management; or an equivalent combination of education, training and experience.

Presented and approved by the Civil Service Board on: March 23, 2004

HUMAN RESOURCES ASSISTANT

GENERAL DEFINITION

Performs responsible and independent administrative support work specific to the human resources functions of the City. Employees in this classification perform considerable records management work involving matters of a sensitive or otherwise confidential nature, requiring incumbent to exercise discretion in all matters concerning employee records administration. Work requires knowledge of general human resources regulatory standards governing employee records maintenance. Assists other department staff in human resources administrative support functions as directed.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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 position.

- Provides for front desk coverage and initial greeting and receipt of internal and external customers to the department.
- Prepares orientation packets and supporting information for processing and orienting new hires to City operations.
- Processes job applications; prepares tracking data associated with applications processes; administers pre-employment testing.
- Maintains the City's advertisement activities for posting of new classifications and vacant positions.
- Performs a variety of general administrative support functions for the department, e.g., filing, copying, reception, word processing, mail receipt and distribution.
- Performs employment verifications in accordance with regulatory requirements.
- Receives and responds to public records requests; provides information access in accordance with policies, procedures and established statutes/regulatory standards.
- Assists in other departmental responsibilities as necessary.
- Establishes and maintains effective working relationships with internal customers, external entities, and the general public.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of records management and file maintenance principles and practices.
- Working knowledge of human resources administration principles and practices.
- Familiarity with standard computer applications, e.g., word processors, databases applications, spreadsheet programs.
- Ability to operate a variety of current office technologies including, but not limited to, personal computers, copiers, telephones and facsimile machines.
- Ability to establish and maintain effective records maintenance and file management systems.
- Ability to work independently under limited supervision on routine tasks.

HUMAN RESOURCES ASSISTANT

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert 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. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school or GED Certificate and 3 years progressively responsible experience human resources administration experience in the records and administrative support functions of the work. Associate's degree may substitute for a portion of the required education, training, and experience; or an equivalent combination of education, training and experience.

Presented and approved by the Civil Service Board on: March 23, 2004

HUMAN RESOURCES GENERALIST

GENERAL DEFINITION

Performs skilled, analytical and highly responsible administrative work in the planning, organizing and implementing of the City's Human Resources program. An employee in this class is required to exercise independent judgment and initiative in analyzing and providing recommendations regarding human resource management functions. Areas of assignment include, but are not necessarily limited to, benefits administration, recruitment and selection, classification and compensation, employee relations, coaching and training. Employees perform essential functions as outlined herein according to functional area(s) of assignment.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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 position.

- Coordinates group insurance plans and assists employees in understanding available benefits.
- Coordinates annual open enrollment and serves as liaison between department management, the City and the plan providers.
- Coordinates open enrollment, group health insurance deductions with retirees and pension plan administrators.
- Prepares reports necessary to coordinate payroll deductions, enters data into the system.
- Develops and implements a variety of educational programs promoting wellness and preventive health approaches.
- Coordinates return to work and light duty assignments in accordance with physician orders and City policies and procedures.
- Performs classification and compensation analysis; recommends and develops updates and modifications based on analyses results.
- Designs and maintains the City's approved classification system; prepares recommendations for upgrades and reclassifications as required.
- Through negotiations, recommends and develops compensation plans for bargaining unit positions.
- Conducts research relative to current circumstances and policies in collective bargaining negotiations and labor related activities, as well as participation in negotiations sessions.
- Interprets Union contracts as well as Civil Service Rules and Regulations as they apply to employee working conditions, benefits and compensation.
- Assists in the preparation and administration of the annual departmental budget for Human Resources.
- Manages HRMS database, making edits, changes and additions to system tables as necessary. Runs/creates system queries and special reports as required.
- Performs recruitment and selection activities in the advertisement, interview, selection and evaluation of applicants.
- Performs test development and administers applicant testing procedures; calculates test scores and communicates results to applicants and applicable management.

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- Performs employee relations activities, such as assisting in the grievance process, interpreting collective bargaining provisions, processing harassment and discrimination complaints.
- Conducts and participates in the conduct of wage and compensation studies; evaluates market trends; updates and/or creates classification descriptions.
- Maintains current knowledge of trends and developments in the industry for application to functional assignment area(s).
- Establishes and maintains effective working relationships with City employees, the general public, industry professionals, other government agencies, and coworkers.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of the principles, practices and industry standards as related human resources management.
- Substantial knowledge of employment policies, procedures and regulatory standards government the area(s) of responsibility, e.g., benefits administration, recruitment and selection, and classification and compensation.
- Substantial knowledge of modern office practices, with emphasis on computer literacy, HRMS systems, spreadsheet applications, and records and file management.
- Competency in relationship building, coaching and problem solving.
- Oral communication skills for effectively communicating information regarding City human resource management policies, procedures, rules, and regulatory information.
- Written communication skills for documentation and reporting on employee issues, assigned research, or special project.
- Ability to identify strengths and deficiencies in established policies and procedures, research alternatives, and develop recommendations for improving administration or operations.
- Ability to work independently under limited supervision on moderately complex to highly analytical human resource management issues.
- Ability to maintain professional discretion in processing matters of a sensitive or confidential nature from both a legal and professionally ethical perspective.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university in Human Resources, Public Administration or related field and 3 years exposure to at least three of the following functional areas: recruiting, compensation, benefits, training, employee relations, labor relations, HR process creation and administration, performance management and organizational development. This position requires the ability to work independently, build strong working relationships, demonstrates a high-level of integrity, and establishes a proactive approach to customer service.

PREFERRED

- PHR or SPHR certification

PHYSICAL REQUIREMENTS

HUMAN RESOURCES GENERALIST

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert 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. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Presented and approved by the Civil Service Board on: September 11, 2007

LIBRARIAN, ADMINISTRATIVE SERVICES

GENERAL DEFINITION

Under direction, position is responsible for overall coordination and supervision of the activities and operations of the City's library services program. Position is responsible for participating in various aspects of the planning, development, implementation and administration of a comprehensive municipal library operation that provides patron services and programming consistent with trends and developments in the field of Library Science. Position provides direct support to the Library Manager regarding administration and overall operations of the library.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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 position.

