

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 241

ASSISTANT PLANNER

GENERAL

This is specialized technical work involving dissemination of zoning information and application submittal requirements for various functions to the public. Employees in this class maintain substantial public contact and are also responsible for the intake of zoning-related applications to ensure completeness prior to review.

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.

- Manages the public counter, answer zoning related inquiries, reviews minor building permits, processes applications, researches property history, and provides administrative support the city's development related boards.
- Coordinates with other Zoning Technicians to provide high level administrative support to the various advisory boards including the Development Review Committee, Planning & Zoning Board, Zoning Board of Appeals, Architectural Appearance Committee, Economic Development Council, Public Art Committee and the Historic Preservation Committee.
- Accepts and processes all requests for site plans, variances, rezonings, abandonments, special exceptions, temporary permits, etc. This includes preparing, advertising and mailing the public hearing notice to all owners within a 500-foot radius.
- Coordinates with other Zoning Technician to prepare all agendas, back-up materials, memos and orders for each of the referenced boards and committees.
- Coordinates with other Zoning Technician to prepare official action minutes at public meetings and uses Granicus software to encode video from advisory board meetings.
- Assists with the preparation of staff reports including data collection and analyses. Reviews building permits and other zoning related applications.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent computer skills including Microsoft Office required. Knowledge of Adobe Professional software and GIS is preferred.
- Ability to summarize the topics of a discussion in a clear and concise manner.
- Must be extremely organized and have experience with record keeping.
- Ability to meet the public in a mature, pleasant manner.
- Ability to work with other employees and the public in a tactful, diplomatic manner.

- Knowledge of general zoning principles.
- Knowledge of legal descriptions and property identification.
- Ability to communicate effectively; both orally and in writing. Must become a Notary and must become familiar with Robert's Rules of Order within three months of hire.
- Must be willing to work night meetings.
- Ability to serve the public and fellow employees with honesty and integrity.
- Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Planning, Public Administration, Geography or a closely related field, and two years of experience in working in governmental planning or municipal codes preferred, or any equivalent combination of training and experience.
- Some customer service or public relations experience.

PHYSICAL REQUIREMENTS

- Ability to see, read, talk, hear, handle or feel objects and controls.
- Ability to operate office related equipment.
- No significant climbing, crawling, 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.

11/2018

Bargaining Unit: bargaining

FLSA: Non-Exempt

Pay Grade/Group: 24/42

Location: Development Service Department

GERS: Regular: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 731

BATTALION CHIEF

GENERAL

Responsible supervisory work directing all fire companies on a 24 hour shift. Work is performed under general supervision of the Assistant Fire Chief.

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 activities of 24 hour shift personnel in the maintenance and care of all apparatus, vehicles and equipment. Supervises appropriate care and maintenance of all stations, station facilities and grounds.
- Responds to the scene of fires or other emergencies and directs the company's activities while engaged.
- Conducts scheduled training classes and additional training when deficiencies are noted and required to maintain prescribed proficiency standards. Maintains discipline of station personnel through lieutenants in charge.
- Prepares timely reports of activities, equipment maintenance, supplies inventory and training classes.
- Conducts pre-fire planning, building and area surveys for purposes of familiarization of firefighting crews. Tests department communications and water distribution facilities.
- Coordinates with and disseminates information to assigned personnel to retain a continuity of department effort and objectives .
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of firefighting tactics and principles prescribed by department policy.
- Knowledge of techniques used in rescue, evacuation, first aid, the protection of exposures, the confinement of fire, the extinguishment and chemistry of fire.
- Knowledge of the science of investigating the origin and cause of fire.
- Knowledge of radiological monitoring and civil defense functions.
- Knowledge of the Fire Prevention Code on a company level.
- Ability to make rapid and sound judgments in combating fire or meeting emergency conditions.
- Ability to supervise personnel, to interpret written policy and to conduct in-station training classes.

- 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

Associate's degree in Fire Science. Considerable experience in a supervisory and administrative position in all phases of Fire Operations. EMT I Certification. Completion of specific college level courses and all testing procedures proscribed. Must meet all certification procedures as prescribed by the State of Florida.

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. May be necessary to respond to an emergency situation in which walking, running, climbing, reaching, bending, lifting, pushing and pulling 100 lbs. or more is required and the ability to respond quickly. The noise level in this environment is usually quiet, but may be loud in rescue situations.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record. State Certified Firefighter, EMT or paramedic. EVOC, CPR or ACLS, HAZMAT, 1st Responder instructional techniques for company officers, fire codes and prevention.

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

11/2018

Bargaining Unit: Bargaining

FLSA: Exempt

Pay Grade/Group: 32/41

Location: Fire Department

GERS: Regular: Regular Class

CLASS DESCRIPTION

CAPITAL IMPROVEMENT INNOVATION PROJECT MANAGER

GENERAL

This position is responsible for providing effective and inspiring guidance for the development of the City of Pompano ("City") Innovation District (ID) Manager as well as leadership in the development of its programming and engagement of community residents and partner organizations in the process. Work is performed under the general supervision of the Innovation District Manager in the Community Development Agency (CRA).

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.

- Manages the Construction Project Manager/contractor to support the capital and physical development side of the project. In conjunction with the Construction Project Manager, the ID Director will;
- Secures architect, engineering, and construction contracting services through a competitive RFP/RFQ process, negotiate the contracts, provide project and fiscal oversight, and ensure they meet deadlines and monitors quality control measures;
- Assist in the development and implementation of an RFP/RFQ for partner organizations to engage with City in a joint venture(s) for ID management, which includes negotiating MOUs, defining roles and responsibilities and managing the partnerships;
- Hires and oversees staff to assist in managing the development and implementation in the ID;
- Works In conjunction with staff and the Advisory Committee, oversee the community engagement process for both the development and programming aspects of the ID;
- Works with City's fund development team and consultants to identify funding opportunities to support construction, operations and programming of the ID;
- Leads multiple stakeholders in the strategic, tactical, and operational goals and challenges involved in the development of innovative solutions and systems;
- Fosters demonstrable interactions that work across management systems;
- Develops initial ideas and acquire key information about potential projects that will facilitate the transformation of the City through the use of technology;
- Leads cross-functional projects and teams, ensuring successful project evaluations and implementations;
- Develops and documents tasks, timelines and milestones;
- Conducts strategic analysis and develop clear quantifiable goals and objectives for program development;
- Helps develop the infrastructure needed to monitor goals, objectives and business plans;
- Establishes City's technical vision and lead all aspects of the district's technological development;
- Serve son district, state or community councils or committees as assigned or appropriate;
- Provides oversight and direction for cooperative planning with other agencies; and
- Performs related work as required

