

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 131**

**RESEARCH AND RECORDS SPECIALIST**

**GENERAL**

Performs responsible and varied clerical work which involves complex work methods and procedures and requiring ability to operate standard word processing and related data entry equipment. To supervise the lien search, open permits, alarm billing and records units, under direct supervision of the Building Official.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Handles difficult clerical tasks requiring judgment and experience.
- Assists in administering policies in accordance with prescribed regulations.
- Processes, maintains records, and prepares reports of transactions of considerable complexity, involving the application of knowledge gained through experience, such as legal instruments, and other documents, purchasing, personnel, or other specialized records related to the activities of the particular department concerned.
- Deals with public in specialized area of service. May lead a clerical force in carrying out office function and services to the taxpayer and general public. Instructs employees in office procedures and laws relating to particular functions to which assigned.
- Meets and processes applicants. Administers examinations, calculates scores, records data and notifies applicants.
- Operates standard office, word processing and data entry equipment;
- Perform research properties and produce lien and research reports as required by the public.
- Perform research on open and/or delinquent permits on properties as required by the public., produce results reports, schedule delinquent permits pending inspections and entering the inspection results on the system, while classify the resulted permit status in the system.
- Supervise the appointed staff to maintain the Building Inspections Division records.
- Supervise the alarm billing staff.
- Prepare forms and control measures for the Building Inspections Division records.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the procedures, duties and responsibilities of the unit of operation to which assigned.
- Knowledge of modern office practices and procedures and of business English, spelling and commercial arithmetic.
- Knowledge of departmental operation.
- Skill in the application of modern office practices and techniques and in the use and care of routine and specialized office machine equipment.

- Ability to perform complex clerical work with very little supervision.
- Ability to keep complex records and to make reports.
- Ability to develop effective work methods and procedures in accordance with rules, regulations and departmental policies.
- Ability to work with and for the general public as well as fellow employees.
- Ability to type with accuracy at a prescribed rate of speed.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of an acceptable equivalency diploma, including courses in commercial subjects, supplemented by experience in performing general office or related clerical work.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

### **SPECIAL REQUIREMENTS**

None.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**10/17**

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 20/42

**Location:** Development Services/Building Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 177**

**E-PLAN ADMINISTRATOR**

**GENERAL**

Performs a variety of advanced, technical support to the permit processing; including residential and commercial plans intake for both paper and electronic submittals, customer counter assistance, permit tracking, land use file submittals, plans review coordination and other technical duties in support of the receipt, processing and recordkeeping functions of the City's permitting section. Provides information and assistance to customers in applying for and interacting with the City ePlan system. Works under direct supervision of the Building Official.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Coordinate software problems & actions with IT Department and Building Department.
- Provide technical support and assistance to permit applicants for ePlan.
- Resolve internal issues that arise with ePlan and NaviLine at department level.
- Develop and maintain an online video classes and live presentations to customers as needed on ePlan.
- Assist in the revamp and development of the Building Inspections website.
- Assist all Development Services Department staff with technical support with their devices, tablets, phones, connectivity and data management (creating and maintaining logs).
- Training and assisting Development Services Department staff who are unfamiliar or new to ePlan and SunGard (NaviLine) software.
- Develop and maintain a property addresses management system.
- Update owner information and address records in NaviLine
- Research new products and solutions that would enhance technology use within the Development Services Department as a whole.
- Create instruction manuals and guides for the ePlan software, as well as update existing guides for new software versions.
- Assist in the deployment of assets and features to various internal users.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of codes and local ordinances as they relate to responsibilities.
- Knowledge of Building construction, engineering, or land use planning principles and practices.
- Knowledge of Record and bookkeeping systems.
- Knowledge of Mapping and basic engineering principles and plans.
- Knowledge of Legal descriptions.
- Ability to read and interpret legal descriptions and complex plans and maps.
- Ability to serve in a lead capacity including delegating and reviewing the work of others.
- Ability to establish and maintain effective working relationships with employees,

- customers and others.
- Ability to communicate effectively, both orally and in writing.
- Ability to perform mathematical calculations.
- Ability to establish and maintain accurate records.
- Ability to operate office equipment such as office computers and calculators as well as the automated permit tracking system.
- Ability to operate and administer the ePlan Review software
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

High school or GED, plus one to three years of technical support experience related to building permit processing including one year of experience assisting customers at the counter accepting applications. Work experience must also include online computer systems and personal computer hardware and software products.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, and pulling.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**10/17**

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 32/42

**Location:** Development Services/Building Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 247**

**SUSTAINABILITY COORDINATOR**

**GENERAL**

Responsible administrative, specialized professional and technical work assisting in the development and implementation of the City's Floodplain Management and Community Rating System (CRS) programs. The position performs work of moderate difficulty, gathering, analyzing and interpreting National Flood Insurance Program (NFIP) requirements; ensuring compliance with NFIP requirements, proactive participation in coordinating the Community Rating System (CRS) Program; compliance with city floodplain management regulations, and assisting in the development and implementation of other floodplain management related programs. Directs program specific activities and assignments, coordinates with other city departments, develops/maintains community partnerships, and interacts with advisory boards, the public and other organizations. Exercises a great deal of independent judgment in a variety of work situations. This position coordinates and implements the City's resiliency and sustainability related efforts. Works under the general supervision of the City's Building Official and/or his designee.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Assists in the coordination of the city's Floodplain Management Program ensuring that the city meets FEMA's minimum NFIP participation requirements.
- Assists in overseeing the city's FEMA Community Rating System (CRS) for flood insurance discounts and proactively develops a plan for improved rating.
- Floodplain Management: Update and maintain the City's floodplain management program in accordance with State of Florida Division of Emergency Management/ Floodplain management office and the Florida Building Code Section 117. Includes assisting the Building Official to create new policies for the City's floodplain program. The position will also represent the City in meetings and workshops as mandated by the State of Florida. Position will perform cursory review of properties to verify compliance with the National Flood Insurance Program (NFIP) during permit applications for substantial improvements.
- DRC Reviews: The position will review Site Plans required by the Building and Zoning Codes during the Development Review Committee (DRC) review cycle. This task includes attending Major Site Plan Pre-Application Meetings, reviewing and preparing comments for plans submitted for DRC and attending DRC meetings.
- Serve as the City's Community Rating System (CRS) Coordinator and follow up on all efforts needed to comply with this program including the annual audit, mailing the annual brochure, and transitioning the city to the new CRS manual.
- Green Building Program Coordination: Chapter 152, Building, provides incentives to applicants who construct LEED or FGBC buildings. Additionally, Florida State Statutes 255.2575 (2) requires all municipal buildings to comply with a sustainable building standard or a national model green building code. This position will assist to ensure compliance with applicable LEED standards and to facilitate the LEED or FGBC certification process, whenever necessary.
- Coordinate all activities associated with preparations for sea level rise. Research reports and best practices; analyze data on sea level rise.
- Promotes public awareness of the Floodplain Management Program through speaking engagements, advertising, and other programs.

- Provides routine field reviews, responds to specific complaints, and documents observations and investigations related to compliance with the city's Floodplain Ordinance.
- Assists in development and implementation of the City of Pompano Beach Flood Risk Program for Public Information (PPI) brochures.
- Presents information to the Board of Unsafe Structures, Planning Commission, and the Special Magistrate for Code Enforcement.
- Provides assistance in mediating complaints, as directed by the Development Services Director, the Chief Building Inspector or the Building Official.
- Explains floodplain development requirements to community leaders, citizens, and the general public.
- Maintains records and documents that keep the community eligible to participate in the FEMA's NFIP and CRS program.
- Maintains the Community Floodplain Management Reference Library.
- Provides assistance to FEMA and State Floodplain Manager representatives during Community Assistance Visits (CAV), Community Rating System (CRS) Program reviews, and other floodplain management program activities.
- Monitors and coordinates other Federal and State Floodplain Management programs.
- Appears as a witness involving floodplain violations.
- Prepares and presents oral and written reports.
- Performs other related work (including weather or other extreme emergency duties) as assigned or required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of FEMA regulations and guidelines for flood mitigation grant work and processes, the Florida Building Code, the Flood Resistant Design and Construction (ASCE-24) and knowledge of the National Flood Insurance Program and the Community Rating System.
- Ability to evaluate and analyze relevant documents including but not limited to the City's Storm Water Master Plan; Chapter 152, Buildings; National Flood Insurance Program (NFIP) Community Rating System (CRS) Coordinator's Manual; Southeast Florida Regional Climate Change Compact's publication: A Unified Sea Level Rise Projection for Southeast Florida; Capital Improvement Plan; Comprehensive Plan and Chapter 155, Part 8 Sustainable Development Standards.
- Knowledge of applicable Florida Statutes and local resolutions and ordinances relating to floodplain permit requirements and inspection procedures.
- Ability to read and interpret construction plans and blueprints.
- Ability to communicate and enforce laws, codes, and regulations effectively both orally and in writing with a variety of audiences.
- Ability to prepare and present complex reports.
- Ability to enforce and interpret Floodplain Management Program with firmness, tact and impartiality.
- Ability to utilize various computer software programs such as Word, Excel, GIS (Arc View, etc.), and particularly those related to the NFIP permit requirements, and City programs.
- Ability to plan, supervise, and evaluate the work and activities of professional and support personnel; Establish and maintain effective working relationships with county, state and federal officials, contractors, staff, volunteers, and the general public.
- Ability to work independently on complex tasks and deal with non-routine matters.
- Ability to organize, prioritize, and multitask in a busy environment.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.

- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Training in the National Flood Insurance Program (NFIP) with a possession of a Certified Floodplain Manager (CFM®) certificate; and 3 years of professional level experience in the assigned field of floodplain management. Training in Green Building Technologies, with a possession of a LEED AP certificate (preferred). Associates Degree required. Bachelor's Degree in business or public administration, urban planning, engineering, environmental studies or other closely related field is preferred., and 3 years of experience as described above; or An equivalent combination of education, training and/or experience may be substituted for the minimum qualifications. Must possess a broad understanding of climate, sustainability, and environmental issues with experience in policy development, project management and strategic planning. Successful candidate must possess excellent customer service skills and philosophy to promote Pompano Beach as a business friendly environment. Applicants should possess administrative and supervisory skills and demonstrate proficiency in the utilization and Implementation of information technologies.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to climb structures under construction, ladders, and scaffolds.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev** 01/18

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 26/50

**Location:** Development Services

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 634**

**BUILDING CODE COMPLIANCE LEAD OFFICER**

**GENERAL**

Highly responsible technical and supervisory work in the enforcement of the Florida Building Code. Work is performed under general supervision. Supervise the Special Magistrate and Unsafe Structures Cases, the inspectors assigned to perform the code compliance duties and to prepare the agenda and supporting materials for the Unsafe Structures meetings. Works under direct supervision of the Building Official.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Assist the Building Official in enforcing the Unsafe Structures cases.
- Schedules and assigns the work of supervised Field Inspectors, renders technical advice and assistance and evaluates work performance.
- Consults with architects, engineers, general and specialty contractors and homeowners on building permit applications. Interprets the Florida Building Code.
- Coordinates work schedules with other trade inspectors and with other City departments. Schedules and participates in annual inspection of business and government buildings and housing greater than duplexes.
- Investigates complaints regarding alleged code violations by assigning follow-up review and taking remedial action.
- May review submitted plans and perform field inspections for conformance with the Florida Building Code. Retains certification through mandatory continuing education programs.
- Upgrade and / or maintain the existing Unsafe Structures Database.
- Represent the Building Inspections Division at the Unsafe Structures and Special Magistrate meetings.
- Perform research of properties to determine the level of un-safeness and direct resources for a solid case.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of building construction methods and materials.
- Knowledge of the building and land use codes in force and of the Florida Building Code. Knowledge of the general practices and materials of the building trades.
- Ability to read and interpret construction plans and blueprints.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Ability to supervise employees engaged in the code enforcement Operations.



- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Certification by the Broward County Board of Rules and Appeals as outlined in Chapter 2, Section 201.2 (A). Construction experience.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to move heavy and awkward ladders.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate (Class E) driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**10/17**

**FLSA:** Exempt

**Pay Grade/Group:** 29/50

**Location:** Development Services/Building Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 132**

**ADMINISTRATIVE SPECIALIST**

**GENERAL**

Oversees and manages, complex administrative tasks for the City Manager's Office. Supervision and direction is received from three Assistant City Managers, as well as the City's Budget Manager. Tasks involve responsibility for reviewing contracts, preparing amendments, and performing a variety of budget functions. Other functions include tracking tasks assigned by the City Manager's Office as well as staff support and fact gathering research, compiling, and verifying information for completeness, accuracy and adherence to guidelines. Supervision may be exercised over subordinate clerical personnel.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Acts as administrative liaison to three Assistant City Managers; Interprets administrative policy and decisions as explained and directed; Relieves the Assistant City Managers of operational administrative matters.
- Transmits orders and instructions with the authority of the City Manager's Office; Performs public relations functions with the public, department heads, officials and personnel, and visitors;
- Coordinates meetings, conferences appointments, and travel arrangements for the Assistant City Managers.
- Assists with the City's Strategic Plan, Performance Measurement and Lean/Six Sigma Programs. Reviews, corrects, and prepares quarterly and annual Strategic Plan and performance measurement progress reports and schedules meetings and workshops. Responds to information requests or inquiries from City Departments regarding the Strategic Plan program and concurrent tasks. Maintains reports, electronic folders, and supporting documents related to the strategic plan program.
- Serves as a technical resource for the City Manager's Office and the Budget Office, including performing transcription and preparing special reports; Assists with preparation and updating of the annual budget calendar; preparation and distribution of budget folders; reviews budget folders for accuracy and completeness; preparation and distribution of preliminary and final budgets; establishes department/ division budget levels in Naviline; provides editorial support for the budget manual and capital improvement plan manual for grammatical errors, calendar dates, and overall appearance;
- Assists with preparing budget adjustments; Independently manages correspondence and maintains confidential records and files maintenance of official records; preparation of meeting minutes for specific Boards and/ or committees; timely development and distribution of meeting materials, as required for the Budget office.

- Oversees limited accounting, payroll and other department bookkeeping and personnel records; prepares the department or staff payroll, prepares and maintains departmental personnel records.
- Responsible for the management of specific contracts.
- Processes purchase orders, as required.
- May be required to supervise and train clerical or secretarial employees.
- Provides security access, to appropriate personnel, in financial system.
- Coordinates and prepares non-profits funding requests for City Commission approval.
- Collects information from a variety of sources and compiles data for special and periodic reports.
- Serves as back-up for the City Manager's Executive Secretary.
- Performs related work as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of standard office practices, procedures, equipment and secretarial techniques;
- Knowledge of business English, spelling and arithmetic;
- Ability to interpret and apply policies and procedures;
- Ability to make difficult arithmetic calculations and to set up complex forms and statistical tables;
- Ability to type, take and transcribe dictation accurately at a reasonable rate of speed;
- Ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with other employees; ability to work independently in the absence of specific instruction;
- Ability to understand and follow written and verbal instructions
- Ability to establish and maintain effective working relationships with other employees, City officials, and the general public.
- Ability to communicate effectively, both verbally and in writing, using excellent English.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

#### **MINIMUM QUALIFICATIONS**

Graduation from High School; commercial college or business school training and considerable experience in progressively responsible secretarial work.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

**SPECIAL REQUIREMENTS**

None.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev 10/17**

**Bargaining Unit:** Non-Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 23/50

**Location:** City Manager's Office (only)

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 166**

**BUSINESS COMMUNICATIONS ANALYST**

**GENERAL**

Responsible technical work in application programming, software implementation, radio communications, trouble shooting and end-user training. Work is performed under general supervision of the Assistant Chief Information Officer.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Responsible for programming, documentation and implementation of application software systems on a variety of computer platforms, including (but not limited to) the IBM iSeries and Intel-based Windows servers and workstations.
- Works closely with third party application software vendors in the maintenance of mission-critical software systems.
- Supports analog and digital hand held and mobile radios.
- Serves as lead analyst for specific third party application software systems.
- Creates training materials and conducts training classes for users of mission critical systems.
- Provides written and oral reports of activities to management.
- Meet with Department heads to discuss their growth and vision –Interview with Internal stakeholders
- Reduce cost and increase efficiency through applications
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of office methods and procedures.
- Knowledge of the operation, uses and capabilities of a variety of automated systems, including (but not limited to) the IBM iSeries, Windows Server and Workstation, Superior Municipal Application Software, and the Microsoft Office suite of applications including SQL.
- Excellent Project Management skills
- Strong analytical, problem solving, and conceptual ability
- Ability to demonstrate proficiency in at least one programming language.
- Ability to conduct research and define results.
- Ability to communicate orally and in writing.
- Ability to establish and maintain effective working relationships.

- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in computer science or related field. Eight years experience in programming and application software development.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, crawling, reaching, and handling, pushing, and pulling. Capable of lifting 50 lbs, kneeling, bending, reaching, carrying, handling related to computer equipment.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev 10/17**

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 30/42

**Location:** IT Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 178**

**WEB DESIGN DEVELOPER**

**GENERAL**

Advanced professional and technical work developing and maintaining websites, web applications, landing pages, and mobile apps. The position exercises a high degree of independent judgement and initiative. Work is performed under administrative direction of the Public Communications Director.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Be responsible for maintaining updating and configuring the City of Pompano Beach website and all other websites under purview
- Define site objectives by analyzing user requirements, envisioning system features and functionality
- Design and develops user interfaces for Internet or intranet applications by setting expectations and features priorities throughout development life cycle, determining design methodologies and tool sets, completing programming using languages and software products, and designing and conducting tests
- Develop new websites, landing pages, and web applications, as required
- Ensure websites scale and are well designed for use across multiple platforms such as mobile devices
- Write well designed, testable, efficient code by using software development best practices
- Integrate data from various back-end services and databases
- Monitor industry trends and apply them to operations and activities
- Ensure web servers are running correctly and maintaining required levels of uptime
- Troubleshoot website and server issues
- Edit photos and create design elements in Adobe Creative Suite
- Work with vendors to set up services related to website development and maintenance
- Perform related work as required

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of web server setup and maintenance including, File Transfer Protocol(FTP), Secure Shell (SSH), and shell scripting
- Knowledge of relational database systems, Object Oriented Programming(OOP) and web application development
- Knowledge of front-end technologies and platforms, such as JavaScript, HTML, and CSS
- Knowledge of back-end technologies and platforms, such as PHP and MySQL
- Ability to integrate web APIs

- Knowledge of version control technologies such as Git.
- Knowledge and ability to utilize computer technology for website development
- Knowledge of Adobe Creative Suite
- Skill to evaluate and analyze effectiveness of websites, web applications, and mobile apps
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Computer Science, Software Development, or related field; supplemented by a minimum of five years' experience in web development or equivalent combination of education, training and experience.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Ability to operate media related mechanical and electronic equipment. Some standing, walking, moving, climbing, bending, kneeling, crawling, reaching, and handling, and carrying, pushing, or pulling objects weighing up to 25 pounds.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev 01/18

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 28/42

**Location:** IT Department

**GERS: Regular:** Regular Class



**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 164**

**SR. BUSINESS APPLICATIONS ANALYST**

**GENERAL**

Advanced technical work in systems design, application programming, software implementation, trouble shooting, technical writing and end-user training. Work is performed under general supervision of the Assistant Chief Information Officer.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Responsible for system design, development, documentation and implementation of application software systems on a variety of computer platforms, including the IBM iSeries and Intel-based Windows servers and workstations.
- Works closely with third party application software vendors in the installation and maintenance of mission-critical software systems.
- Installs upgrades to operating systems. Adjusts operating system parameters, as required.
- Serves as lead analyst/project manager for specific modules of third party application software systems.
- Creates training materials and conducts training classes for users of mission critical systems.
- Serves as system security officer, managing all access to internal systems.
- Performs data backup and restore operations. Creates data transfer and conversion utilities on an ad hoc basis. Creates and maintains reporting systems for outside agencies.
- Provides written and oral reports of activities to management.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of office methods and procedures.
- Knowledge of the operation, uses and capabilities of at least one database management system.
- Knowledge of the operation, uses and capabilities of a variety of automated systems, including (but not limited to) the IBM iSeries, Windows Server and Workstation, Superior Municipal Application Software, and the Microsoft Office suite of applications.
- Strong technical background in relational database management, report development tools in Crystal Reports, SQL, and SSRS.
- Ability to demonstrate proficiency in at least one programming language.
- Ability to conduct research and define results.
- Ability to communicate orally and in writing.

- Ability to work alone or as a member of a team.
- Ability to supervise and teach.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in computer science or related field. Ten years experience in programming and systems design.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, crawling, reaching, and handling, pushing, and pulling. Capable of lifting 50 lbs, kneeling, bending, reaching, carrying, handling related to computer equipment.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Rev 10/17

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 32/42

**Location:** IT Department

**GERS: Regular:** Regular Class

**CITY OF POMPAÑO BEACH  
CLASS DESCRIPTION**

**JOB CODE 168**

**BUSINESS APPLICATIONS ANALYST**

**GENERAL**

Responsible technical work in application programming, software implementation, trouble shooting and end-user training. Work is performed under general supervision of the Assistant Chief Information Officer.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Responsible for programming, documentation and implementation of application software systems on a variety of computer platforms, including (but not limited to) the IBM iSeries and Intel-based Windows servers and workstations.
- Works closely with third party application software vendors in the maintenance of mission-critical software systems.
- Generate, modify and compile Crystal Reports.
- Serves as lead analyst/project manager for specific third party application software systems.
- Creates training materials and conducts training classes for users of mission critical systems.
- Provides written and oral reports of activities to management.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of office methods and procedures.
- Knowledge of the operation, uses and capabilities of a variety of automated systems, including (but not limited to) the IBM iSeries, Windows Server and Workstation, Superior Municipal Application Software, and the Microsoft Office suite of applications.
- Technical background in relational database management, report development in Crystal Reports.
- Microsoft Reporting Service (SSRS) and SQL applications.
- Ability to demonstrate proficiency in at least one programming language.
- Ability to conduct research and define results.
- Ability to communicate orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.

- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in computer science or related field. Eight years experience in programming and application software development.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, crawling, reaching, and handling, pushing, and pulling. Capable of lifting 50 lbs, kneeling, bending, reaching, carrying, handling related to computer equipment.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev 10/17**

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 30/42

**Location:** IT Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 222**

**REAL PROPERTY MANAGER**

**GENERAL**

Related to real property acquisition, maintenance, inventory management, disposition, re-use and redevelopment, including reporting revenues from leases, sales, dispositions and related costs.

**EXAMPLES OF ESSENTIAL DUTIES**

- Work with City staff and other professionals to develop and implement standard operating procedures ("SOPs"), strategies and systems related to real property acquisition, inventory management, disposition, re-use and redevelopment, including reporting revenues from leases, sales, dispositions and related costs.
- Serve as liaison in real property acquisition via donation, the escheat process, negotiated purchase/sales, delinquent tax/foreclosure sales and litigation settlements, including related activities such researching encumbrances, clearing title and obtaining appraisals.
- Responsible for overseeing comprehensive maintenance and management of real properties owned.
- Serve as liaison to develop and implement software system(s) and SOPs to maximize real property assets to include inventory/cost/revenue tracking, maintenance and GIS mapping.
- Works with City's collections specialist and City staff to identify opportunities for acquisitions.
- Respond to all complaints and inquiries regarding real properties owned.
- Work with City staff and other professionals to formulate alternative best re-use and redevelopment strategies for existing real property assets, proposed acquisitions and development goals.
- Coordinate notices for bids with the City Clerk's Office.
- Coordinate solicitations for real property related professional services, as directed by City staff. Coordinate development of real property agenda items and presentation of items at City Commission meetings for consideration.
- Serve as City liaison in all disposition and marketing related matters.
- Work with City staff to develop a page or pages on the City's website that provides information on real property/surplus inventory and formal solicitation notices.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of laws, ordinances, and other regulations, principles, guidelines and procedures related to City real property acquisition, management, disposition and surplus; the escheat process; public auctions for delinquent tax/foreclosure actions; tenant/business relocation/eviction and lease/contract negotiation
- Knowledge of current real property management and real estate trends and innovations

- Knowledge of software and office equipment, including, but not limited to Word/Excel/Power Point applications, GIS mapping and real property inventory management
- Skill in creative problem solving, conflict resolution and strong verbal, written and interpersonal skills
- Skill in strategic/critical thinking and organization/time management
- Skill in computers and applicable software
- Ability to communicate and coordinate activities clearly and effectively, both orally and in writing
- Ability to serve as City liaison for various project groups and task forces
- Ability to Interpret and explain City policies and procedures relative to real property issues
- Ability to develop and implement comprehensive standard operating procedures for all aspects of real property acquisition, management, marketing and disposition
- Ability to prepare clear and concise reports and also review/critique significant reports and documents
- Ability to identify and organize key decision makers to accomplish goals and objectives
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Bachelor's Degree from an accredited college or university with major course work in Business Administration, Public Administration, Real Estate or relevant field and five years of management in the public or private real estate industry. Experience working with a governmental entity in real property issues is preferred. An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, crawling, reaching, and handling, pushing, and pulling. Capable of lifting 50 lbs, kneeling, bending, reaching, carrying, handling related to computer equipment.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev** 01/18

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 30/50

**Location:** Finance Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE283**

**CULTURAL AFFAIRS DIRECTOR**

**GENERAL**

This is responsible professional work planning, organizing, facilitating, and directing the cultural activities of the City of Pompano Beach. The employee in this classification is also responsible for coordinating the interface between the Cultural Arts Foundation and city government in the administrative areas of technical research, special reports, agenda preparations, and public information presentations. Work includes developing marketing programs, cultural arts programming, grants programs, advocacy, revenue development, and the development of cultural facilities to stabilize and encourage the growth of Pompano Beach's cultural community. Position reports to an Assistant City Manager.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Develops and implements programs and materials to promote the image and awareness of Pompano Beach as a city-wide cultural district creating earned revenue for cultural groups
- Prioritizes long range issues affecting Pompano Beach cultural growth and forges partnerships to address them with corporate entities, community organizations and other non-profit organizations.
- Develops and issues proposal guidelines, pre-application consultation meetings, grants panel selection and orientation, panel review and recommendations, approvals by Commission and issuance of contracts and monitoring of project compliance for cultural arts grant programs.
- Identifies and implements strategies for recurring revenues from a broad range of contributors and funding organizations to continue the arts development in the City of Pompano Beach.
- Assesses and prioritizes city efforts to support cultural facilities and infrastructure needs.
- Coordinates multiple projects simultaneously in various phases of development and at various venues.
- Exercises independent judgment in the application of principles and practices of cultural arts programming.
- City government liaison with the community, the Cultural Arts Foundation, and other organizations.
- Coordinates meetings, agendas, minutes, sub-committees, monitoring of action steps.
- Works with staff to provide high-level strategic planning with regard to resource development and cultural affairs initiatives in creating and implementing strategic plans for the programs.
- Ensures sound financial management by prudently evaluating the organization's resources and overseeing Cultural Affairs' annual budget to comply with financial regulations, reporting requirements and City standards



- Compiles and disseminates monthly event calendar outlining the month's activities, special events listings, describing what, where and when events will be held and the venue, hours and a brief description of those activities.
- Will be an articulate and persuasive spokesperson in writing and in person for the arts in Pompano Beach.
- Monitors programs and activities prepares regular reports, ensures compliance with contract documents, reviews and verifies contractor's payment applications and recommends approval for payment.
- Prepares performance reports on artists, consultants and independent contractors.
- Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and passion for the arts.
- Knowledge of current practices in the field of local arts agency administration.
- Knowledge of the budgeting practices of performing and visual arts organizations
- Knowledge of the cultural and fine arts needs of the City of Pompano Beach, or the ability to acquire such knowledge
- Knowledge of non-profit foundations, fundraising, and management.
- Skills in strategic planning to effect change in a multi-cultural environment.
- Ability to use lettering, graphic, audio-visual and related equipment
- Ability to plan and organize effective educational and informational programs
- Ability to edit, analyze and evaluate grant proposals
- Ability to express ideas, facts, and information in a clear and concise manner, verbally and in writing, to individuals or groups
- Ability to collect, analyze, and interpret data and information, and to formulate conclusions and recommendations, using independent judgment
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

## **MINIMUM QUALIFICATIONS**

Considerable progressive experience with proven leadership and record of accomplishment in cultural affairs management, including budget, staff management, fundraising, and professional arts administration for seven (7) years. Strong preference will be given for prior experience starting and

growing a new cultural arts program. Graduation from an accredited university with a Bachelor's degree in Business, Arts or Management related fields; a Master's degree is preferred.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, calculator, copier and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling. Ability to lift medium weight equipment.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev 10/17**

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 35/50

**Location:** City Manager's Office

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 269**

**SENIOR ACCOUNTANT**

**GENERAL**

Professional and advanced technical position in the installation and maintenance of the data processing system is performed under general direction in the Finance Department.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Directs and coordinates the implementation of financial systems including the conversion of financial history records.
- Coordinates with IT department and financial system software vendor to resolve system problems.
- Performs year-end closing procedures of the financial system.
- Provides technical assistance to end users for general ledger, accounts payable, purchase orders and other issues related to the financial system.
- Prepares monthly and quarterly financial reports including the explanation of significant variances.
- Supervises trains and evaluates accounts payable staff.
- Reconciles general ledger and subsidiary accounts. Review and update batches to be posted the City's financial system from the various financial applications.
- Assists with year-end schedules relative to the Comprehensive Annual Financial Report (CAFR) and assists with assembling the data for the external auditor.
- Enforces internal accounting control for accounts payable, including security requests for access to general ledger accounts.
- Opens new general ledger accounts in the financial system.
- Performs accounting and other related tasks for budgeting and capital budgeting processes.
- Performs other related work as needed.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of financial software systems.
- Knowledge of both financial and governmental accounting principles.
- Knowledge and skill in the use of Microsoft Excel.
- Knowledge in using MS Word and Outlook.
- Ability to calculate mathematical functions with reasonable speed and accuracy.
- Ability to follow and understand oral and written instructions.
- Ability to communicate effectively both orally and in writing.
- Ability to multitask, prioritize, and organize in a stressful environment.
- Able to work under minimal supervision.
- Ability to make independent decisions within established accounting policies and procedures.

- Ability to prepare and explain financial statements, accounting reports, and records.
- Ability to use various methods to research and summarize findings as needed.
- Ability to exercise good judgment and perform a wide range of supervisory responsibilities.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Accounting or closely related field. Experience in general or municipal accounting. Four years of related experience. Certified Public Accountant (CPA) preferred. Lean Six Sigma Yellow Belt certification is preferred. Selected candidate will be required to obtain the Lean Six Sigma Yellow Belt certification within 1 year of hire, if not already obtained.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. The noise level in this work environment is usually quiet in an inside office setting. Must be able to sit for long periods of time while using a computer.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev 10/17**

**Bargaining Unit: Bargaining**

**FLSA: Exempt**

**Pay Grade/Group: 29/50**

**Location: Finance Department**

**GERS: Regular Class**

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 165**

**INFORMATION TECHNOLOGIES ANALYST**

**GENERAL**

Technical work in configuring and maintaining Intel-based personal computers and file servers, installing and configuring Microsoft operating systems and application software, trouble shooting, network configurations and end-user training. Work is performed under the general supervision of the Assistant Chief Information Officer.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Installs and configures Windows operating systems on workstations and file servers.
- Provides assistance in maintaining telephone and communication systems.
- Installs and configures application software systems on workstations and file servers.
- Trouble shoots computer, phone and printer hardware problems reported by end users.
- Trouble shoots network hardware problems related to switches and routers.
- Provides end-user training related to basic operation of computer systems.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Intel-based computer hardware and related peripheral devices.
- Knowledge of Microsoft operating systems and applications.
- Ability to configure networking and communications equipment.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in computer science or a related field. A minimum of four years of working experience in microcomputer support.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, kneeling, crawling,, sitting, standing, pushing, and pulling. Some bending, reaching, carrying, and handling of PC equipment. Occasional lifting of up to 40 pounds.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Rev 10/17