- Performs and/or assists the Library Manager in human resource management functions, e.g., interview, selection, hiring, disciplinary action, training, recommending promotion, performance evaluations.
- Makes program development recommendations to Library Manager and implements library services and programs, as approved, to meet community needs and interests; does so in a manner that recognizes and respects cultural diversity.
- Monitors compliance to established policies and procedures for the all City library functions and programs and recommends changes in policies or procedures as deemed necessary.
- Reviews and provides recommendations regarding acquisitions of new library materials.
- Receives and evaluates purchase recommendations from other staff members.
- Provides assistance and/or training in circulation, reference, youth services, and technical services as needed.
- Assists the Library Manager in handling administrative responsibilities associated with the City's library system as requested.
- Receives citizen inquiries and requests for enhanced library services and library programming.
- Supervises the activities of staff engaged in the development and delivery of library services and programming.
- Reports problems and recommends new/modified programs to Library Manager.
- Creates and provides additional programming as approved.
- Prepares and presents reports and related media; participates in various professional meetings and participates on various teams and committees as directed.
- Manages/oversees an occasional whole library inventory.
- Maintains current knowledge of trends and developments in library science and library programming for application to functions under charge.
- Maintains ongoing inventory and purchasing of library supplies.
- Monitors needed repairs as library facility and computer repair issues; reports them to the appropriate area.

KNOWLEDGE, SKILLS & ABILITIES

- Comprehensive knowledge of the principles and practices applied to the organization, management, and administration of municipal library services and library programming.

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- Comprehensive knowledge of the objectives and ideals of public library services, including a thorough understanding of activities applicable to a demographically and culturally diverse community.
- Substantial knowledge of the principles and practices of library services management and library programming.
- Substantial knowledge of the body of available and current information resources applicable to the library's functions.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Ability to interpret rules, regulations, and policies for effective decision-making in accordance with established precedent.
- Ability to establish and maintain effective working relationships with employees, division and others as needed.
- Ability to plan, assign, supervise and review the work of others in a manner conducive to full performance and compliance with established policies, procedures and regulatory standards applicable to the work.
- Strong interpersonal, leadership, planning, management and communications skills.
- Ability to communicate professionally and effectively verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Master's degree from an American Library Association (ALA) accredited institution in Library Science; supplemented by 3 years professional Librarian experience in library services Preference is given to those who have experience in development of library programming, in reference work, and in the administration aspects of library work, e.g., budget management, materials acquisition, technical services; 1 year supervisory experience preferred.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert 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. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate

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individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of minimum level of knowledge, skills and ability.

Presented and approved by the Civil Service Board on: May 8, 2007.

LIBRARIAN

GENERAL DEFINITION

An employee in this classification performs at the professional level and functions as either a Children's Librarian, Reference/Adult Services, or Technical Services Librarian. Position is responsible for the full range of activities associated with the delivery of public library services in the specific area. Employee exercises considerable independent judgment and initiative and reports to the Library Manager.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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 position.

- Performs evaluation and selection of materials based on needs and requests presented by library patrons.
- Assists in all aspects of the library's collection maintenance and development.
- Provides reader's advisory, reference and information services, and interlibrary loan services.
- Plans, develops, and delivers library programming applicable to the assigned audience.
- Participates in all aspects of publicity, marketing public relations, and outreach services.
- Represents the library in the community, addressing groups and organizations on various topics and promoting library services.
- Trains, supervises and evaluates support staff and volunteers in specific area of library service.
- Develops reports, maintains files and records.
- Maintains statistics and analyzes data relative to specific area of library service.
- Maintains current knowledge of trends and developments in library science and library programming for application to functions under charge.
- Performs evaluation of donated materials to ensure physical integrity; identifies resources that are damaged, obsolete or otherwise in need of repair or disposal.
- Evaluates condition of existing materials and resources; selects replacements for purchasing to ensure the continued maintenance and size of the overall collection.
- Supervises staff engaged in the receipt, inventory, cataloguing, indexing, and processing of library acquisitions.
- Identifies unique cataloguing issues and determines and establishes policy for future occurrences of same.
- Locates bibliographic records in situations where no standard records are available within the existing database resources.
- Creates original or complex-copy catalog records of unusual titles so that records are made available.
- Inventories processing supplies to ensure and maintain adequate stock levels; initiates purchasing as required.
- Assists in all aspects of the library's patron services as needed.

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KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of the principles and practices applied to the organization, management, and administration of municipal library services and library programming, and processing, cataloguing, and indexing library materials.
- Substantial knowledge of the objectives and ideals of public library services, including a thorough understanding of activities applicable to a demographically and culturally diverse community.
- Substantial knowledge of the body of available and current information resources applicable to the department's functions for technical research and patron assistance purposes.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Ability to interpret rules, regulations, and policies for effective decision-making.
- Ability to establish and maintain effective working relationships with employees, division and department heads, public/private sector contacts, and City Administration.
- Ability to assign, train, supervise and review the work of others in a manner conducive to full performance and compliance with established policies, procedures and regulatory standards applicable to the work.
- Ability to communicate professionally and effectively verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Master's degree from an American Library Association (ALA) accredited institution in Library Science; or Bachelor's degree with 2 years experience in either 1) providing patrons with all forms of library services and library programming or 2) cataloguing and indexing for library collection and maintenance, may substitute for the desired Master's degree.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The ability to stand, sit, walk, talk and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Walk up or down stairwells, ladders or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Vision ability includes close and peripheral vision, and depth perception.
- Oral communications ability.

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A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of minimum level of knowledge, skills and ability.

Presented and approved by the Civil Service Board on: May 8, 2007.