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs;
- Knowledge of modern and complex principles and practices of program development and administration;
- Knowledge of advanced principles and practices of municipal budget preparation and administration;
- Knowledge of national, state, and municipal goals and standards;
- Knowledge of principles of supervision, training and performance evaluation;
- Knowledge of pertinent federal, state, and local laws, codes and regulations;
- Knowledge of community development and cultural districts;
- Knowledge of the Florida Department of Transportation, Florida Department of Environmental Protection, and South Florida Water Management District guidelines;

- Knowledge of contract management, including RFP/RFQ process, contract negotiation, monitoring of contractors;
- Knowledge of Federal, State and Local grants with particular emphasis on TIGER, BEDI, Transportation Enhancements (TE), C-Slip, grants;
- Knowledge of Windows software (Word, Excel, PowerPoint, MS Project, etc.);
- Knowledge of effective contract negotiations;
- Knowledge of proper personnel and purchasing procedures;
- Skill in preparing clear and concise reports;
- Ability to work under tight deadlines and pressure;
- Ability to prepare and administer large and complex budgets;
- Ability to analyze and define problems, collect data, and draw valid conclusions, and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Ability to communicate effectively and present information effectively to a variety of audiences;
- Ability to plan, establish priorities, use time effectively and multi-task;
- Ability to read, interpret and implement rules, policies, and appropriate federal and state statutes;
- Ability to research, analyze and evaluate new service delivery methods, procedures and techniques;
- 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; and
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduated from an accredited college or university with a Bachelor's degree in Project or Construction Management with coursework in Accounting and/or Finance. Additionally, have 5-7 years' experience in managing construction projects and contracts and experience working with a Community Redevelopment Agency (CRA) in the State of Florida. A Masters' Degree and/or Certification as a Master Project Manager (MPM) and/or Professional Project Manager (PMP) 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 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. 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.

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

11/2018

Bargaining Unit: Non-bargaining

FLSA: Exempt

Pay Grade/Group: 35/50

Location: Northwest CRA Department

GERS: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 323

CEMETERY SEXTON

GENERAL

Work is performed under general supervision. Oversees plans and participates in the daily operation and maintenance of the City's cemetery. Provides consolation and consultation services to the bereaved.

EXAMPLES OF ESSENTIAL DUTIES

- Schedules and supervises crew in performing cemetery and columbarium maintenance activities, columbarium entombment, and other related amenities, such as, planting and trimming hedges and shrubs, grading and sodding graves, seeding, watering fertilizing, and mowing.
- Lays out burial plots according to maps.
- Perform administrative record keeping of lot sales, burials, location of graves; sells burial plots and memorials.
- Communicates with Funeral Directors and families.
- Handles concerns of the family members, such as, scheduling funerals, opening of graves, and making other funeral arrangements.
- Operates tractor for digging graves, when needed.
- Checks grave markers list and supervises the placing of markers and monuments
- Handles complaints and grievances from the public
- Prepares budget and revenue sources and projections
- Prepares periodic and special progress reports.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of supervisory and administrative methods, procedures, principles, techniques and practices.
- Knowledge of clerical and financial records keeping in connection with cemetery business operations.
- Knowledge of the occupational hazards and safety precautions of the work and related equipment, tools and machinery operation.
- Knowledge of State, County, and local laws and regulations pertaining to cemetery operations.
- Knowledge of the type of clients served by cemetery employees.
- Ability to plan and supervise the work of maintenance personnel
- Ability to read and interpret cemetery map; tact in dealing with the public.
- 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.
- Ability to communicate effectively, written and oral.

MINIMUM QUALIFICATIONS

High School Diploma or GED, an associate degree is preferred, and 2-4 years of experience in cemetery and grounds keeping work, including some supervisory or lead experience, 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 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 perform strenuous physical labor. Ability to lift up to 100 lbs.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate CDL (Class B) Florida driver's license and an acceptable driving record

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

11/2018

Bargaining Unit: Non-bargaining

FLSA: Exempt

Classification: 22/50

Location: Public Works

GERS: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 295

CULTURAL VENUES PROGRAMMING MANAGER

GENERAL

This professional position is responsible for planning, organizing, facilitating, and directing the cultural programming, either directly or through subordinates and/or contractors, for the Pompano Beach Amphitheater, Pompano Beach Cultural Center, Ali Cultural Arts, Bailey Contemporary Arts (BaCA) and other cultural venues as assigned. Work is performed under administrative direction of the Cultural Affairs 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.

- Coordinates all aspects of planning for the performing arts season, including managing all cultural venues and staff to ensure performances of the highest quality, including event and technical requirements.
- Provides overall management, directly or through subordinates and/or contractors, of day-to-day programming and operations for the Pompano Beach Amphitheater, Pompano Beach Cultural Center, Ali Cultural Arts, Bailey Contemporary Arts and other cultural venues as assigned.
- Assists the Cultural Affairs Director with long- and short-range strategic planning for the Cultural Affairs Division and identifies and implements strategic goals and initiatives for the cultural venues.
- Participates in identifying capital and systems improvements for the cultural venues.
- Assists the Cultural Affairs Director in marketing programs, cultural arts programming, grants programs, advocacy, revenue development, and the development of cultural venues to stabilize and encourage the growth of Pompano Beach's cultural community.
- Coordinates and implements programs and materials, at all cultural venues, 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 cultural growth and forges partnerships to address them with corporate entities, community organizations and other non-profit organizations.
- Assists the Cultural Affairs Director to develop and issue grant 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 grant programs.
- Assesses and prioritizes city efforts to support cultural facilities and infrastructure needs. Coordinates multiple projects in various phases of development and at various venues.
- Ensures sound financial management by prudently evaluating the organization's resources, developing, and overseeing cultural venues annual budgets.
- Monitors programs and activities, prepares regular reports, ensures compliance with contract documents, reviews and verifies contractor's payment applications. 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, with demonstrated experience in municipal budgeting.
- Knowledge of marketing planning & implementation for the arts.
- Ability to communicate to the marketing team all aspects of venue programs, services and exhibitions.
- Knowledge of the cultural and fine arts needs of the City of Pompano Beach, or the ability to acquire such knowledge.
- Skills in strategic planning to effect change in a multi-cultural environment.
- Ability to express ideas, facts, and information in a clear and concise manner, verbally and in writing, to individuals or groups.
- Ability to plan and organize effective educational and informational programs.
- Ability to articulate and be a persuasive spokesperson in writing and in person for the arts.
- Ability to collect, analyze, and interpret data and information, and to formulate conclusions and recommendations, using independent judgment.
- Ability to edit, analyze and evaluate grant proposals, press releases and marketing materials.
- Ability to use and operate various items of office related equipment. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift medium weight equipment.
- Ability to see, read, talk, hear, handle or feel objects and controls.
- Ability to manage the use of lettering, graphic, audio-visual and 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