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 28/42

**Location:** IT Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 175**

**NETWORK SYSTEMS ANALYST**

**GENERAL**

Responsible technical work in network administration, operating system installation and configuration, trouble shooting and end-user training. Work is performed under general supervision of the Assistant Chief Information Officer.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Responsible for Data Recovery and assisting the Network Administrator in the administration of a 600+ node Windows network.
- Configures and maintains Microsoft servers, personal computers, network routers, and switches.
- Provides support for the VoIP telephone system.
- Creates training materials and conducts training classes for users of mission critical systems.
- Provides written and oral reports of activities to management.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of office methods and procedures.
- Considerable knowledge of the operation, uses and capabilities of a variety of automated systems, including (but not limited to) Windows Server and Workstation, Ethernet and TCP/IP, and various routing and switching devices.
- Ability to install and configure relational database systems, such as Microsoft SQL-Server.
- Ability to configure data backup systems and virus protection systems.
- Ability to conduct research and define results.
- Ability to communicate orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in computer science or related field. Eight years' experience in microcomputer support.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, crawling, reaching, and handling, pushing, and pulling. Capable of lifting 50 lbs, kneeling, bending, reaching, carrying, handling related to computer equipment.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Rev 10/17

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 30/42

**Location:** IT Department

**GERS: Regular:** Regular Class



**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 176**

**SR. NETWORK SYSTEMS ANALYST**

**GENERAL**

Responsible technical work in network administration, operating system installation and configuration, trouble shooting and end-user training. Work is performed under general supervision of the Assistant Chief Information Officer.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Responsible for the administration of a 600+ node Windows network.
- Configures and maintains Microsoft servers, personal computers, network routers, and switches.
- Responsible for Firewall and Network Security
- Responsible for User and Email account maintenance
- Configures and maintains VoIP telephone system
- Configures and maintains Microsoft Exchange server and mail filtering
- Configures and maintains Microsoft Active Directory architecture
- Configures and maintains Hyper-V ecosystem
- Configures and maintains DNS and DHCP infrastructure
- Configures and maintains Microsoft SQL Servers
- Configures and maintains ESRI ArcGIS Server
- Manages various 3<sup>rd</sup> Party server applications to support a variety of departmental needs
- Maintains PCI Compliance on the payment network
- Conducts regular security audits of supervised systems
- Administers server certificates for web and other servers that require encrypted communication
- Creates training materials and conducts training classes for users of mission critical systems.
- Provides written and oral reports of activities to management.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of office methods and procedures.
- Considerable knowledge of the operation, uses and capabilities of a variety of automated systems, including (but not limited to) Windows Server and Workstation, Ethernet and TCP/IP, and various routing and switching devices.
- Ability to install and configure relational database systems, such as Microsoft SQL-Server.
- Ability to configure data backup systems and virus protection systems.

- Ability to conduct research and define results.
- Ability to communicate orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in computer science or related field. Ten years' experience in microcomputer support.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, crawling, reaching, and handling, pushing, and pulling. Capable of lifting 50 lbs, kneeling, bending, reaching, carrying, handling related to computer equipment.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev 12/16**

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 32/42

**Location:** IT Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 234**

**CHIEF INFORMATION OFFICER**

**GENERAL**

Responsible administrative and technical work, directing and coordinating management information and telecommunications systems. Work is performed under general administrative direction.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Plans, evaluates and directs City and departmental policies, programs and operations, such as documentation, data entry control, computer security, editing and report formats.
- Assists in the planning, design, engineering and administration of distributed computer systems to include wide and local area pc networks (WAN/LAN) using the latest software and operating systems as well as interfacing distributed networks with the City's main computer system.
- Supervises a technical staff engaged in developing new or revising current applications, maintaining systems software and operating main computer system and on-line applications.
- Confers with user departments regarding equipment needs and utilization, report scheduling and extension of services.
- Assigns work orders and evaluates implementation of changes. Performs technical duties as necessary.
- Determines data system charges for equipment and utilization for financial records including budget preparation, maintains inventory records of technical manuals, lease and servicing agreements, and status of purchased equipment.
- Confers with vendors regarding products to insure that computer capabilities exceed data requirements.
- Plans and recommends modification or addition of machines, equipment and programs.
- Analyzes and determines the telecommunications requirements of City agencies and departments.
- Plans, budgets, coordinates the procurement of, and supervises the installation of all City telecommunications equipment. Experience in administering a PBX telephone system is a plus but not required.
- Supervises and administers the total operation, including the validation of charges, of the City telephone system.

- Approves payroll timesheets, Personnel Transactions, counsels staff and conducts performance evaluations.
- Performs special projects as directed by the City Manager.
- Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the IBM iSeries platform, Superion application software and Microsoft operating systems.
- Knowledge of analyzing user needs, designing program and systems and implementing applications.
- Knowledge of office methods and procedures is essential in this position.
- Knowledge of wide and local area network systems (WAN/LAN)
- Knowledge of data base operations.
- Knowledgeable in multi-level platforms. Must be technically competent. Able to adapt to an ever-changing environment. Able to assist with the systems and programming when necessary.
- Ability to supervise and evaluate technical staff.
- Ability to maintain effective relationships with user departments.
- Ability to communicate orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Bachelors in Computer Science or related field. Considerable experience as a senior systems analyst and supervisor in a comparable data system, supplemented by technical schooling. Extensive experience in systems analysis and programming of a variety of integrated commercial applications utilizing comparable hardware and software, supplemented by technical training.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a,

personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, crawling, reaching, and pushing, and pulling. Capable of lifting 50 lbs, kneeling, bending, reaching, carrying, handling related to computer equipment.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev 10/17**

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 38/50

**Location:** IT Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 235**

**ASSISTANT CHIEF INFORMATION OFFICER**

**GENERAL**

Responsible administrative and technical work, directing and coordinating management information systems. Work is performed under the Chief Information Officer direction.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position*

- Plans, evaluates and directs City and departmental policies, programs and operations, such as documentation, data entry control, computer security, editing and report formats.
- Supervises a technical staff engaged in developing new or revising current applications, maintaining systems software and operating main computer system and on-line applications.
- Confers with user departments regarding equipment needs and utilization, report scheduling and extension of services. Assigns work orders and evaluates implementation of changes.
- Determines data system charges for equipment and utilization for financial records including budget preparation, maintains inventory records of technical manuals, lease and servicing agreements, and status of purchased equipment.
- Confers with vendors regarding products to insure that computer capabilities exceed data requirements.
- Plans and recommends modification or addition of machines, equipment and programs.
- Manages physical access and camera system security, managing all access to internal systems.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of IBM iSeries platform and software and other database systems.
- Knowledge of analyzing user needs, designing program and systems and implementing applications.
- Knowledge of office methods and procedures is essential in this position.
- Knowledge of data base operations.
- Ability to supervise and evaluate technical staff.
- Knowledgeable in multi-level platforms. Must be technically competent. Able to adapt to an ever-changing environment. Able to assist with the systems and programming when necessary.
- Ability to communicate orally and in writing.
- Ability to establish and maintain effective working relationships.

- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Bachelors in Computer Science or related field. Extensive experience in hardware installation, troubleshooting, and repair supplemented by technical training.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, crawling, reaching, and pushing, and pulling. Capable of lifting 50 lbs, kneeling, bending, reaching, carrying, handling related to computer equipment.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Rev 10/17

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 33/50

**Location:** IT Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 215**

**BUDGET MANAGER**

**GENERAL**

Administrative and professional management analysis work in support of the City Manager's annual budgets. The employee will work closely with department directors in coordinating, planning, and directing general budget development and for grant and capital projects. The employee will be responsible for supervision of the performance measures for the Budget Office's Strategic Plan. Work is performed under the general direction of the City Manager and/or Assistant City Managers.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Assists in the preparation and execution of the City's annual operating budget, CRA budgets, as well as the capital improvement and grant programs budgets.
- Assists with the City Manager's budget and presents the budget to the City Commission.
- Prepares advertisements and proper forms required by Statute for public hearings and adoption of final budget by City Commission.
- Oversee administrative policy implementation.
- Oversees non-profit funding process.
- Oversees 5 Year Capital Improvement Plan.
- Oversees Strategic Plan for the Budget Office and/or the City Manager's Office.
- Oversees the Sister Cities Program.
- Oversees the Community Bus Program and TSO Mobile App.
- Oversees the Management Intern Program.
- Oversees the OpenGov Financial Transparency Tool and other special projects.
- Annually apply for the GFOA Distinguished Budget Presentation Award.
- Directs and carries out special projects as assigned by the City Manager's Office.
- Schedules the budget time frame and supervises the distribution of all budget materials.
- Instructs and assists department staff with established guidelines and completion of budget forms.
- Evaluates submitted departmental proposals as to fiscal impact and prepares reports of findings for administrative review.
- Conducts research/analysis and special projects, citizen complaints and issues on an ongoing basis.
- May supervise subordinate and/or support staff.
- Performs economic analysis of Local and Regional Markets.
- Knowledge of municipal management, fiscal management, and governmental budgeting methods, procedures and policies.
- Ability to perform routine and complex administrative functions independently.



- Ability to analyze facts, exercise sound judgment, arrive at valid conclusions, and make recommendations.
- Knowledge of the structure and function of local government departments.
- Knowledge of statistical concepts and methods along with the ability to independently conduct special projects and studies and report on the findings. This includes knowledge of a variety of methods of work measurement, research techniques used in productivity studies and systems of internal controls.
- Ability to identify opportunities to improve productivity through work simplification and methods improvements as well as coordinate and manage research projects from start to finish.
- Ability to communicate orally and in writing.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of current budgetary techniques, concepts and procedures applicable to local government.
- Knowledge of GFOA best practices.
- Knowledge of governmental accounting practices and procedures and local government financial information systems.
- Knowledge of purchasing policies and procedures.
- Knowledge of modern office practices and procedures and of business English, spelling and commercial arithmetic.
- Knowledge of the general research, planning and grant writing principles and practices. Knowledge of the standard terminology, techniques, practices and presentation of data collection and basic statistical analyses.
- Knowledge of federal, state, local and foundation procedures and regulations.
- Skill in the operation of a personal computer.
- Ability to analyze budget requests in relationship to City fiscal policy and operational objectives.
- Ability to prepare budgetary and financial projections and reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze and resolve complex fiscal, operational and policy problems.
- Ability to effectively use and operate various items of office related equipment.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Public Administration, Finance, Accounting, with major course work in public administration, finance, social sciences, education or related field; experience in local government budget preparation, management analysis and/or social and human services including research, grant writing and project management experience. Master's degree is desirable, with emphasis in public finance or related fields. Years of experience in local government budget preparation, management analysis and/ or grant writing and project management.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Rev 10/17**

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 33/50

**Location:** Budget Office

**GERS: Regular:** Regular Class

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, calculator, copier and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling. Ability to lift medium weight equipment.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev** 10/17

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 35/50

**Location:** City Manager's Office

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**COMMUNICATIONS & MARKETING DIRECTOR**

**GENERAL**

Responsible administrative work in planning, organizing and directing the activities of the Public Communications Office. Work involves responsibility for the administration and direction of a wide variety of public communication programs and activities, utilizing various media to increase awareness of City services. Areas of responsibility include media relations, management of graphic design and publications, management of the City's Internet web site, management and hands on operation of the City's Government Access Ch. 78 television station.