LIBRARY ASSISTANT

GENERAL DEFINITION

This employee performs work of a technical nature as an entry-level library pre-professional. Work is customer service oriented in nature and requires considerable courtesy and professionalism in addressing and responding to patron needs in the field of library science. Work is performed under the supervision of a Library Associate, Librarian, the Assistant Library Director and/or the Library Director.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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 position.

- Assists library patrons with accessing materials, e.g., leisure reading, periodicals, reference materials, audio/visual resources.
- Assists library patrons in checking in and out library materials.
- Orients patrons with library services, resources locations, and the City's library policies and procedures.
- Provides patrons with general assistance regarding access to and use of library services and technologies.
- Receives requests, concerns and inquiries from patrons; resolves personally or directs to appropriate entity.
- Shelves, re-shelves, and organizes materials, periodicals, audio/visual resources, and other library resources according to established policies and procedures.
- Performs general clerical functions to support efficient operations, e.g., filing and records management, copying materials, issuance of library cards.
- May assist a Librarian with various special projects.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of the library operations, policies and procedures.
- Familiarity with standard office technologies, e.g., personal computers, word processors, the Internet.
- Ability to work independently with limited supervision in adherence with department policies and procedures.
- Ability to establish and maintain effective working relationships with coworkers, management, patrons, and other external entities in a courteous and professional manner.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical

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demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The ability to stand, sit, walk, talk and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Walk up or down stairwells, ladders or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Vision ability includes close and peripheral vision, and depth perception.
- Oral communications ability.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED Certificate, with 2 years experience in library patron services operations. Associate's degree preferred and may substitute for a portion of the required experience; or an equivalent combination of education, training and experience.

Presented and approved by the Civil Service Board on: March 23, 2004

LIBRARY ASSOCIATE

GENERAL DEFINITION

This employee performs work of a technical nature as library pre-professional. Position is responsible for providing training, guidance and assistance to Library Assistants engaged in circulation tasks for the library. Work is customer service oriented in nature and requires considerable courtesy and professionalism in addressing and responding to patron needs in the field of library science. Work is performed under the supervision of a Librarian, the Assistant Library Director and/or the Library Director.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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 position.

- Provides training, guidance and assistance to volunteers and library staff in policies and procedures of the circulation desk.
- Establishes work schedules for circulation staff and volunteers to ensure adequate coverage of all circulation functions during operating hours.
- Assists library patrons with accessing materials, e.g., leisure reading, periodicals, reference materials, audio/visual resources.
- Assists library patrons in checking in and out library materials.
- Orients patrons with library services, resources locations, and the City's library policies and procedures.
- Provides patrons with general assistance regarding access to and use of library services and technologies.
- Receives requests, concerns and inquiries from patrons; resolves personally or directs to appropriate entity.
- Shelves, re-shelves, and organizes materials, periodicals, audio/visual resources, and other library resources according to established policies and procedures.
- Performs administrative support functions to support efficient operations, e.g., filing and records management, copying materials, issuance of library cards.
- Maintains responsibility for the daily accounting and close-out of all cash receipts.
- May assist a Librarian with various special projects.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the library operations, policies and procedures.
- Familiarity with standard office technologies, e.g., personal computers, word processors, the Internet.
- Ability to work independently with limited supervision in adherence with department policies and procedures.
- Ability to guide, train, supervise and evaluate the performance of library staff.
- Ability to establish and maintain effective working relationships with coworkers, management, patrons, and other external entities in a courteous and professional manner.

LIBRARY ASSOCIATE

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The ability to stand, sit, walk, talk and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Walk up or down stairwells, ladders or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Vision ability includes close and peripheral vision, and depth perception.
- Oral communications ability.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree, with 1 year experience in library patron services operations. Associate's degree and 3 years experience may substitute for the desired Bachelor's degree; or an equivalent combination of education, training and experience.

Presented and approved by the Civil Service Board on: March 23, 2004

LIBRARY MANAGER

GENERAL DEFINITION

The library has a single administrative head employed by the library's governing body with authority to manage and coordinate the operations of the library. Position provides administration, direction, and management of the City's library services program. Position is responsible for the planning, development, implementation and administration of a comprehensive municipal library operation that provides patron services consistent with trends and developments in the field of Library Science. Work includes researching and evaluating trends and developments in Library Science areas of responsibility. Position ensures library services and program planning and development are in concert with the City Administration directives and the City's vision and mission for the future service to the community. Position provides advisement to the Parks and Leisure Services Director relating to the library's operational needs.

This is a position in the City's classified service that serves as a division of the Parks and Leisure Services Department. The Library Manager's work is performed independently but within the framework established by City or other applicable agreements, plans, policies, and budgets. The individual in this position makes decisions and recommendations in accordance with City policies, procedures, law or regulatory requirements

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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 position.

- Responsible for the overall management and coordination of the library as a division within the framework of the Parks and Leisure Services Department.
- Performs human resource management functions, e.g., interviewing and recommending selection of preferred staff members performance evaluations of library staff, and recommendations of promotion or disciplinary action.
- Oversees the coordination of library staffing requirements; develops and manages all staff scheduling accordingly; includes coordinating operational activities and assigning work activities and projects.
- Assesses, develops, and implements library services and programs to meet community needs and interests; does so in a manner that recognizes and respects cultural diversity.
- Manages / administers policies and procedures for all City library functions and programs.
- Reviews and selects acquisitions of library materials. Assesses the need for capital outlay items and makes budget recommendations.
- Analyzes and develops a budget recommendation for the library's annual operating budget. Implements and administers approved library budget ensuring adherence to and compliance with established budgetary parameters.
- Researches and identifies trends and developments in the field of library science with respect to the needs of the community.
- Establishes short and long-term goals and objectives for the library in concert with the City's mission, vision, and strategic initiatives.
- Develops an annual plan of service and a long-range plan of service.