Graduation from an accredited university with a Bachelor's degree in Business, Arts or Management related fields; a Master's degree is preferred. Considerable progressive experience with proven leadership and record of accomplishment in cultural affairs management, including budget, staff management, and professional arts administration for at least four years.

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, 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.

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

11/2018

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 28/50

Location: Cultural Affairs Department

GERS: Regular: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 746

EMERGENCY MANAGEMENT COORDINATOR

This is administrative and professional work of considerable difficulty in the Fire-Rescue Department coordinating the City's emergency management program. The employee assists the Emergency Manager in ensuring that the City of Pompano Beach is prepared to respond to, mitigate the potential impact and recover from man-made or natural disasters and other major emergencies. Work includes ensuring compliance with related federal, state and local laws; coordinating with City departments and other government and private agencies; and facilitating the submittal process for federal reimbursement claims for the City's costs during applicable emergency operations. The employee in this class exercises considerable initiative and independent judgment in performing all phases of emergency management. This position is a direct report to the Emergency 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.

- Oversee the development and coordination of assigned projects and programs.
- Work in a high stress environment during critical incidents and/or disasters.
- Can be tasked to work overtime during emergencies within the city emergency operations center.
- Respond to emergency operations incidents and function as the Emergency Operations Center coordinator; assisting with the overall management of emergency operations during actual disasters including maintaining contact with other disaster response agencies.
- Develop, organize and/or facilitate classroom training and disaster preparedness exercises for the City; evaluating personnel proficiency in disaster preparedness and emergency management related functions, and make recommendations to improve systems.
- Perform duties of an administrative nature and participate directly in the work of the Emergency Manager. Secure details of specialized information, coordinate office work and provide information regarding services and operation.
- Develop and maintain emergency management procedures and plans for the City to ensure preparedness for disaster response, recovery and mitigation operations, and the continuity of City services.
- Prepare written reports and briefs and providing recommendations and/or solutions.
- Coordinate and integrate the City's emergency management program across departments and with all related jurisdictions and agencies.
- Coordinate with City staff in developing and delivering emergency preparedness information and programs for the public.
- Coordinate with the Finance Department and other City staff to promptly submit federal and state reimbursement grants for City costs incurred during emergency operations.
- Ensure that the City's emergency operations center is in a constant state of operational readiness; recommending the purchase of additional equipment to improve the functionality of the center.
- Identify and maintain an inventory of public and private emergency resources available for disaster response and recovery operations.
- Attend meetings and prepare agenda and back up materials for meetings and functions. Prepare forms and compose letters. Type using PC based word processing software. Type information or enter data into computer containing technical terminology. Retrieve data for reports as requested.
- Conduct research and assist with grant writing opportunities.

- Develop educational and community outreach presentation materials.
- Attend community meetings, monitor programs and systems and perform office management functions as directed.

KNOWLEDGE, SKILLS AND ABILITIES

- Skills of written and oral communication, computer literacy and accounting principles.
- Ability to plan and coordinate administrative activities and schedules in municipal government.
- Ability to manage and prioritize routine, specialized and complex assignments and problems.
- Ability to adapt to an evolving and continually improving environment.
- Ability to utilize office software such as MS Word, MS Excel and electronic mail with knowledge of WebEOC, GIS, social media platforms and Adobe Acrobat.
- Advanced knowledge of the principles, practices, methods and techniques of emergency management planning with considerable knowledge of federal, state and local emergency management organizations and operations.
- Knowledge of public relations and communications principles and practices
- Knowledge of research techniques, methods and procedures.
- Ability to integrate and apply the concepts of comprehensive emergency management into the City's disaster programs, and to analyze emergency management operations and functions in order to recommend plans for increasing effectiveness and efficiency.
- Ability to research and secure technical and financial assistance available through state and federal funding sources.
- Ability to work cooperatively with other City employees, representatives of other governmental agencies, public and private organizations to ensure proper coordination in planning for and responding to disasters and other major emergencies.
- Ability to communicate effectively, both orally and in written reports, memorandum, and other correspondence.
- Ability to work outdoors under a variety of weather conditions in order to assist and/or coordinate emergency management activities.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with major course work in public or business administration or field related to emergency management. 2 years municipal government related work experience in the capacity of emergency planning, public safety operations, or related field. Possession of NIMS training courses ICS-300 and ICS-400 within 11 months of hire. Must be willing to travel as necessary.

An applicant designated as a Florida Professional Emergency Manager (FPEM) or a Certified Emergency Manager (CEM) 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, personal computer, calculator, copier and fax machine. The noise level in this environment is usually quiet in an inside office setting.

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.

11/2018

Bargaining Unit: Non-bargaining

FLSA: Exempt

Pay Grade/Group: 27/50

Location: Fire Department

GERS: Regular: Regular Class

CITY OF POMPANO BEACH JOB CODE 593
CLASS DESCRIPTION

FLEET OPERATIONS MANAGER

GENERAL

Work is performed under the direction of the Assistant Public Works Director or designee. Responsible administrative and supervisory work providing repair and maintenance services for a full range of city vehicles. This is an essential position; incumbent will be required to work extended hours during climatic weather related events or other emergencies.

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.