Work is performed under administrative direction of the City Manager.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Directs the operations of the Public Communications Office,
- Develops policies and procedures related to public communication activities.
- Oversees a strategic public communication program which includes the development of media releases, newsletters, television station operations, speeches, web site content, collateral materials and press conferences.
- Plans and coordinates the collection, compilation, and presentation of information to the news media, public and City departments.
- Manages content development and presentation of City's Internet web site.
- Manages operations of the City's Government Access Ch. 78 television station including the routine installation and maintenance of equipment in the Commission Chambers.
- Oversees the operations of the City's graphic art projects.
- Serves as spokesperson and liaison between the Fire Department and the news media preparing news releases and media alerts responding in person and telephone to newsworthy events.
- Provides interviews with local and national media to provide timely information on a wide range of City issues.
- Provides recommendations in the formulation and implementation of City-wide policies, procedures and technical standards and practices involving public communications matters and materials.

- Acts as emergency public information officer during activations of the Emergency Operations Center.
- Performs related work as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the principles of management and their application to the administration of public information activities.
- Knowledge of journalistic principles and practices.
- Knowledge of graphic design and web site administration.
- Knowledge of television operation and electronic broadcast equipment.
- Ability to plan, implement and coordinate large scale public relations programs.
- Ability to write and assemble interesting and informative articles, news releases, pamphlets, reports and other publicity materials.
- Ability to interpret and present abstract ideas in creative pictorial graphic forms.
- Ability to plan and supervise the work of subordinates and set meaningful performance objectives.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

## **MINIMUM QUALIFICATIONS**

Graduation from an accredited four year college or university with major course work in journalism, communications, public administration or a related field; six years experience in news writing, public relations or related work, including supervisory experience; or any equivalent combination of relevant training and experience.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 243**

**PERMIT SERVICES SUPPORT COORDINATOR**

**GENERAL**

Moderate to difficult clerical position involving extensive public contact with supervisory responsibilities. Work is performed under limited supervision. Works under direct supervision of the Building Official.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Daily activities include but are not limited to answering large number of telephone inquiries, filing, preparing and processing official forms and documents.
- Assists other office personnel in the monitoring and tracking of applications through the permitting process, processing and issuing of construction permits and data entry of inspections.
- Identifies projects that are experiencing delays in permitting and collaborates with inspections staff on solutions to expedite the permitting process.
- Acts as the liaison between the Development Services Department and the public (including architects engineers, contactors and homeowners) or other City Departments
- Composes reports, memoranda, letters and related documents.
- Responsible for the supervision, Schedules Planning, Assigns, and Coordinates the activities of the Customer Service Staff, Permit Expeditors and supporting clerical staff.
- Customer Service Assistance with the ePlan software.
- Prepare forms and control measures for the Building Inspections Division permit expeditors and customer service staff
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of business English, spelling, arithmetic, office practices and procedures, Must have the ability to operate a wide variety of office equipment including microfilm reader, copier, and personal computers.
- Excellent memorization and organizational skills.
- Proficiency using Microsoft Office applications including Word and Excel with skill in typing accurately from rough draft at 35 wpm.
- Knowledge of NaviLine software is preferred
- Ability to follow oral and written instructions.
- regardless of race, religion, age, sex, disability or political affiliation.
- Ability to read and interpret city ordinances and related legal documents
- Ability to analyze situations accurately and to plan and adopt an effective course of action.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of

- race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

High school diploma or equivalency. Two years general clerical experience.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Sedentary position with the ability to handle or feel objects or controls, see, read, talk and hear. Occasional moving of up to 40 lbs. Work is performed in an inside office environment; noise level in this environment is usually moderate. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

### **SPECIAL REQUIREMENTS**

Must obtain ICC Permit Technician Certification within 1 year.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**10/17**

**Bargaining Unit:** Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 26/50

**Location:** Development Services/Building Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 507**

**FACILITIES MAINTENANCE SUPERVISOR**

**GENERAL**

Under general direction, organizes, monitors, and supervises facility maintenance operations; performs a variety of technical tasks relative to facility maintenance; provides technical assistance to the Building Maintenance Operations Manager.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for facility maintenance. Maintains time and attendance records. Completes employee evaluations. Reports all problems to the Facilities Maintenance Operations Manager
- Maintains function and reliability of facility systems and associated equipment by implementing a preventive maintenance program; operating and testing systems and equipment; restoring, repairing, rebuilding, or replacing faulty or inoperative components and parts.
- Evaluates functionality and reliability of facility systems and associated equipment by conferring with operating departments; identifying problems and requirements.
- Establish schedules and methods for providing facility maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly. Adjusts procedures to meet schedules
- Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
- Participate in the preparation and administration of the facility maintenance budget; submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment; monitor budget expenditures.
- Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; prepare specifications and contracts for contract services. Determines equipment and materials required for projects
- Train or coordinate training in facility maintenance and safety methods, procedures, and techniques. Maintains safe working conditions and enforces policy and procedures
- Develop and organize preventative maintenance and safety inspection programs for all facilities and equipment.
- Coordinate construction projects, remodels, and other special projects. Resolves problems encountered on job sites
- Assist in the preparation of various contracts, requests for proposals, and reports.
- Perform the more technical and complex tasks of the work unit.



- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of facility maintenance; incorporate new developments as appropriate into programs.
- Coordinate with contractors in providing contract services.
- Answer questions and provide information to the public; investigate complaints and recommend. Investigates complaints from the public

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of operations, services, and activities of a building maintenance, repair, and construction program.
- Knowledge of materials, methods, terminology, equipment and tools used in the maintenance, repair, and construction of building structures and systems including those used in performing rough and finished carpentry, plumbing, heating, electrical, mechanical, and painting work.
- Knowledge of principles of supervision, training, and performance evaluation.
- Knowledge of principles and practices of municipal budget preparation and administration.
- Knowledge of equipment, tools and materials used in facility maintenance activities.
- Knowledge of construction and project management principles.
- Knowledge of principles and practices of safety management.
- Knowledge of office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Ability to read and understand construction drawings, plans and specifications.
- Ability to organize, implement and direct facility maintenance operations and activities.
- Ability to supervise, train and evaluate assigned staff.
- Ability to interpret and explain pertinent department policies and procedures.
- Ability to develop cost estimates for supplies and equipment.
- Ability to perform the most complex maintenance duties and operate related equipment.
- Ability to demonstrate tact and diplomacy with the public.
- Ability to develop and recommend systems and procedures related to assigned operations.
- Ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work cooperatively with other city departments.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

## **MINIMUM QUALIFICATIONS**

Have successfully graduated from a standard high school or possess a G.E.D. certificate from an accredited issuing agency, preferably supplemented by college-level course work in construction

management, engineering, or a related field. Four years of increasingly responsible facility maintenance experience including supervisory experience

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Able to negotiate rough job sites, climb ladders, and scaffolds. Must have the ability to lift up to 50 lbs.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

**10/17**

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 24/50

**Location:** Public Works

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 474**

**COMPLIANCE COORDINATOR**

**GENERAL**

Responsible work coordinating and assessing the Utilities Department Compliance activities as well as managing the Lean/6 Sigma process improvement and benchmarking programs. Work is performed under general direction, reporting to the Compliance and Efficiency Manager. Must possess intellectual curiosity and a commitment to data integrity and accuracy.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Assesses compliance for water/wastewater/reuse and stormwater permits
- Monitors utility programs/activities for compliance with local, state and federal regulations
- Coordinates with Utilities and City staff to facilitate completion of compliance activities
- Tracks and audits compliance data and records
- Facilitates Lean/6 Sigma process improvement teams
- Documents and tracks all department Lean/6 Sigma team activities
- Calculates, documents, tracks and reports department metrics
- Calculates, documents and reports benchmarking data and strategic plan data
- Assists with the development of department Masterplans and reports
- Conducts compliance audits and operational performance assessments
- Conducts data evaluations and analysis for management reports
- Prepares grant applications and tracks grant activity
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to interpret regulations and permit requirements in order to assess and calculate compliance level.
- Ability to maintain accurate records and prepare detailed reports.
- Ability to demonstrate proficiency with Microsoft Office programs.
- Ability to track and analyze data in order to provide trends and identify opportunities for department improvement.
- Knowledge of utility compliance requirements, and scientific principals required.
- Knowledge of Water Utilities Operations required.
- Knowledge of process improvement methods required.
- Must have the ability to facilitate teams to reach project goals.
- Must communicate and interact with other employees and the public effectively using common English in both verbal and written format.
- Ability to establish and maintain effective working relationships.

- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Mathematics, Chemistry, or other related field with 3 years' experience working in performance improvement, laboratory analysis or analytics required. At least one year of Compliance experience is required. Utilities experience a plus

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, computer and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Must follow safety procedures and promote a safe working environment. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

### **SPECIAL REQUIREMENTS**

Incumbent will be required to work extended hours during and after hurricanes or other disasters. Must obtain a Lean/6 Sigma Greenbelt certification within one year of hire date.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev** 01/18

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 23/42

**Location:** Utilities Department

**GERS: Regular:** Regular Class

## **CITY OF POMPANO BEACH**

**JOB CODE 620**

### **CLASS DESCRIPTION**

#### **CHIEF ENGINEERING INSPECTOR**

##### **GENERAL**

Supervisory and technical work directing Engineering Inspectors engaged in reviewing plans and inspecting construction within City right-of-way and on Capital Improvement Program (CIP) projects. Work is performed under direction of the City Engineer.

##### **EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Attend Development Review Committee (DRC) Meetings and review and comment on plans;
- Attend Marine Advisory Board Meetings;
- Utilize electronic ePlan software for reviewing and commenting on plan submittals;
- Utilize HTE software to process Engineering construction permits and enter field inspection results;
- Coordinates and assists with inspections of Franchise Utilities (gas, electric, cable and telephone);
- Coordinates and assists with inspections for construction projects within the public street rights-of-ways and public waterways consisting of the following: potable water mains and service lines, sanitary sewer mains and service lines, reuse water mains and service lines, storm drainage systems, bridges, roadway construction, parking lot construction, curbing, sidewalk, docks, piling, boat lifts and seawalls to determine compliance with the approved plans and construction permits;
- Coordinate closely with CIP Manager and Project Managers on inspections for various Capital Improvement Program projects;
- Assist contractors in interpreting City Code and Engineering specification requirements;
- Assist in MS4 Permit compliance;
- Easement securing and ROW abandonments;
- Attend preconstruction and construction progress meetings;
- Assist Engineering Inspectors with review of cost estimates for permit fees, shop drawings, testing results, construction material verification, verification of contractor pay requests, RFI's, and change orders, and punch-list items.
- Investigate public inquiries and prepares written progress reports;
- Conducts personnel evaluations, mentors staff, and assists in establishing policies and procedures.

##### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of principles, methods and materials used in all types of public works, including road building, sanitary sewer, watermain and marine construction, as well as general building construction.
- Knowledge of specifications or codes for class of work being inspected.
- Knowledge of legal and administrative regulations relative to subdivision, water, dredging, filling and construction.

- Knowledge of the basic principles of civil engineering as they relate to public works and general building construction.
- Ability to read and interpret blueprints, plans and specifications.
- Ability to make detailed technical inspections and to enforce regulations firmly, tactfully and impartially.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited four year college or university with major course work in civil engineering, construction management, or related field; Extensive experience (15 years minimum) in all facets of municipal government engineering and construction including plan reviews, permit issuance and inspections. General Contractor License or FDEP Class 1 Distribution System Operator License required and some supervisory experience preferred.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to lift medium weight equipment.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record. Rev. 7/95

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev 10/17**

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 30/50

**Location:** Engineering Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION****PARALEGAL****GENERAL**

This is a legal research and administrative work of more than average difficulty in the City Attorney's Office. Responsible for the performance of confidential and diverse administrative work. Extensive local government experience is crucial to this position. Work involves responsibility for coordinating, planning and supervising the administrative and office management activities of the Office of the City Attorney. Provides technical and administrative support relating to the preparation and closing of all real estate transactions for the City and the CRA. Assists in the compiling and preparation of legal documents and provides general overall assistance to professional legal staff with pending litigation. Duties include coordinating all purchasing and record keeping activities of the department. Considerable independent initiative and judgment is exercised in conformance with standard operating policies and procedures.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Acts as paralegal to the City Attorney and his staff, composes correspondence and memoranda, arranges conferences, interprets administrative policies, relays instruction and policy and procedural revisions, acts for superior on routine matters.
- Provide consistent and accurate information to staff, clients, attorneys and other participants regarding real estate transactions in process. Broad and in-depth technical knowledge and skills in the field of real estate law, including review of title information, title insurance, deed preparation and execution, mortgages, and other liens, general real estate closing procedures.
- Draft purchase and sales agreements, deeds, and related legal documents under attorney supervision.
- Prepare closing summaries, transfer tax forms, and pre-closing memoranda.
- Review title searches and identify title issues, request estoppel information and request disbursements.
- Keep abreast of relevant current activities at the state and federal level.
- Meet with Seller prior to closing and conduct or represent the City or CRA at closings as requested.
- Send documents for recording, update title search, monitor file for receipt of satisfactions and other documents clearing title matters.
- Prepare all documents necessary to secure final title policy.
- Monitor and/or prepare 1099B forms and file with IRS each year.
- Perform basic liaison functions with landowners, government agencies, community organizations, and other legal department internal and external customers.
- Provide callers with information on routine legal services, policies, procedures and technical issues; collect information needed to complete documents/files through phone calls, correspondence and visits; plan and coordinate activities, exchange information, investigate and resolve problems, and the like.
- Provides assistance to professional legal staff with pending litigation.
- Coordinates and schedules meetings, conferences, appointments, court hearings, etc. for attorneys and processes all materials for meetings.
- Prepares documents for pleadings, briefs, legal opinions and litigation reports concerning status of cases.
- Keeps legal calendar; calendars for timely filing of matters (responsive pleadings, etc.) and keeps check on pending cases to avoid delay or default in filing pleadings; maintains a court docket.

- Maintains attorneys' diaries.
- Performs legal research on various legal issues, concerns, complaints, pending lawsuits and other legal matters for the City Attorney.
- Researches on NexisLexis, Westlaw and the Internet for cases, bills passed by the Legislature that affect government, obtains copies of Codes of other municipalities, obtains copies of articles and other documents which has an impact on the city.
- Locates and collects former opinions, documents and other materials concerned with current questions or legal assignments for review by the City Attorney or Assistants.
- Understands city policies, procedures and municipal ordinances; develops and revises office procedures.
- Prepares standard resolutions and ordinances when required.
- Supervises compilation, preparation and edits of reports, ordinances, resolutions, and contracts; compiles data for preparation of other legal documents.
- Coordinates the agenda process with the City Clerk and City Manager's Office.
- Assists with Public Records Requests for routing and records.
- Works closely with various departments in preparation of Affidavits in order to timely file Applications with Broward County for receipt of Surplus Funds from Tax Sale Auctions.
- Types and proofreads tedious legal descriptions in which accuracy is very important. Takes and transcribes specialized and complex dictation from attorneys.
- Receives inquiries from the public or city staff by letter, phone or in person, and furnishes information or directs inquiries to the proper source for answer.
- Provides information and guidance to officials, other city employees and the general public concerning routine legal procedures according to established practices.
- Prepares and monitors the department's annual budget.
- Consults with City Attorney during preparation of the budget and in monitoring the budget.
- Maintains the law library for the legal staff; updates Code books, etc. Orders new materials, updates and supplements.
- Designs and maintains specialized filing systems, maintains appointment calendar; coordinates special projects or committees as directed by City Attorney; coordinates and maintains record of travel expenses.
- Reviews office procedures and practices, develops and recommends adoption of improved procedures, forms, record keeping practices and utilization of office equipment.
- Provides direct support for one or more attorneys in the absence of the Legal Assistant as required.
- Performs timekeeping and other administrative functions.
- Approves the requisition of supplies and equipment.
- Maintains awareness of current legal issues through study of legal publications and other relevant materials relating to area of assignment.
- Attends training programs and continuing legal education to enhance knowledge and abilities in assigned legal areas.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of law office management, practices and procedures, with knowledge of the operation of a public and/or municipal government legal office.
- Knowledge of legal terminology, legal forms and administrative court procedures.
- Knowledge of the sources and availability of research material, and the ability to effectively conduct research assignments.
- Knowledge of substantive and procedural criminal and civil law including court rules, trial procedures, discovery procedures and court time lines.
- Knowledge of applicable laws, ordinances and general regulatory requirements.
- Knowledge of the organization, function, procedures and intergovernmental relationships of the city.
- Skill in prioritizing and handling multiple tasks simultaneously.



- Ability to analyze a variety of administrative problems and procedures, to make sound recommendations as to their solution and to prepare working procedures.
- Ability to plan, assign and supervise the work of subordinates and promote and maintain effective departmental morale.
- Ability to operate a personal computer including word processing software, e-mail, spreadsheet applications and electronic calendaring.
- Ability to carry out general instructions of a superior quickly, effectively and with dispatch.
- Ability to exercise good judgment in applying and interpreting policies and procedures.
- Ability to express ideas effectively, orally and in writing, with good proofreading skills.
- Ability to establish and maintain effective working relationships with officials, other employees and the general public.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

#### **MINIMUM QUALIFICATIONS**

At least three (3) to five (5) years of municipal government experience. At least three (3) to five (5) years real estate paralegal experience. The ability to type not less than 65 words-per-minute and maintain good accuracy. Proficient word processing skills, including knowledge of MS Word, Excel and PowerPoint, working knowledge of the Internet as a research tool and for e-filing of court documents. Familiar with federal, state and local court procedures, including e-filing and PACER. Florida Registered Paralegal and/or Certification required.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

#### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, scanner, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev:** 01/2018

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Classification:** 26/50

**Location:** City's Attorney Office

**GERS:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 741**

**FIRE ADMINISTRATIVE SERVICES MANAGER**

This is high level advanced professional work performing budget analysis, various Fire Department program oversight and performance tracking tasks. Although work is performed under the direction of the Fire Chief, this position exercises substantial independent judgment and decision-making in planning and carrying out assignments.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Maintains accountability for all Fire Department fiscal oversight and budgeting activities through the coordination, preparation and administration of the fire department's budget.
- Evaluates the merit of fire department budget requests.
- Implements ways to improve Fire Department fiscal oversight and systems to improve management of all fire department grants and contracts.
- Serves as department Fire Assessment Program coordinator. Role involves working with the City Manager's Office and outside agencies to update the apportionment of fire service demand and cost on a regular basis.
- Develops cost-benefit analysis for certain programs to estimate net impact on city residents. Implements components necessary to collect, assimilate, and analyze organizational performance.
- Coordinates Fire Department strategic planning efforts, goal-setting, performance measurement and evaluation.
- Provides technical support to Logistics. Role encompasses oversight of how the Logistics Division devises, implements, manages fire department resources and activities for which they are responsible.
- Designs systems to report performance initiative results to the Fire Chief, City Officials, outside interests and the community at large.
- Responds to all inquiries related to the budget and overall performance of the department.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of public budgeting principles, practices, and procedures.
- Knowledge of financial analysis, project management, and economics principles
- Ability to communicate effectively both orally and in writing.
- Substantial management abilities, broad knowledge base, and proven ability to use good judgment in order to minimize mistakes and develop productive relationships with co-workers.
- Ability to work independently, organize and execute assignments with minimum supervision.

- Ability to conduct research, analyze data, prepare and maintain reports and distribute information.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Skill in the operation of a computer, utilizing appropriate software for the preparation of data.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited four-year college or university with major course work in business or public administration, economics, law, or related fields; thorough experience in fire-EMS industry and public administration, or any equivalent combination of training and experience. A Master's Degree is preferred.

(A comparable amount of training and experience may be substituted for the minimum qualifications.)

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Rev 10/17**

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 36/50

**Location:** Fire Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 743**

**EMERGENCY MANAGER**

**GENERAL**

This is advanced professional and administrative work in the management of specially assigned programs or projects in the operation and/or planning of the Emergency Management Operations. Work involves coordination of all operational and/or planning for emergency support functions for the city's Emergency Response Plan. Position incumbent reviews responsibilities, as enumerated in promulgated plans. Coordinates work with other city departments and divisions, other municipalities, county and federal agencies. Work is performed with considerable independent judgment within established guidelines. Performance is reviewed by an administrative superior for conformance to established policy.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Coordinate and/or prepare plans for all operational emergency support functions for City of Pompano's Emergency Response Plan; develop, organize and administer the facility plan review program; review and reconcile differences of opinion regarding adequacy of facility plans.
- Conduct city vulnerability analyses by emergency situation type.
- Prepare and/or implement detailed mitigation studies that identify operation procedures to alleviate negative impacts of emergency situations.
- Coordinate emergency response activities with federal, state, county and municipal authorities.
- Prepare reports, procedures and documentation that support city emergency management functions.
- Prepare and/or ensure the adequacy of the city's hazard assessment by location and type; review and update as required.
- Research, collect information, and utilize information to assist decision makers in emergency operations decision making.
- Research, monitor and explain policy regulations and operating procedures as required.
- Coordinate with media, businesses and community agencies to develop public information and educational programs.
- Plan for and/or coordinate the maintenance of the City Emergency Operations Center facilities and equipment to ensure continuous readiness for immediate activation when needed.
- Conduct research and develop training in response to city emergency management needs.
- Plan and/or ensure that all training programs are in compliance with state and federal regulations.
- Supervise support staff.