LIBRARY MANAGER

- Implementation of the long-range plan, of an annual plan of service, and of the annual library budget.
- Establishes policies and procedures for the efficient management of the City's library function, services, and facilities.
- Performs, or provides library staff to perform, library public relations activities in representing the library as needed.
- Receives and responds to citizen inquiries and requests for enhanced library services and library programming; develops new/modified programs according to anticipated population growth, changing demographics and future interests of the community.
- Evaluates the efficiency and effectiveness of library services and programs through community feedback, budget performance, resource allocation, and statistical measures.
- Researches and identifies grant opportunities for projects and programs available to the library from the State of Florida. Administers grant funds in accordance with regulatory standards and reporting and documentation requirements.
- Directs, supervises, evaluates and schedules assigned personnel and staff.
- Maintains current knowledge of trends and developments in library science and library programming for application to functions under charge.

KNOWLEDGE, SKILLS & ABILITIES

- Comprehensive knowledge of the principles and practices applied to the organization, management, and administration of municipal library services and library programming.
- Comprehensive knowledge of the objectives and ideals of public library services, including a thorough understanding of activities applicable to a demographically and culturally diverse community.
- Substantial knowledge of the principles and practices of library services management, facilities management, library programming and budget administration.
- Substantial knowledge of the body of available and current information resources applicable to the library's functions. Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Ability to interpret rules, regulations, and policies for effective decision-making in accordance with established precedent.
- Ability to establish and maintain effective working relationships with employees, department, and others as necessary.
- Ability to plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with established policies, procedures and regulatory standards applicable to the work.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Exceptional interpersonal, leadership, planning, and management skills.
- Ability to communicate professionally verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

LIBRARY MANAGER

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Master's degree from an American Library Association (ALA) accredited institution in Library Science; supplemented by 4 years management experience in library services and library programming, with considerable

experience in the administration aspects of the work, e.g., budget development and administration, human resource administration, organization and delegation of responsibilities; or an equivalent combination of education, training, and experience.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert 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. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of minimum level of knowledge, skills and ability.

Presented and approved by the Civil Service Board on: May 8, 2007.

LIBRARY TECHNICIAN

GENERAL DEFINITION

This employee performs work of a technical nature as a trained technician in the receipt, cataloguing, indexing and classification of library resources. Employees in this classification ensure the accurate processing of library books, materials, and resources in accordance with established policies and procedures. Work is performed under the supervision of a Library Associate, Librarian, the Assistant Library Director and/or the Library Director.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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 position.

- Performs ordering, receipt and acquisition of library books, resources, and materials in accordance with established policies and procedures.
- Utilizes automated systems for ordering, recording, tracking, accounting, and payment processing for library materials.
- Performs cataloguing, classification and indexing tasks for acquisitions.
- Processes acquisitions in preparation for circulation, e.g., inserting/attaches labels, jackets, and pockets.
- Performs minor repairs and restoration of materials within scope of abilities.
- Performs a wide variety of clerical and administrative support functions in supporting day-to-day operations as directed.
- Participates in the preparation, marketing, and communications regarding library programming and events.
- May assist a Librarian with various special projects.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of library classification, cataloguing and indexing processes and procedures.
- Working knowledge of Library Science database search principles and standards.
- Working knowledge of the library operations, policies and procedures.
- Considerable knowledge of standard office technologies, e.g., personal computers, word processors, the Internet.
- Ability to work independently with limited supervision in adherence with department policies and procedures.
- Ability to supervise the activities of volunteers and interns providing assistance with general library operations.
- Ability to provide entry-level staff with general training, guidance and direction regarding library operations, policies and procedures.
- Ability to establish and maintain effective working relationships with coworkers, management, patrons, and other external entities in a courteous and professional manner.

LIBRARY TECHNICIAN

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The ability to stand, sit, walk, talk and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Walk up or down stairwells, ladders or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Vision ability includes close and peripheral vision, and depth perception.
- Oral communications ability.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED Certificate, with 5 years experience in library operations, 2 of which shall be in the cataloguing, indexing and classification functions. Associate's or Bachelor's degree preferred and substitutes for the required experience on a year for year basis; or an equivalent combination of education, training and experience.

Presented and approved by the Civil Service Board on: March 23, 2004

MANAGEMENT INTERN

GENERAL DEFINITION

The purpose of the classification is to offer practical experience to students engaged in a course of study leading to a professional vocation or to recent graduates wishing to acquire entry-level experience in municipal government management. Examples of such vocations include, but are not limited to, Urban & Regional Planning, Human Resources, Accounting & Finance, Recreation Programming and Management, City Management, Budget or other areas of public administration and management. Work is assigned to give the individual exposure to a variety of administrative, professional, technical, research, analysis, and citizen or customer liaison assignments. Work is accomplished in accord with standards in terms of approach, practices and methods, and is subject to close and direct supervision to ensure adherence to prescribed methods. The complexity of assignments is correlated to the individual's scope of knowledge, skills and abilities in the assigned work unit.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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 position.

- Functions in an entry level administrative or professional capacity, with the intent of learning practical aspects of the assigned department's daily operations.
- Assists with and responds to inquiries regarding departmental functions within scope of knowledge, skills and abilities; provides resolution or directs to appropriate resources.
- Utilizes automated office systems technologies, e.g., computers, telephones, facsimile machines, photocopiers, calculators, adding machines and software to perform assignments.
- Applies acquired knowledge, skills, and abilities in the applicable vocational field to the effective performance of the assigned department's daily operations.
- Performs research and analyzes data and information, summarizing the results in written or graphic reports.
- Takes citizen inquiries and complaints by telephone. Researches and composes responses to citizen inquiries, complaints and correspondence.
- As directed, assists with coordinating and maintaining departmental programs, schedules and services.
- Does assigned research and summarizes findings in written memoranda.
- Organizes data and records, compiles information in formats requested by superiors.
- Assists with budget preparation and monitoring.
- Performs technical and professional assignments.
- Provides administrative support to department staff as necessary to support work objectives of the assigned department.