- Analyzes operation of daily fleet preventative maintenance and unscheduled repairs.
- Develops tracking methodologies for collection of data for the Florida Benchmarking Program.
- Writes vehicle and equipment specifications for bid process for annual replacement.
- Controls fuel procurement and entire automated fuel disbursement system for total fleet and equipment.
- Establishes procedures to comply with OSHA, Federal, State, County and City regulations.
- Responds to and solves daily emergencies, questions, requests, and interruptions regarding the City fleet.
- Generates and reviews daily, weekly, monthly, and yearly reports for overall fleet operations.
- Generates various reports as requested by various departments throughout the year.
- Assists in preparation of the fleet maintenance budget and prepares periodic and special reports as required.
- Supervises, directs, plans, and conduct annual employee performance evaluation on all Fleet Maintenance Division personnel.
- Evaluates utilization of vehicles and equipment assigned to various departments for possible reassignment or deletion.
- Reviews job requirements of all vehicles and equipment for possible change when scheduled for replacement.
- Monitors the progress of the division's strategic plan goals, initiatives and objectives.
- Coordinates with Risk Management in designating an extensively damaged vehicle as a total loss and orders a replacement vehicle as required.
- Assist the Procurement Services Department in administering on-site City auctions and accomplishes on-line vehicle auctions
- Performs related work as required by the Assistant Public Works Director or designee.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the methods of sound management as applied to the operation of a repair and maintenance garage.
- Knowledge of the methods and practices used to service and repair automotive and heavy equipment.
- Knowledge of the materials, tools, occupational hazards and safety precautions involved in the work.
- Knowledge and practice of effective supervisory techniques.
- Able to establish maintenance schedules and write specifications for the procurement of replacement equipment.
- Ability to develop and monitor a vehicle servicing and repair operation.
- Ability to develop systems and procedures related to assigned operations
- Ability to develop cost estimates for supplies and equipment
- Ability to plan and supervise the work of others in a manner conducive to full performance and high morale.
- Ability to understand, interpret and effectively carry out written and oral instructions.
- Ability to communicate clearly and concisely both 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
- Ability to maintain records and to prepare reports.

MINIMUM QUALIFICATIONS

Ten years' experience in the, automotive repair operations, with five years' experience in a supervisory capacity. A Bachelor's degree in from an accredited college or university in business administration or related field is desired.

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 climb on and under equipment to inspect work or to check out problems.

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.

11/2018

Bargaining Unit: Non-bargaining

FLSA: Exempt

Pay Grade/Group: 30/50

Location: Public Works Department

GERS: Regular: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 592

GROUNDS OPERATIONS MANAGER

GENERAL

Work is performed under the direction of the Assistant Public Works Director or designee. This position is responsible for supervisory work in planning and directing the grounds maintenance and landscaping of all City properties and other related public works projects as directed. This is an essential position; incumbent will be required to work extended hours during climatic weather related events or other emergencies.

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, organizes, coordinates and supervises the maintenance and development of city parks, landscaped areas, beaches and related recreational facilities. Attends meetings and keeps necessary records.
- Responsible for inventory control and oversees the equipment maintenance programs.
- Supervises City nursery and participates in the planting and maintenance of a wide variety of flowers, plants, shrubs, trees and turf which can be planted and grown successfully in Florida.
- Operates and directs the use of available equipment, materials, and personnel to obtain maximum effectiveness and economy.
- Oversees the operation of equipment used in the spraying of pesticides, insecticides, fungicides and herbicides on the golf course, parks and other city's facilities.
- Participates in long range planning in order to provide for more effective maintenance.
- Prepares budget requests for division.
- Establishes goals and objectives; recommends standards, procedures and regulations.
- Makes recommendations regarding operational policies, expenditures, plans and other administrative matters; prepares the division budget, and approves and monitors expenditures.
- Supervises the work of division personnel through oral and written instructions to subordinate supervisors.
- Adheres to assigned work schedule as outlined in city and department attendance policies and procedures.
- Evaluates and recommends adoption of new technology, equipment and materials.
- Maintains the city irrigation systems. Installs and repairs irrigation systems, including sprinkler heads, pipelines and control systems.
- Makes recommendations for new facilities and equipment.
- Coordinates with Landscape Architects the planning, design and installation of new facilities.
- Recommends, in the interest of the city, that eligible applicants be hired and that subordinate employees be transferred, suspended, promoted, terminated, reassigned or disciplined; participates in the adjustment of grievances; participates in the administration of agreements resulting from collective bargaining negotiations.
- Responsible for maintenance of the city's Cemetery and Sand and Spurs Equestrian Center.
- Monitors the progress of the division's strategic plan goals, initiatives and objectives.
- Develops tracking methodologies for collection of data for the Florida Benchmarking Program
- Monitors the progress of the division's strategic plan goals, initiatives and objectives.
- Performs related work as required by the Assistant Public Works Director or designee.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the methods, practices and procedures used in grounds maintenance functions.
- Knowledge of plants, pesticides, grasses, fertilizers and the requirements of their maintenance.
- Knowledge of tools and equipment used in grounds maintenance operations.
- Knowledge of federal, state and local laws, ordinances and regulations relating to ground maintenance operations.

- Knowledge of effective supervisory techniques.
- Knowledge of safety rules and procedures.
- Ability to assign and supervise the work of crews and individuals.
- Ability to keep accurate records and to submit accurate reports.
- Ability to plan and supervise the work of others in a manner conducive to full performance and high morale.
- Ability to understand, interpret and effectively carry out written and oral instructions.
- Ability to prepare and present complex reports.
- Ability to communicate clearly and concisely both 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.
- Ability to plan, direct and supervise the work of skilled and unskilled employees.
- Ability to submit and maintain accurate records and reports.

MINIMUM QUALIFICATIONS

Bachelor's degree in Management, Horticulture, Landscape Architecture, Urban Forestry or related field with two years' experience or an Associate Degree in related field and extensive experience in the field of turf and equipment maintenance, with some experience in a supervisory capacity.

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 walk in rough construction areas, climb down into trenches or up on ladders.

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.

11/2018

Bargaining Unit: Non-bargaining

FLSA: Exempt

Pay Grade/Group: 30/50

Location: Public Works Department

GERS: Regular: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 248

HOUSING AND SOCIAL SERVICES MANAGER

GENERAL

Under general direction within the Office of Housing and Urban Improvement, provides management, strategic planning, and administrative oversight of the development and implementation of homeless services, and ensures that programs and resources across all departments are aligned with the City's goals to address and end homelessness; and performs related duties as assigned.