- Performs related work as required.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position)

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of the principles of management, organization and administration.
- Considerable knowledge of Emergency Management Procedures, practices and regulations.
- Considerable knowledge of the practices in the fields of local government personnel management, organization, administration, budgeting and accounting.
- Knowledge of personal computers and effective procedures for their use.
- Ability to plan, direct and coordinate the work of subordinates when required by work assignments.
- Ability to safely operate a motor vehicle at varying times of day.
- Ability to remain calm and determine effective emergency services needed for any situation.
- Ability to comprehend and follow oral and written instructions.
- Ability to compose and maintain clear and accurate records and prepare reports and logs.
- Ability to express ideas effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

## **MINIMUM QUALIFICATIONS**

Graduation from an accredited four year college or university with major course work in public or business administration or field related to Emergency Management. Considerable experience in a staff or administrative capacity appropriate to Emergency Management planning and/or operating; or any equivalent combination of training and experience.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, radio and personal contact as normally

defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a telephone, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, and pulling.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **SPECIAL REQUIREMENTS**

**Possession of a valid, appropriate driver's license and an acceptable driving record.**

**Rev 10/17**

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 32/50

**Location:** Fire Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 251**

**PERMIT EXPEDITER**

**GENERAL**

Moderately difficult clerical work involving extensive public contact assisting customers through the building permitting process. Acts as the liaison between the Development Services Department and the public or other City departments and other duties as may be assigned on an as needed basis. Work is performed under direct supervision.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Answers busy telephones, files, accurately enters data and types forms.
- Operates office equipment such as microfilm machine, computer and copier as needed.
- Assists homeowners, contractors, architects and engineers through the permitting process.
- Tracks multiple projects and monitors the progress.
- Makes arithmetic computations and tabulations and evaluates applications for missing documentation.
- Processes and issues construction permits; conducts property research, inputs inspections.
- Investigates customer complaints and inquiries concerning permits and inspections
- Follows-up on actions taken to insure customer satisfaction.
- Write letters to businesses and customers in response to inquiries.
- Maintains regular and punctual attendance record.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of municipal laws, policies and practices.
- Knowledge of Naviline, and Microsoft Office programs.
- Knowledge of business English, spelling, arithmetic, office practices and procedures, and personal computers.
- Knowledge of general clerical principles and methods.
- Ability to type accurately from rough draft at 35 CWPM.
- Ability to follow oral and written instructions.
- Ability to use data processing system to retrieve information.
- Ability to compose correspondence.
- Ability to effectively communicate with contractors, homeowners, architects, engineers, and the public both in person and on the telephone in a courteous manner.
- Ability to operate a computer terminal.
- Ability to drive a city vehicle for pick ups and delivery.
- Ability to establish and maintain effective working relationships.

- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

## **MINIMUM QUALIFICATIONS**

High school diploma or equivalency. Possess a valid Florida's driver's license and acceptable driving record. Two years clerical experience within the development or construction industry and related processes. Incumbents in this position must possess excellent interpersonal skills and be proficient using Microsoft Office applications. Graduation from high school or possession of an acceptable equivalency diploma.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

## **SPECIAL REQUIREMENTS**

ICC Permit Technician Certification is required or must have the ability to obtain within one year of employment.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Occasional moving of up to 40 lbs. Work is performed in an inside office environment. The noise level in this environment is usually moderate with no significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev 01/18**

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 19/42

**Location:** Development Services

**GERS: Regular:** Regular Class



**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 631**

**CHIEF BUILDING INSPECTOR**

**GENERAL**

Highly responsible technical and supervisory work in the enforcement of the South Florida Building Code. Work is performed under general supervision of the Building Official in the Building Department.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Schedules and assigns the work of Plans Examiners and Field Inspectors, renders technical advice and assistance and evaluates work performance.
- Consults with architects, engineers, general and specialty contractors, and homeowners on building permit applications.
- Interprets the South Florida Building Code.
- Issues Building Permits, calculates fees, verifies contractor certification, issues Notices of Violations, attends court hearings as expert witness, and issues Certificates of Occupancy.
- Coordinates work schedules with other trade inspectors and with other City departments.
- Schedules and participates in annual inspection of business and government buildings and housing greater than duplexes.
- Investigates complaints regarding alleged code violations by assigning follow-up review and taking remedial action.
- May review submitted plans and perform field inspections for conformance with the Code.
- Retains certification through mandatory continuing education programs.
- Performs related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of building construction methods and materials.
- Knowledge of the building and land use codes in force and of the South Florida Building Code.
- Knowledge of the general practices and materials of the building trades.
- Skill in conducting thorough inspections.
- Skill in showing excellent customer service.
- Ability to communicate and enforce rules both orally and in writing.
- Ability to read and interpret construction plans and blueprints.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Ability to supervise, motivate, evaluate, mentor, coach, and review employees engaged in the code enforcement Operation.
- Ability to establish and maintain effective working relationships.

- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Certification by the Broward County Board of Rules and Appeals as outlined in Chapter 2, Section 201.2 (A). Construction experience.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to move and climb heavy and awkward ladders.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate (Class E) driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev 01/18**

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 31/42

**Location:** Building Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 632**

**BUILDING PLANS EXAMINER**

**GENERAL**

Highly responsible technical work in the enforcement of the Florida Building Code. Work is performed under general supervision.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Consults with architects, engineers, general and specialty contractors, and home owners on building permit applications.
- Reviews submitted plans for new or altered buildings conformance with the Florida Building Code.
- Issues permits, calculates fees, verifies contractors certification, and attends court hearings as expert witness.
- Performs field inspections either approving work in progress or completed or issuing Notice of Violation, re-inspects as necessary, and issues Certificate of Occupancy.
- Investigates complaints regarding alleged code violations, determines the validity of the claims, and recommends remedial action.
- Participates in annual inspection of business and government buildings and housing greater than duplexes.
- Retains certification through mandatory continuing education programs.
- Performs related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of all types of building construction materials and methods, and of stages in construction when possible violations and defects may most easily be observed and corrected.
- Knowledge of building standards and codes and related laws and ordinances.
- Ability to read and interpret plans, specifications, and blueprints quickly and accurately, and to compare them with construction in process.
- Ability to consult with building owners, contractors and the public and to effect satisfactory working relationships.
- Ability to communicate effectively both orally and in writing.
- Ability to organize, prioritize, and multitask in a stressful environment.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.

- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

#### **MINIMUM QUALIFICATIONS**

Certification by the Broward County Board of Rules and Appeals as outlined in Chapter 2, Section 201.2 (a). Extensive experience as a building supervisor.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

#### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Occasional lifting of large sets of plans and specifications.

#### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Rev 01/18

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 29/42

**Location:** Development Services

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 633**

**BUILDING FIELD INSPECTOR**

**GENERAL**

Responsible technical work in the enforcement of the Florida Building Code. Work is performed under general supervision of the Chief Building Inspector in the Building Department.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Performs field inspections of work in progress or completed under approved building permits for conformance with the Florida Building Code.
- Issues notices of violations for non-conformance and re-inspects when deficiencies are corrected.
- Consults with architects, engineers, general and specialty contractors, and homeowners.
- Investigates complaints regarding alleged code violations, determines the validity of the claims, and suggests remedial action.
- Participates in annual inspection of business and government buildings and housing greater than duplexes.
- Enforces safety codes based on City ordinances and building codes.
- Retains certification through mandatory continuing education programs.
- Performs related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of all types of building construction materials and methods and of stages in construction when possible violations and defects may most easily be observed and corrected.
- Knowledge of building and zoning codes and related laws and ordinances.
- Knowledge of zoning and land use laws and grading practices.
- Knowledge of accepted safety standards and methods of building construction for commercial and residential buildings.
- Skill in using Microsoft Office and any other software/applications?
- Ability to detect structural and other faults and to appraise for quality of construction and physical depreciation.
- Ability to read and interpret plans, specifications, and blueprints quickly and accurately, and to compare them with construction in process.
- Ability to enforce regulations, codes, and laws with tact and good judgment.
- Ability to communicate effectively orally and in writing.
- Ability to multitask, organize, and prioritize in a busy environment.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.

- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Must be certifiable by the Broward County Board of Rules and Appeals as outlined in Chapter 2, Section 201.2 (A)

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Occasional lifting of large sets of plans and specifications. Ability to climb ladders and scaffolds. Must be able to lift up to 50 pounds.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev 01/18**

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 27/42

**Location:** Development Services

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 186**

**CHIEF MATERIAL HANDLING SPECIALIST**

**GENERAL**

Responsible supervisory work of moderate complexity in stores operations. Work is performed under general supervision of the General Service Director in the General Service Department.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Supervises a staff of employees in receiving, storing and issuing of stock, maintaining inventory control, and other records.
- Inspects quantity and quality of goods received for general conformity to prescribed specifications.
- Signs receipt for acceptance or rejection of proper delivery of goods and follows up on delayed deliveries and discrepancies.
- Prepares and submits requisitions for stock replacements for approval.
- Makes any stores inventory purchases from specified sources when necessary.
- Develops and places in effect efficient storage methods including the allocation of proper bins or other storage spaces for security of stock.
- Performs annual inventory and submits results to the appropriate authorities.
- Assists staff in daily operations, including: receiving, storing, and issuing of stock; data entry; inventory control; delivery of supplies; and general warehouse duties.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of storekeeping methods and procedures, and of records used in the receipt, storage and issuance of diversified goods.
- Knowledge of the various kinds and grades of supplies, materials, and equipment applicable to the area of assignment.
- Knowledge of purchase and requisition procedures.
- Ability to communicate and interact effectively both orally and in writing with the public.
- Ability to supervise, evaluate, and train subordinates.
- Ability to stay organized, prioritize, and multitask in a busy environment.
- Ability to determine the quantity and quality of goods received in relation to prescribed specifications.
- Ability to make arithmetic calculations with speed and accuracy.
- Ability to carry out oral and written instructions and to manage routine operations.
- Ability to maintain inventory and stores records.
- Ability to establish and maintain effective working relationships.

- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Graduation from high school or equivalent G.E.D. Considerable experience in receiving, storing, and issuing a wide variety of store's items and keeping inventory records including some supervisory experience. Experienced in the use of personal computer (PC).