MANAGEMENT INTERN

KNOWLEDGE, SKILLS & ABILITIES

Knowledge, skills and abilities associated with a designated internship are applicable to the specific vocational area of professional development and the educational accomplishments of the intern incumbent. Regardless of the area of assignment, incumbents are expected to have the following:

- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.
- Good written communication skills.
- Ability to plan and organize work and data.
- A high degree of interest in learning and an ability to learn new methods, approaches, and professional skills.
- Accuracy in work performed.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert 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. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

At least two years of completed coursework at an accredited university or college in a course of study leading to a professional vocation applicable to municipal government.

Presented and approved by the Civil Service Board on: April 13, 2004

MANAGER, PARKS & URBAN LANDSCAPE

GENERAL DEFINITION

Purpose of the position is to organize and manage all aspects of the work performed by the City's Parks Division. Employees in this classification strive to improve methods of business and enhance the greening of the City. Position provides additional technical expertise and overall knowledge in the field and assists with the development and implementation of a strategic plan for parks, open space and landscaped public areas. Ensures the Division achieves the standards for the landscape maintained by the City, and coordinates with other departments in construction of new parks and landscaped public areas.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in order of importance. 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 position.

- Manages the work of the Parks Division to achieve the desired outcomes of efficient and effective management of all City parks and public landscaped areas.
- Prepares and manages the Division's annual operating budget; ensures adherence to and compliance with established budgetary parameters.
- Provides significant input on the Department's capital parks budget requests and on parks and public landscaped areas in the City's Capital Improvement Budget.
- Establishes systems and programs to assist the Division in achieving established goals and objectives, such as an urban forestry program, landscape maintenance schedules, and preventative maintenance program.
- Achieves the goals and objectives of the Division, such as the continued greening of the City, both through improved maintenance practices and education of the residents and business community.
- Functions as the Department's representative on the City's Development Review Committee; provides input regarding landscaping plans for new development.
- Functions as the Department's representative on the City's Capital Improvement Plan (CIP) Committee; provides design input on all park projects, public landscaped areas that the City will maintain, and public landscaped areas maintained through other sources.
- Establishes short and long-term goals and objectives for the Division in concert with the City's mission, vision, and strategic initiatives.
- Establishes policies and procedures for the efficient management of the City's parks and public landscaped areas.
- Performs public relations activities in representing the Department and presenting information to citizens, businesses, advisory boards and related entities.
- Maintains current knowledge of trends and developments in parks management, urban forestry, and landscape design for application to functions under charge.
- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Directs the activities of staff engaged in the care and maintenance of parks and City-maintained public landscaped areas.

MANAGER, PARKS & URBAN LANDSCAPE

KNOWLEDGE, SKILLS & ABILITIES

- Comprehensive knowledge of the principles and practices applied to the design, development, management and maintenance of an urban forestry program.
- Substantial knowledge of horticultural principles and practices applied to the management and maintenance of municipal parks and public landscaped areas.
- Substantial knowledge of the body of available and current information resources applicable to the division's functions for technical research purposes and for special projects as may be assigned.
- Substantial knowledge of environmental legislation and regulatory standards applicable to the design and management of public lands.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Ability to interpret rules, regulations, and policies for effective decision-making in accordance with established precedent.
- Ability to establish and maintain effective working relationships with employees, division and department heads, public/private sector contacts, and City Administration.
- Ability to plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with established policies, procedures and regulatory standards applicable to the work.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Executive-level interpersonal, leadership, planning, and management skills.
- Ability to communicate professionally verbally, in writing, and in presentations.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university in Horticulture, Parks Management, Business or Public Administration, or related field; supplemented by 3 years progressively responsible experience in parks and public lands management, of which 1 year shall be in a supervisory capacity with considerable experience in the administration aspects of the work, e.g., budget development and administration, human resource administration, organization and delegation of responsibilities. Certified Landscape Architect, Arborist, and/or Landscape Inspector preferred and may substitute for a portion of the required experience; or an equivalent combination of education, training, and experience.

PREFERRED QUALIFICATIONS

Masters Degree in related field.

5 years of progressively responsible experience in parks and public lands management.

3 years of supervisory experience.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and

MANAGER, PARKS & URBAN LANDSCAPE

current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert 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. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

SELECTION GUIDELINES

Formal application, rating of education and experience. Oral interview, reference check, and possible supplemental questionnaire and job-related testing. Physical examination and drug screen as required by the Drug Free Workplace Ordinance. Must undergo a background investigation prior to being offered the job.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of minimum level of knowledge, skills and ability.

Presented and approved by the Civil Service Board on: March 22, 2005.

MANAGER, RISK

GENERAL DEFINITION

This is a responsible, professional position, the primary duties of which are to develop, manage and, administer the risk management programs of the City. The employee in this classification shall have responsibility for the management and administration of workers' compensation and general liability to include automobile and property insurance. The incumbent shall also perform management and professional work directing risk management functions for the City to prevent, minimize, evaluate or avoid losses relating to public liability, property damage, and employee injury.

Work is performed under the general direction of the Financial Manager.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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 position.

- Formulates and implements policies for risk management programs.
- Prepares bid specifications and RFPs, evaluates bids and proposals, and makes recommendations regarding the purchase of insurance programs.
- Serves as contract administrator for insurance policies.
- Compiles, analyzes, and interprets statistics relating to personnel injuries, frequency and severity factors; recommends training, job modification, and other strategies for addressing such issues.
- Develops and administers safety awareness and training programs, promotes safe work practices, and develops accident prevention and loss control methods, procedures and programs.
- Confers with physicians, attorneys, insurance providers, and contract providers in the conduct of daily worker's compensation administration.
- Conducts analyses and research for the purpose of identifying trends or problems and providing recommendations for future direction of the risk management programs.
- Reviews and advises city management concerning insurance requirements as they relate to various projects, programs and contracts. Advise on contractual insurance wording and protection limits.
- Reviews proof of insurance documents; advises appropriate City personnel whether the documents meet City insurance requirements.
- Coordinates handling of Workers' Compensation claims with the City's third party administrator. Represent the City at hearings and mediation.
- Interacts with attorneys, claims administrators, medical providers and the employee in return to work and light-duty assignment decisions.
- Develops cost containment strategies for risk management programs; negotiates terms and contracts associated with such changes.
- Exercises professional discretion and confidentiality concerning all matters under charge.
- Cooperating with the Department of Health and Human Services Office of Civil Rights and other legal entities in any compliance reviews or investigations.