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, coordinates, and evaluates City operated or contracted programs to address homelessness including initial planning, feasibility studies, community involvement, project design and implementation strategies, project approval and evaluation using program and population data to make sound recommendations, including alternative courses of action, such as project restructuring.
- Collaborates with other local businesses, non-profits, and community groups in the coordination and delivery of services to the homeless.
- Coordinates City policies and activities with local, regional, state, and federal homeless programs.
- Serves as a City liaison on homeless issues to civic groups, community, and philanthropic organizations and individuals.
- Establishes, maintains, and enhances cooperative relationships with City departments, local service providers, and the homeless community.
- Assigns, directs, and evaluates professional, technical, and support staff including the Shelter Care Plus team.
- Conducts and participates in public outreach and educational programs.
- Prepares and monitors project and program budgets and expenditures.
- Researches and develops grant proposals; seeks out other funding sources for City homeless programs; and determines funding priorities.
- Provides oral and written reports to various departments, City Council, commissions, and other community groups on City's homeless issues.
- Serves as secretary to the Homeless Commission.
- Represents the City on homelessness issues at regional meetings related to homeless policy.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of service provision to the homeless.
- Knowledge of social, economic, and political issues relevant to low income communities; and trends in the field of homeless and social services.
- Knowledge of current Federal, State and local laws, regulatory codes, ordinances, procedures relevant to social services programs, such as those designed to improve/provide housing, education, employment, or socio-economic status.
- Knowledge of principles and practices of performing needs assessments; program development, implementation, management and evaluation.
- Knowledge of conflict resolution and problem solving techniques.
- Knowledge of community outreach, advocacy and public education.
- Knowledge of principles and practices of staff management, supervision and training.
- Knowledge of principles and practices of contract administration and evaluation and public agency budget development and administration.
- Knowledge of resources and requirements to acquire private and governmental funding; and
- Knowledge of basic business controls, business ethics, basic arithmetic and data review and reconciliation techniques.
- Ability to assess community needs and evaluate programs using outcome data to determine effectiveness of program components and recommend program modifications as necessary.
- Ability to establish and coordinate program services, policies, and procedures to ensure compliance with data quality requirements and conformity with federal, state, and local regulations, and best practices.
- Ability to exercise sound judgement and political astuteness in complex situations.
- Ability to develop creative and effective solutions to challenging problems and issues.
- Ability to coordinate activities across multiple City departments and other agencies.
- Ability to establish and maintain effective working relationships with diverse agencies, service providers, community groups, and members.
- Ability to select, train, supervise, develop, evaluate, and motivate staff.
- Ability to coordinate and oversee programmatic budgeting, and/or fiscal reporting activities.
- Ability to prepare and deliver clear and concise oral and written reports, policies, procedures, and other written materials.
- Ability to use work-related computer applications such as Microsoft Windows, Word, Excel, Outlook, database management, and internet communications.
- Ability to establish, organize, and maintain complex record keeping systems.
- Ability to prioritize work, and coordinate several simultaneous activities.
- 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, Social Work, Behavioral Science or related field; and four (4) years of progressively responsible experience in the development, delivery, monitoring, or evaluation of community programs which must include at least two (2) years of experience working with the homeless and at least two (2) years supervision, leadership, or management of complex programs/projects.

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.

11/2018

Bargaining Unit: Non-bargaining

FLSA: Exempt

Pay Grade/Group: 31/50

Location: OUHI Department

GERS: Regular: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 467

INSTRUMENTATION TECHNICIAN

GENERAL

The purpose of this classification, under general supervision, is to perform skilled work on various types of electronic equipment, related devices in the control, monitoring and recording of plant system functions, to include SCADA systems for water and reuse treatment plants and lift stations, as used in the Water and Wastewater Divisions. Performs skilled electrical work on industrial equipment including PLC's, VFD's, and soft starts. Performs related work as required. Reports to Utilities Maintenance Supervisor and fills in for that position in their absence.

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, troubleshoots, repairs and makes necessary calibrations to electrical and mechanical instruments, electrical control and monitoring systems (facility telemetry and Plants' SCADA), sampling and recording equipment utilized in the water and wastewater utility industry.
- Performs these tasks for the water treatment and reuse plants, in the distribution system, at sewage pumping stations and on the work bench.
- Keeps repair and preventative maintenance records on all test equipment and sampling equipment used by the divisions.
- Uses electronic test equipment and calibration equipment on both energized and de-energized electrical circuits.
- Performs maintenance on plant master control consoles (MCCs), auxiliary engines, transfer switches and generators.
- Responsible for maintaining flowmeters, pH meters, chlorine meters, portable ultrasonic flowmeters, volt/ohm meters, ammeters, electronic transducers, chart recorders of various types, portable volt/amp recorders, capacitance meters, ground resistance meters, megohm meters, and a variety of other meters used in the treatment, sampling, and maintenance at water and wastewater facilities.
- Responsible for the calibration and maintenance of metering equipment both fixed and portable.
- Assists Utilities Supervisors, Electrician and maintenance staff with related duties including inventory, record keeping and purchasing of instrumentation devices, facilities telemetry systems and components, control panels and other related electrical, electronic and mechanical equipment.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of electrical, mechanical and pneumatic control systems.
- Knowledge of Programmable Logic Controls (PLCs).
- Knowledge of analog and digital monitoring and control circuitry.
- Knowledge of occupational hazards and proper safety precautions applicable to working with electrical circuitry and mechanical apparatus.
- Ability to maintain, calibrate and work in fine detail the electronic, electrical and mechanical aspects of this equipment.
- Skilled in the use of associated electronic test equipment and computers.
- Have knowledge of or the ability to learn existing Computerized Maintenance and SCADA operating software and programs.
- Proficient in reading drawings and plans.
- Ability to read and draw one line diagrams and schematic of electrical and electronic circuits.
- Ability to plan, organize, and independently perform job assignments.
- Ability to adhere to prescribed routines and procedures.
- Ability to track and post data or other record keeping information either by written notations and/or entering such information into micro-computer or remote computer terminal (CRT) database systems.
- 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 or political affiliation.
- Ability to maintain regular and punctual attendance
- A strong understanding of ethical behavior is required.
- Ability to make independent decisions.