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Frequent heavy lifting up to 50 lbs. and occasionally up to 100 lbs. Must be able to frequently climb, kneel, crouch, balance, reach, stand, walk, push, pull, and grasp. Ability to drive a vehicle and capability to coordinate and drive a forklift truck. The noise level in this environment is very loud when using machinery.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev.** 10/17

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Classification:** 24/42

**Location:** General Service Department

**GERS:** Regular Class



**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 925**

**OCEAN RESCUE CAPTAIN**

**GENERAL**

Supervisory and specialized technical work to insure the safety of beach patrons and swimmers. Provide for utilization of facilities and personnel.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Assures Ocean Rescue Headquarters and equipment is in proper working condition.
- Reviews and assures compliance with Ocean Rescue, fire department, and general employee standards.
- Assists with the development of and review of training curriculum.
- Prepares reports concerning personnel and activities. Plans and supervises the work of subordinate personnel.
- Plans and enforces departmental safety rules and work habits.
- Responsible for the Ocean Rescue property control and oversight of operational expense budget.
- Develops specifications for apparatus and equipment replacement program.
- Develops long range planning for Ocean Rescue Division.
- Prepares budget estimates of anticipated expenditures.
- Responds to all calls and directs Ocean Rescue and EMS operations providing on scene emergency medical care and basic life support efforts as necessary.
- Coordinate and monitor inventory, purchasing, and receiving documentation.
- Supervises Ocean Rescue Lieutenants and Ocean Rescue Lifeguards. Assists with schedules and station assignments and evaluating their activities.
- Schedules and conducts training sessions on rescue operations, emergency response, and physical conditioning programs.
- Instructs Ocean Rescue Lifeguards on evaluating swimmers using applicable victim detection methods and instructs and implements policy with regard to environmental conditions, i.e.; dangerous currents, dangerous marine life, electrical storms.
- Monitors and evaluates the scheduled maintenance of rescue vehicles, rescue and first aid equipment, and facility buildings.
- Assists in the scheduling of lectures and educational programs.
- Recommends and participates in the new or revised development of rescue procedures and emergency medical protocol through studies, reports, and EMS personnel contact.
- Assists in the recommendation and evaluation of equipment needed for progressive facility operation and emergency medical care.

- Assists EMS Division Chief in budget preparation as requested.
- Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of local and State water safety rules and regulations; hazardous currents, and marine life.
- Knowledge of, and skill in, the operation and maintenance of the various types of apparatus and equipment used in surf lifesaving, together with ability to supervise the effective use of such equipment and apparatus.
- Knowledge of local, county, state, and federal water safety rules and regulations; hazardous conditions and marine life.
- Knowledge of rescue techniques, safety methods and medical protocol applicable to the operation of the City beach.
- Ability to handle distressed swimmers and patrons, implement emergency action plans, and administer emergency medical protocol in stressful situations.
- Ability to lead effectively and maintain discipline.
- Ability to exercise sound judgment, to promote harmony, and to cooperate with other officers.
- Ability to prepare clear and concise reports.
- Ability to instruct a wide variety of aquatic related subjects.
- Ability to express ideas clearly and concisely both orally and in writing to individuals and groups.
- Ability to plan, organize, assign and supervise the work of subordinates in a manner conducive to high morale and effective activities.
- Ability to inspire confidence and enthusiasm, to mix readily with various groups, and to maintain effective relationships with associates, participants, parents, other employees and the general public.
- Physical abilities include running, walking, swimming, pulling, pushing, climbing, carrying, and lifting.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Bachelor's Degree from an accredited four year college or university in recreation, physical education, business or public administration, or related field. Additional qualifying work experience may be substituted on a year-for-year basis to meet the educational requirements. Have at least three (3) years paid, full time supervisory experience in the operation and/or management of public beaches. Nationally recognized Lifeguard Training (American Red Cross or United States Lifesaving Association). American Red Cross CPR for the Professional Rescuer or

American Heart Association Health Care Provider Certifications. State of Florida or National Registry certified Emergency Medical Technician (NREMT). If a NREMT, must be a State of Florida EMT within three months of employment. Possession of a valid driver's license and an acceptable driving record. Emergency Vehicle Operator's Course (EVOC) completion certificate. Pass required swimming test and physical examination.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling. Ability to pass physical requirements test (e.g., prolonged running in ankle deep sand, swimming through "crashing surf," pulling, lifting and carrying unconscious victims, etc.) Ability to perform frequent lifting up to 25 lbs. The noise level in this environment is mostly quiet in an inside office setting with occasional exposure to adverse weather conditions and moderate to loud noises outdoors. Occupational hazards include possible exposure to communicable diseases.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev 01/18**

**Bargaining Unit:** Non-Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 26/50

**Location:** Fire Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 924**

**OCEAN RESCUE LIEUTENANT**

**GENERAL**

Technical and supervisory work patrolling the City beach to insure the safety of beach patrons and swimmers.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Maintains surveillance of beach patrons and assigned Ocean Rescue Lifeguards, providing a uniformed presence to insure the safety of swimmers and to maximize and evaluate Ocean Rescue Lifeguard vigilance.
- Instructs Ocean Rescue Lifeguards on how to evaluate swimmers using applicable victim detection methods and to evaluate environmental concerns i.e.; marine life, dangerous currents, electrical storms.
- Supervises, instructs and participates in enforcement of all rules, ordinances and State statutes governing public beaches operations to prevent accidents and maintain order.
- Instructs, evaluates and participates in assisting or rescuing swimmers in distress utilizing appropriate rescue techniques.
- Makes decisions as to the best methods of rescue efforts utilizing personnel, equipment, and apparatus. Directs operations until relieved by a superior officer.
- Supervises cleaning and maintenance of all Ocean Rescue buildings, equipment, and apparatus.
- Inspects personnel and maintains discipline.
- Relays orders and information to staff.
- Participates in training activities and stays up to date on current surf lifesaving methods and techniques.
- Leads daily training.
- Keeps records. Evaluates performance of subordinates.
- Performs related work as required.
- Prepares records and reports required by Fire Rescue, USLA, and State.
- Assists in scheduling and conducting water safety lessons, lectures and educational programs for schools, organizations and the general public.
- Assists in the procurement of materials and equipment used in the operation of public beaches.
- Supervises and participates in the regularly scheduled maintenance of vehicles, equipment, buildings and facility areas.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of local and State water safety rules and regulations; hazardous currents and marine life.
- Knowledge of, and skill in, the operation and maintenance of the various types of apparatus and equipment used in surf lifesaving, together with ability to supervise the effective use of such equipment and apparatus.

- Ability to handle distressed swimmers and patrons, implement emergency action plans, and administer emergency medical protocol in stressful situations.
- Ability to lead effectively and maintain discipline.
- Ability to exercise sound judgment, to promote harmony, and to cooperate with other officers.
- Ability to prepare clear and concise reports.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

High school graduate or GED equivalent. Nationally recognized Lifeguard Training (American Red Cross or United States Lifesaving Association). American Red Cross CPR for the Professional Rescuer or American Heart Association Health Care Provider Certifications. State of Florida or National Registry certified Emergency Medical Technician (NREMT). If a NREMT, must be a State of Florida EMT within three months of employment. Three (3) Years' experience as a Lifeguard on a surf beach. Possession of a valid driver's license and an acceptable driving record. Emergency Vehicle Operator's Course (EVOC) completion certificate. Must pass department administered swimming and rescue skills test.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling. Ability to pass physical requirements test (e.g., prolonged running in ankle deep sand, swimming through "crashing surf," pulling, lifting, and carrying unconscious victims weighing in excess of 150 pounds, etc.) Ability to perform frequent lifting up to 25 lbs. Lifeguard may be confronted with a terrified victim whose strength and resistance is increased beyond normal. Outside work under all weather conditions and moderate to loud noises. Occupational hazards include possible exposure to communicable diseases..

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev 01/18**

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 23/42

**Location:** Fire Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 920**

**OCEAN RESCUE LIFEGUARD**

**GENERAL**

Technical and responsible work patrolling the City beach and providing on scene medical care to foster the safest possible conditions for beach patrons and bathers using preventative lifeguarding, response, and care. Work is performed under supervision.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Patrols beach from an assigned station or rescue vehicle providing a uniformed presence ensuring the safety of swimmers and patrons using applicable victim detection methods and evaluating environmental concerns, i.e., marine life, dangerous currents, and electrical storms.
- Educates the public and advises of all rules, ordinances, and State Statutes governing public beaches to prevent accidents and maintain order, assists or rescues swimmers in distress utilizing appropriate rescue techniques, and provides on scene medical care per local medical protocol.
- Performs general maintenance, testing, and repair of vehicles, vessels, medical equipment, and surf rescue equipment to ensure operational readiness and prolong life of equipment.
- Attends roll call to receive assignments and current information.
- Performs assigned duties in cleaning all Ocean Rescue buildings and surrounding area to maintain an environment free from operational impediments and to preserve life of equipment.
- Conducts lectures and educational programs for schools, organizations, and the general public.
- Maintains current certifications and physical fitness.
- Maintains regular and punctual attendance record.
- May supervise part-time personnel when necessary.
- May be required to submit reports or records required by Fire-Rescue or State.
- Performs related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of local and State water safety rules and regulations; hazardous currents, weather conditions, and marine life.
- Computer skills required to access web based staffing programs and communicate through e-mail.
- Ability to follow oral and written instructions.
- Ability to handle distressed swimmers and patrons, implement emergency action plans, and administer on scene medical care per protocols in stressful situations.

- Ability to analyze information from a variety of sources, assess a situation, draw valid conclusions, and take appropriate action.
- Ability to accurately describe observations, circumstances, and activities orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

High school graduate or GED equivalent. Nationally recognized Lifeguard Training (American Red Cross or United States Lifesaving Association) American Red Cross CPR for the Professional Rescuer or American Heart Association Health Care Provider Certification State of Florida or National Registry certified Emergency Medical Technician (NREMT). If a NREMT, must be a State of Florida EMT within three months of employment. Some surf lifeguarding experience desired. Possession of a valid driver's license and an acceptable driving record Must pass department administered swimming and rescue skills test.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling. Ability to pass physical requirements test (e.g., prolonged running in ankle deep sand, swimming through "crashing surf," pulling, lifting, and carrying unconscious victims weighing in excess of 150 pounds, etc.) Ability to perform frequent lifting up to 25 lbs. Occasional exposure to adverse weather conditions and moderate to loud noises outdoors. Sedentary work to extreme labor-intensive work based on rescue situations. Lifeguard may be confronted with a terrified victim whose strength and resistance is increased beyond normal. Outside work under all weather conditions and moderate to loud noises. Occupational hazards include possible exposure to communicable diseases.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev 01/18**

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 19/42

**Location:** Fire Department

**GERS: Regular:** Regular Class