MANAGER, RISK

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of modern risk management practices, requirements and procedures.
- Ability to accurately interpret insurance policies.
- Knowledge of claims administration techniques.
- Ability to evaluate risk claims and exposures.
- Professional communication skills sufficient to interact successfully with carriers, agents, agencies and attorneys.
- Ability to gather and analyze data, reaching rational conclusions from the review of data.
- Ability to write clearly.
- Ability to evaluate proposals and bids for insurance, and training programs for such qualities as responsiveness, completeness, quality, cost and effectiveness.
- Ability to project costs, and prepare and monitor budgets.
- Knowledge of the principles of effective safety programs and ability to manage them.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree in Business or Public Administration, Risk Management, Insurance, or related field; with minimum of five (5) years progressively responsible risk management experience, preferably for a moderate scale governmental or similar public sector agency.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert 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. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of minimum level of knowledge, skills and ability.

Approved by the Civil Service Board on: November 8, 2005

MANAGER, SOLID WASTE

GENERAL DEFINITION

Position manages the day to day operational functions of solid waste division of the Public Works Department. Employees in this classification manage the solid waste and recycling programs. Position supports other departmental priorities as directed. Provides direct advisement, recommendations and assistance to the department's director and management staff in all aspects of functional areas of responsibility.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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 position.

- Plans, assigns, delegates, and distributes operational schedules for the staff and functions under charge.
- Ensures compliance with all applicable ordinances, codes, laws, and regulatory standards applicable to solid waste management.
- Assists in preparation and administration of the department's annual operations budget, and will serve as a member of the Resource Recovery Board Technical Advisory Committee (TAC) of Broward County; ensures adherence to and compliance with established budgetary parameters.
- Evaluates operating policies and procedures and recommends new or modified policies and procedures to improve overall efficiency.
- Manages solid waste administration, establishing routes, staff schedules, and overall safe operations; manages recycling programs and initiatives of the department.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Receives and responds to inquiries and concerns from the general public, local business and regulatory agencies; researches and provides response and resolution accordingly.
- Manages contract for services agreements with Broward County and private sector consultants as applicable to assigned divisions.
- Ensures the overall safe operating conditions and operations for staff under charge; provides training and advisement in proper methods for ensuring adherence to safety policies and regulatory standards.
- Maintains current knowledge of trends and developments in the various technical disciplines for application to functions under charge, e.g., solid waste management.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of the principles and practices applied to the organization, management, and supervision of solid waste management.
- Substantial knowledge of the body of available and current information resources applicable to the department's functions for technical research purposes and for special projects.

MANAGER, SOLID WASTE

- Considerable knowledge of regulatory standards, local codes and ordinances, and state and federal standards affecting solid waste.
- Considerable knowledge of the principles and practices of public administration, including budget preparation and personnel management.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Ability to plan, assign, manage and review the work of others in a manner conducive to full performance and compliance with established code, ordinance, statutes and regulatory standards applicable to the work.
- Ability to evaluate, analyze, and provide recommendations regarding provision of municipal services, or other information as may be determined by City Administration.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Ability to communicate professionally verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Vocational and technical training and coursework in solid waste management principles, practices, and administration; supplemented by 5 – 7 years progressively responsible experience in municipal solid waste functions, the majority of which shall be acquired in a supervisor capacity with broad exposure to administrative aspects of the work, e.g., budget development and administration, human resources management, organization and delegation of responsibilities; or an equivalent combination of education, training and experience. Certification in Collections and Recycling from the Solid Waste Association of North America (SWANA) is preferred.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The ability to stand, sit, walk, talk and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Walk up or down stairwells, ladders or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Vision ability includes close and peripheral vision, and depth perception.
- Oral communications ability.

A review of this position has excluded marginal function of the position that are incidental of the performance of fundamental job duties. All duties and responsibilities are essential job

MANAGER, SOLID WASTE

functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Presented and approved by the Civil Service Board on: January 30, 2007.

MANAGER, STORMWATER

GENERAL DEFINITION

Position is responsible for maintaining stormwater quality and adherence to regulatory standards for the Citywide stormwater function. Areas of responsibility include, but are not necessarily limited to, stormwater drainage, stormwater treatment, and construction of all stormwater facilities. Employees in this classification perform both administrative and supervisory work in the daily management and implementation of the Stormwater Program.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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 position.

- Manages and provides administrative oversight of all stormwater construction projects; works collaboratively with the City's Capital Improvement Team under the auspices of the Department Director.
- Oversees the division's preventive maintenance program including, but not necessarily limited to, cleaning of stormwater systems and repair and replacement of structures, facilities, and treatment devices.
- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Ensures the City's Stormwater Program is in compliance with all applicable ordinances, codes, laws, and regulatory standards applicable to the work; performs mandatory reporting for applicable agencies and legislative bodies.
- Assists in preparation and administration of the division's annual budget; ensures adherence to and compliance with established budgetary parameters.
- Develops and maintains the City's ordinance(s) with respect to the Stormwater Program; amends the division's operations program to meet City obligations for such ordinance(s) and applicable regulatory standards and requirements.
- Represents the department, Director and City in meetings, conferences, and professional association forums as directed.
- Works collaboratively with Public Information in developing and maintaining a public outreach education program with respect to stormwater.
- Works collaboratively with Public Works Administration for other divisions to address any operational issues and compliance relative to the stormwater management.
- Coordinates the activity of consultants as such relates to stormwater capital projects and assists other department staff in coordinating services/projects where applicable.
- Maintains inventory and equipment use records for the division.
- Receives and responds to inquiries and concerns from the general public, local business and regulatory agencies; researches and provides response and resolution accordingly.
- Functions as the City's liaison between permitting and regulatory agencies for all matters relating to the Stormwater Program.
- Maintains current knowledge of trends and developments in the various technical disciplines for application to stormwater management.