MINIMUM QUALIFICATIONS

- Graduate of an accredited high school or possess an acceptable equivalency diploma.
- Have a minimum of three (3) years job experience in instrumentation and electrical control system maintenance, installation and repair.
- Must have completed certified training in an instrumentation program at an accredited technical or trade school.
- Must have a valid driver's license and be able to secure a valid Florida driver's license at the time of employment.
- A comparable amount of related 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.
- Ability to see color and have shade perception to be able to troubleshoot circuits that are colored coded.
- Ability and agility to perform various job duties in all weather conditions including lifting and/or interacting with job related appurtenances and equipment which might weigh in excess of seventy-five (75) pounds.
- Ability to perform tasks that require eye and hand coordination.
- Ability to see, ambulate independently, drive, climb, bend, stoop, sit, and stand.

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

11/2018

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Pay Grade/Group: 26/42

Location: Utilities Department

GERS: Regular: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 709

LIEUTENANT

GENERAL

Under the general supervision of the Captain, is responsible for extinguishing fires, rescuing persons and property from danger, perform salvage and related follow-up work, and perform life-saving rescue techniques as part of a rescue operation or as part of other emergency operations. Paramedic skills are performed in accordance with established medical protocols. Incumbents are required to oversee and direct personnel assigned to their Rescue vehicle in conjunction with the Captain and Battalion Chief. Duties involve an element of personal danger and incumbents must be capable of functioning as an integral part of a work unit in order to ensure the safe and efficient performance of duties. Work is reviewed through written reports and observation for adherence to 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.

- Responds to emergencies with a Rescue company.
- Answers medical emergencies on a Rescue company as part of an advanced life support transport unit.
- Recognizes acute symptoms requiring immediate care; administers life-saving rescue procedures to injured or afflicted persons.
- Performs a leadership and supervisor role on an ALS Rescue company.
- Ability to operate defibrillator, portable suction units, resuscitators, ECG units and other emergency medical equipment.
- Removes, extricates, and rescues persons from danger.
- Prepare and/or review all reports regarding emergency medical incidents, inventory control, controlled medication records; insure inventory levels are adequate.
- Assist each Station Officer in the preparation of evaluations of Paramedics and emergency medical technicians on a continuing basis.
- Connects hose to hydrants and pumps; joins hose sections and connects nozzles to hose; enters burning buildings with or without hose lines; operates nozzles and directs a stream of water or fog on fires.
- Operates fire extinguishers and similar equipment in extinguishing fires; raises and climbs ladders; ventilates burning buildings to remove smoke and gases.
- Makes daily inspections of apparatus and equipment and notifies supervisor of defects; performs cleaning and maintenance tasks in and about assigned station.
- Performs salvage operations including throwing salvage covers, sweeping water, removing debris and placing smoke ejectors.
- Recognizes hazardous material situations: makes identification of unknown substances through the use of specialized testing equipment: sets up decontamination procedures: assists state agencies in the removal/disposal of hazardous materials.
- Aids in the mitigation of other emergencies as directed by supervisor.
- Attends instruction sessions on firefighting methods, equipment operations, rescue procedures, hazardous materials mitigation, and related subjects; may conduct drills and classes in these and other areas.
- Provides educational information and lectures to community organizations and schools.
- Performs medical quality assurance activities.

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.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of firefighting principles and practices.
- Knowledge of Fire Department Rules & Regulations.
- Knowledge of EMS Protocols.
- Knowledge of all phases of rescue work.
- Knowledge of all computerized and written reports utilized on Rescue related calls.
- Knowledge of tools, equipment, and apparatus used in firefighting. Have a firm working knowledge of all medical equipment and possess the ability to troubleshoot problems.
- Ability to learn a variety of rescue supervisory duties within a reasonable probationary period.
- Ability to work effectively within the Incident Management System.
- Ability to exercise sound judgment, to promote harmony, and to cooperate with other officers.
- Ability to communicate effectively, both orally and in writing.
- Ability to react quickly and calmly in emergencies.
- Ability to keep simple records and make reports.
- Ability to teach and convey thoughts in a learning environment
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- 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.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma. Must have four years' of experience as Pompano Beach Firefighter and a minimum of two (2) years consecutively as a Pompano Beach Paramedic.

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. Exhibit resourcefulness in emergencies with a proven ability and strength to function physically under adverse conditions. Reasonable physical fitness compliance is expected. Must be ready to respond to an emergency situation in which walking, running, climbing, reaching, bending, lifting, pushing and pulling 100 lbs. or more is required and the ability to respond quickly. The noise level in this environment is usually quiet, but may be loud in rescue situations.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate (Class D) driver's license and an acceptable driving record. Florida certified Paramedic, Florida certified Fire Officer I, current ACLS and PALS Provider, current PHTLS or ITLS Provider and Complete a course of study in Fire Hydraulics

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

11/2018

Bargaining Unit: Fire-bargaining

FLSA: Non-Exempt

Classification: 27/41

Location: Fire Department

GERS: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 747

LOGISTICS ANALYST

The scope of responsibilities ranges from facility maintenance to supply chain analysis and from inventory management to fleet maintenance and procurement. Since one of the components of the position involves dealing with the City's Purchasing Division, a key function of the Logistics Analyst position is to help the Fire Department in the evaluation of vendors and suppliers based on overall company reputation, price, service quality, availability, reliability and technical support.

In this newly created role, the incumbent works to support the Department through the analysis of the facility maintenance program, acquisition of apparatus, equipment, and related services. This position is assigned to the Logistics Division and reports directly to the Logistics Manager. Will from time to time assist more senior positions working on project or performing duties designed to advance Fire Department mission.

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 staff with the development of standard operating procedures governing the operations of the Fire Department Logistics facility and its daily operations.
- Assist in the annual planning and preparation of Fire Department disaster response and management program. Must also be available to work before, during, and immediately following a major disaster.
- Assist in coordinating orders and order resolution pertaining to inventory issues, vehicle repair and maintenance of a growing network of Fire Department fire stations and other facilities.
- Maintain databases of Logistics information related to budgeting, accounting, requisition and purchasing activities.
- Apply analytic methods or tools to help staff better understand Fire Department supply chain, or control logistics operations or processes.
- Represent the Logistics Division (in the absence of the Logistics Manager) with City Departments and outside agencies for all matters pertaining to the Logistics Division.
- In the absence of the Logistics Manager, assist in directing Logistics personnel activities by establishing task priorities, scheduling and tracking work assignments, and providing guidance when necessary.
- Draft memoranda / presentations to various audiences; e.g., City Officials, Fire Department personnel, industry representatives and others.
- Work with City Staff, Fire Department personnel, and industry representatives to determine Fire Department needs by participating in various committees, taking on-site tours of vehicle manufacturing plants (in or out of State), and researching trade journals and publications ...

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to analyze data to recommend among other things where process improvements could be made in Logistics.
- Knowledge of applicable NFPA and OSHA standards related to fire and EMS.
- Knowledge of municipal government operation and/or fire department operation, as well as procurement.

- Ability to interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; to write routine reports and memoranda; to speak effectively before peers and unfamiliar faces.
- Ability to write and edit detailed reports and to present recommendations in oral and written form.
- 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.
- Ability to plan, direct and supervise the work of skilled and unskilled employees.
- Ability to submit and maintain accurate records and reports.

MINIMUM QUALIFICATIONS

A Bachelor's Degree from an accredited college or university and three (3) years of full-time paid experience in operations management, logistics, management information systems, engineering, emergency response, supply chain management, statistics or related is required. Candidates must have strong analytical and communication skills.

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, personal computer, calculator, copier and fax machine. The noise level in this environment is usually quiet in an inside office setting.

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.

11/2018

Bargaining Unit: Non-bargaining

FLSA: Exempt

Pay Grade/Group: 24/50

Location: Fire Department

GERS: Regular: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 294

MARKETING COORDINATOR

GENERAL

Under general direction, this position is responsible for planning and coordinating marketing activities with a focus on retail business districts and commercial areas within a redevelopment area to create a vibrant, exciting destination for residents and visitors.

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.

- Activities include special events, PR, marketing and promotions, branding, business attraction and communication, social media application, and organizing promotional activities and campaigns.
- Assisting with business attraction including meeting with property owners, identifying target tenants, calling to follow up with potential tenants, and working with area real estate professionals to attract new businesses.
- Assist with design of printed communications such as brochures and flyers, update web site, daily social media activity, create newsletters and coordinate media.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of using social media as a promotional tool. Experience in application of social media in business promotion and attraction, attracting residents and visitors to events.
- Knowledge of the principles, theories, philosophy and techniques of retail and commercial marketing, promotions, and advertising.
- Knowledge of merchant development, merchant outreach processes and facilitation.
- Knowledge of main streets or businesses improvement districts and their activities.
- Knowledge of planning, coordinating and implementing special events, business promotions and multi-faceted activities.
- Ability to draft marketing plans and their application to retail and commercial marketing.
- Ability to leveraging and receiving sponsorships, grants, in kind and other services to support promotions, special events or activities.
- Ability to express ideas, facts, and information in a clear and concise manner, verbally and in writing, personable and friendly disposition and a positive can-do attitude with individuals or groups.
- 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 in Marketing, Public Relations, Business, Retail Sales or a related field, or a minimum of five (5) years proven experience in a related field, or any equivalent combination of training and experience. Experience in planning and coordinating special events and activities, retail marketing, business attraction, retail merchandizing. Experience in seeking sponsorships, value added promotions, advertising and media relations. High degree of oral and written communication skills and attention to detail. Self-motivated, self-starter with the ability to work under pressure and meet deadlines. Government experience is a plus. Strong understanding of new technologies and how they can be applied to marketing. Sound understanding of branding and marketing principles. Ability to develop and manage a budget. Creative and innovative. Team Player and Problem solver.

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.

11/2018

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 26/50

Location: Community Redevelopment Agency Department

GERS: Regular: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 228

PARKING OPERATIONS MANAGER

GENERAL

This is a management/administrative position responsible for planning, organizing and supervising all functions of the Parking Facilities Division. Work is performed under general supervision of the 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.

- Developing the Strategic plan for the City's parking system facilities and related local transportation elements including: Parking structure, surface parking lots, on street parking, metering, parking valet services, shuttle or similar transport services and associated vendor contracts.
- Conduct parking and traffic studies, including field research, surveys and data collection.
- Coordinates with Public Works maintenance staff and/or contracted vendors for ongoing maintenance requirements for parking structures and other infrastructure and parking metering inventory.
- Coordinates with shuttle operator or similar contracted services or license agreements for service requirements and resolutions to customer complaints.
- Prepares and assist in presenting City Commission agenda items.
- Analysis and recommendations for various parking and transportation related proposals.
- Working with property owners to discuss potential leases or purchase of land for parking and coordinates preparation of resulting agreements with the City Attorney's Office.
- Attends meetings with other departments, agencies, civic groups, homeowners associations and various other outside board meetings as a representative of the division and/or department.
- Conducts parking surveys, makes recommendations to the Assistant City Manager or designee regarding any necessary changes concerning parking rates, time limits, installation or removal of parking meters, etc.
- Conduct research studies and prepares comprehensive reports on projects of major impact on City parking capacity, procedures and policies, inclusive of possible parking demand study updates.
- Oversees, through subordinate management personnel or contracted personnel, Parking's internal control and accounting requirements, including audits of the meters; cashier drawer and daily deposit reconciliation; control of permit and other asset inventories.
- Prepares and manages the annual budget for the municipal parking system and authorizes all expenses of the system to insure adequate coverage of parking obligations; handles administrative tasks connected with the issuance of revenue bonds or other types of financing for parking expansion and compliance with budget requirements. Works closely with the Finance Department to check expenditures against budget appropriations.
- Overseeing the bidding, award process as well as the administration of vendor contracts.
- Prepares Requests for Proposals (RFPs) and Invitations to Bid (ITBs), participates in selection committees, and oversees the implementation of services, equipment, programs, and projects related to parking.