MANAGER, STORMWATER

KNOWLEDGE, SKILLS & ABILITIES

- Extensive knowledge of the principles and practices applied to the treatment, management, control and disposal of stormwater runoff.
- Substantial knowledge of principles and practices associated with sedimentation and erosion control.
- Substantial knowledge of the body of available and current information resources applicable to the division's functions for technical research purposes and for special projects.
- Considerable knowledge of best management practices as such relates to the construction and regulatory compliance of stormwater structures and facilities.
- Considerable knowledge of legislation and regulatory standards affecting division construction projects, preventive maintenance, and regulatory reporting.
- Knowledge of the development functions of municipal and county government, including the Broward County Department of Planning and Environmental Protection, South Florida Water Management District and other departments in the City.
- Knowledge of the principles and practices of public administration, including budget preparation and personnel management.
- Knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Ability to plan, assign, manage and review the work of others in a manner conducive to full performance and compliance with established code, ordinance, statutes and regulatory standards applicable to the work.
- Ability to evaluate, analyze, and provide recommendations regarding provision of municipal stormwater services, or other information as may be determined by City Administration.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Executive-level interpersonal, leadership, planning, management and communications skills.
- Ability to communicate professionally and effectively verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to operate objects, tools or controls and reach with arms and hands.
- Traverse rough terrain; walk up or down stairwells, ladders or steps.
- The employee occasionally lifts and/or moves up to 20 pounds.
- Vision ability includes close and peripheral vision, and depth perception.
- Oral communications ability.

MANAGER, STORMWATER

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university in Civil Engineering, Construction Management, or related field; supplemented by 5 years progressively responsible experience in public utilities stormwater administration, to include broad exposure to projects construction and management, regulatory reporting and compliance, and administrative aspects of the work, e.g., budget administration, human resources management, organization and delegation of responsibilities; or an equivalent combination of education, training and experience.

Preferred qualifications are FWPCOA Stormwater "A" Certification and/or 3 years supervisory experience.

Presented and approved by the Civil Service Board on: November 9, 2004

NETWORK ADMINISTRATOR

GENERAL DEFINITION

This is a technical, professional and supervisory position performing technical and analytical work in the implementation, management and administration of a comprehensive local and wide area network (LAN and WAN) for the City. Work includes infrastructure planning both current and future strategic information and data management and processing goals, objectives, and initiatives. Work is performed under the supervision of the Information Systems Director. The incumbent is expected to have extensive knowledge and experience of Microsoft operating systems and application software, file servers and security administration, and LAN and WAN infrastructure. Provides direct advisement and assistance to the department director in all aspects of network operations and infrastructure development.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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 position.

- Maintains and administers file server operating requirements for the City's file and application server needs; evaluates, installs, and monitors performance of server operating software.
- Plans and documents modifications/enhancements to server software, ensuring efficient communication and minimized down time for system end-users.
- Provides assistance to customers in needs assessment, thereby determining suitability of specific hardware requirements and software solutions.
- Prepares specifications for new system acquisitions in accordance with the City's established technical standards; ensures compatibility and operational efficiency with existing agency systems.
- Responds to emergency calls relating to system performance, diagnosis of technical problems, and repair needs.
- Oversees servers' security protocol and integrity; installs new releases and system fixes; coordinates server maintenance functions in an efficient manner to ensure minimal down time for end-users.
- Monitors system operations and systems performance; evaluates trends and identifies solutions to current system deficiencies; conducts and monitors backups of system data.
- Installs, configures, and troubleshoots computer hardware/software; monitors performance and space requirements; performs preventive maintenance tasks to ensure continued optimal performance.
- Communicates with hardware/software vendors; provides information concerning operational and/or technical deficiencies and related performance concerns as appropriate.
- Maintains documentation regarding system and server operations, performance history, system errors or failures, maintenance activities, system modifications, installations and upgrades, and other work activities; documents status of repairs.
- Develops/writes procedures pertaining to data backups, data recovery and restoration, emergency systems operations, and related maintenance issues.

NETWORK ADMINISTRATOR

- Analyzes reports, flow charts, and related documentation for the purpose of developing plans for system upgrades, implementations and/or maintenance.
- Communicates with manager, end-users, technical personnel, vendors, and other individuals as needed to coordinate systems and server administration and maintenance activities, review status of work, exchange information, or resolve problems.
- Maintains an awareness of new products, technologies, trends, and advances in the profession; reads professional manuals and publications to increase knowledge of computer operations; attends user group meetings, conferences, workshops, and training sessions as appropriate.

KNOWLEDGE, SKILLS & ABILITIES

- Comprehensive knowledge of the principles and practices applied to the organization, management, and administration of a local and wide area network function.
- Comprehensive knowledge of the principles and methods applied to information technology infrastructure planning, implementation, and management.
- Broad knowledge of the various other technical disciplines of the industry, e.g., web administration, desktop support management, database administration, systems analysis, enterprise applications administration.
- Comprehensive knowledge of the body of available and current information resources applicable to the department's functions for technical research purposes and for special projects as may be assigned.
- Substantial knowledge of regulatory standards and legislation affecting public sector management information systems and information technologies.
- Ability to evaluate, analyze, and provide recommendations regarding short and long term goals, objectives, and initiatives regarding the City's information management infrastructure.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert 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. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

NETWORK ADMINISTRATOR

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university in Management Information Systems, Computer Science or related field, with 3 years local and wide area network administration experience in a multiple file server environment; current vocational certification in the field and 5 years experience in network administration for a moderate scale jurisdiction (40,000 population or more) may substitute for the Bachelor degree requirement, provided the applicant has demonstrated experience in the planning, development and implementation of network infrastructure; or an equivalent combination of education, training and experience.

SELECTION GUIDELINES

Formal application, rating of education and experience. Oral interview, reference check, and possible supplemental questionnaire and job-related testing. Physical examination and drug screen as required by the Drug Free Workplace Ordinance. Must undergo a background investigation prior to being offered the job.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of minimum level of knowledge, skills and ability.

Presented and approved by the Civil Service Board on: March 23, 2004

NON-CERTIFIED FIREFIGHTER TRAINEE

GENERAL DEFINITION

This employee is in training for the position of firefighter/paramedic. An employee in this position is responsible for participating in training activities to prepare for state certification as a firefighter. This is a training position only, an employee in this position may not engage in any emergency operations. An employee in this position may be required to perform training exercises under controlled conditions which involve extreme exertion in smoke-filled and cramped surroundings. Work may involve classroom and practical hands-on training activities involving fire apparatus and the operation of a firefighting and medical equipment. Work also involves various written and practical examinations to measure the employee's progress in the training course. Work is performed under the supervision of an assigned department officer and training facility staff..

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

KNOWLEDGE, SKILLS AND ABILITIES

1. Comprehensive knowledge of the Broward County Medical Protocols.
2. Ability to perform a wide variety of firefighting training activities.
3. Ability to understand and carry out oral and written instructions.
4. Ability to work effectively with others.
5. Ability to associate with fellow employees in close proximity for extended periods of time.
6. Ability to provide emergency medical care to the sick and injured utilizing the skills, training and knowledge required of a certified Paramedic.
7. Ability to communicate with others in a courteous and professional manner.
8. Ability to conform with and abide by all Departmental, Training Facility and City regulations, policies, work procedures and supervisory instructions.

ESSENTIAL JOB DUTIES

1. Lays and connects hoses, holds nozzle and directs fire stream; raises ladders; operates fire extinguishers, bars, hooks, lines and other firefighting equipment.
2. Enters training structures for firefighting, rescue and salvage training operations.
3. Performs salvage training operations by deploying salvage covers, removing water and clearing debris.
4. Participates in fire rescue training drills, attends classes in firefighting, emergency medical care and related subjects.
5. Performs general maintenance and minor repairs to fire department property, apparatus and quarters.
6. Generates and/or completes various records, reports, and checklists including medical records.

Non-Certified Firefighter Trainee

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MINIMUM ACCEPTABLE TRAINING EXPERIENCE

1. Graduation from a standard high school or its equivalent.
2. Able to obtain a valid State of Florida Firefighter Certificate within six months of appointment.
3. Possess a valid State of Florida Paramedic Certification.
4. Valid State of Florida Class "D" Drivers License with "E" endorsement.
5. Possess all valid certification necessary to perform as a Paramedic within the City of Oakland Park which includes certification or successful completion of:
 - _ Advance Cardiac Life Support (ACLS)
 - _ Cardiopulmonary Resuscitation
 - _ Blood Borne Pathogen Course
 - _ Emergency Vehicle Operators Course (EVOC)
6. An equivalent combination of training and experience.

PHYSICAL REQUIREMENTS OF POSITION

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations to the requirements below will be made pursuant to the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.) for qualified individuals with a disability, who are capable of performing essential functions.

1. Ability to traverse rough terrain, walk up or down stairwells, ladders or steps.
2. Ability to participate in strenuous group activities to control and mitigate a wide variety of emergency situations.
3. Ability to operate equipment, machines (including office equipment) and motorized vehicles.
4. Must frequently lift and/or move 50 lbs. and occasionally lift and/or move up to 175 lbs.
5. Meet NFPA 1582 visual requirements.

SELECTION GUIDELINES

Formal application, rating of education and experience. Oral interview, reference check, possible job related testing. Physical examination and drug screen as required by the Drug Free Workplace Ordinance. Must undergo a background investigation prior to being offered a job.

A review of this position has excluded the marginal function of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and ability.

Presented and approved by the Civil Service Board on: January 13, 2004.

OFFICE SPECIALIST

GENERAL DEFINITION

Performs entry level reception, clerical and administrative support duties. Duties typically involve data entry, filing, mail distribution, general cashing and telephone reception. Answers inquiries for information, some of which may involve limited research. Compiles routine information and composes general correspondence for supervisor's signature. Types and performs other administrative support tasks using personal computers. Essential job duties, as outlined herein, are performed according to the specific department or area of assignment.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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 position.

- Greets internal and external customers of the department; provides direction or directs to appropriate entity.
- Maintains order and appearance of department's reception area.
- Responds to inquiries and concerns regarding departmental functions.
- Answers telephone calls from the public and City staff and provides resolution or directs to appropriate entity.
- Composes and types correspondence not requiring the individual attention of manager or department head.
- Accepts, processes and records fees and payments from customers for department programs and services; prepares payments for deposit.
- Maintains department files and records management system in accordance with established policies and procedures.
- Operates a variety of standard office technologies and equipment in performing assignments, e.g., copiers, facsimile machines, calculators, personal computers.
- Assumes responsibility for receipt and timely distribution of incoming mail.
- Receives, coordinates and prepares for distribution department outgoing mail and packages.
- Performs data entry in the maintenance and updating of various systems, records, and logs of the department.
- Establishes and maintains effective working relationships with internal customers, external entities, and the general public.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to maintain files and records management systems structured in alphabetical and numeric formats.
- Ability to establish and maintain effective working conditions with internal customers, external entities, and the general public.
- Ability to work independently under limited supervision on routine tasks.

OFFICE SPECIALIST

- Familiarity with standard office technologies, e.g., personal computers, word processors, spreadsheet applications.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert 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. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or a GED Certificate and 6 months clerical, cash handling or administrative support experience, with demonstrated knowledge of alphabetical and numeric file management systems; or an equivalent combination of education, training and experience.

Presented and approved by the Civil Service Board on: March 23, 2004