- Develops new or revised programs, policies, methods, systems, personnel, and equipment changes to more efficiently serve the department and makes recommendations to the Assistant City Manager or designee.
- Develops policies and procedures for use of parking garages by the public during severe weather conditions.
- Keeps abreast of current developments in the specialized fields under the jurisdiction of the division through affiliation with national technical associations and interchanges with other governmental units and private businesses.
- Supervises the day-to-day operations of enforcement and customer service office (or contractual) staff.
- Oversees Parking's internal control and accounting functions (could be managing contractors charged with such), including audits of the cashier drawers; tickets to park control logs, cashier fund reconciliation; control of permit and other asset inventories; coin and bill counting, bagging, and deposit of funds to the City's bank account; credit card collections and accounting from front counter transactions. Works with the Finance Department's Treasury Division to implement processes and procedures to ensure the timeliness and accuracy of revenue reporting, the integrity of the citation and permit management database; and the safety and security of financial assets. Oversees, through subordinate or contractual supervisory staff, customer complaint handling, correspondence, appeals processing, and City action items and activities connected with follow-up, payment, and accountability for all parking citations.
- Make recommendations regarding hiring staff or contracted vendors and monitors performance and produces evaluations, as applicable.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principals, methods, equipment and practices of enforcement activities.
- Knowledge of City and State laws and regulations pertaining to municipal parking.
- Knowledge of internal control procedures, fraud prevention, and detection.
- Knowledge of effective customer service and public relations practices.
- Knowledge of principles, methods, equipment, and practices of the various specialized parking and facility activities.
- Knowledge of internal control procedures, asset security, fraud prevention and detection.
- Knowledge of supervisory principles, practices, and techniques.
- Knowledge of computer systems and software applications related to parking management and revenue control systems.
- Knowledge and skill in the management of contracted services.
- Ability to apply the principles and practices of organization, management, personnel, and financial administration in the operation of a complex municipal division.
- Ability to plan, direct, and control the development of municipal parking programs that will meet current and future needs.
- Ability to analyze complex data, and to prepare a wide variety of administrative and technical reports.
- Ability to research, design and implement new or improved parking related programs.
- Ability to analyze parking projects and present findings and recommendations effectively, both orally and in writing.
- Ability to apply the principles and practices of organization, management, and personnel relations.
- Ability to evaluate and give reliable advice on difficult project management and construction problems.

- Ability to plan, assign and supervise the work of subordinate personnel in a manner conducive to full performance and high morale.
- 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 communicate effectively both written and verbally, inclusive of making presentations to the City Commission and civic, business or other community groups.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in business or public administration, planning, or a closely related field. Designation as a Certified Administrator of Public Parking (CAPP) and/or Transportation Demand Management (TDM) concepts preferred. Have at least five (5) of progressively responsible administrative and managerial work experience in municipal parking systems, garage management, budget management and administration, enforcement, operations research, and the preparation of management reports, including at least two (2) years of parking systems supervisory experience. Must have some experience in one or more of the following areas: parking projects design review and/or construction; coordination of parking related transportation projects; or the planning of existing and future parking programs to optimize utilization.

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. Exhibit resourcefulness in emergencies with a proven ability and strength to function physically under adverse conditions. Reasonable physical fitness compliance is expected. Must be ready to respond to an emergency situation in which walking, running, climbing, reaching, bending, lifting, pushing and pulling 100 lbs. or more is required and the ability to respond quickly. The noise level in this environment is usually quiet, but may be loud in rescue situations.

SPECIAL REQUIREMENTS

Possess a valid State of Florida driver's license.

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

11/2018

Bargaining Unit: Non-bargaining

FLSA: Exempt

Classification: 30/50

Location: Parking Division

GERS: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 941

PARK RANGER

GENERAL

This position is responsible for the enforcement of park rules and municipal code, provides general park and City information to the public, and ensures the safety of the public using the City's parks and recreation facilities. The position provides positive public relations and visitor services concerning park services and its features. This position reports to the Park and Recreation Supervisor.

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 the park and related facilities to enforce regulations, maintain order and assist the public in the use of the facilities.
- Monitor and inspects the park with knowledge of crime prevention
- Opens, closes and secures park amenities for participant use
- Issues civil citations for City ordinance violations
- Appears in court for depositions for civil citation appeals
- Prepares reports such as daily activity logs, incident reports and vehicle maintenance
- Checks in applicants for pavilion rentals and public event applications
- Greets and welcomes park visitors; orients them to park areas and amenities.
- Perform park inspection and crime prevention observation
- Assists general public in observing necessary regulations to maintain a safe park atmosphere.
- Notifies police or fire rescue personnel in emergency situations. Provides park information to park patrons.
- May assist the Parks and Recreation Department with the coordinating and implementing of recreational activities and events that meet the needs of the community.
- Responsible for reporting any safety concerns to his / her immediate supervisor.
- Reports suspicious or in compliant behavior to the Broward Sheriff's Office
- Assists with any inquires, concerns and complaints of customers and/or the general public while promoting positive customer service
- May be needed to assist in emergency situations.
- Inspects equipment and vehicles for proper performance and safety. Exercises care and safety in the use of assigned equipment and vehicles.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of city ordinances and rules pertaining to parks and recreation.
- Knowledge of the safety hazards inherent in the use of the playground or other facilities and the necessary precautionary measures to take.
- Knowledge of the principles and procedures used in security work.
- Knowledge of principles of public relations and visitor management.
- Knowledge of municipal rules and regulations governing vehicular movement and parking, pedestrian travel, safety, and fire control procedures.
- Knowledge of park operations.
- Ability to prepare reports using proper English and grammar.
- Ability to speak in public.
- Ability to follow oral and written instructions and communicate effectively with the public.
- Ability to work outdoors under varying temperatures or weather conditions.
- Ability to enforce rules and regulations in a tactful manner.
- Ability to react calmly and quickly in emergencies.
- Ability to walk and/or stand for long periods.
- Ability to work days, nights, weekends and holidays.
- Ability to operate assigned vehicles and 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

Requires a high school diploma or GED equivalent supplemented by two years experience in park and recreation, public administration, or related field; experience in the field of public service; experience in the field of security; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be able to obtain a First Aid, AED and CPR certification and a Class "D" security license within six (6) months of hire. Must be able to obtain the Code Enforcement/Civil Citation Certification class within six (6) months of hire

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, including City vehicles, bicycles, segways and golf carts. Able to stand, walk, move for a significant amount of time. 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.

11/2018

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Pay Grade/Group: 17/42

Location: Parks and Recreation Department

GERS: Regular: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 195

RECORDS TECHNICIAN

GENERAL

Under general administrative direction, performs technical work in the processing, reproduction and storage of micrographic and electronic media material that involves receipt storage, retention, retrieval and disposition of permanent, temporary and/or vital records. Position requires the use of initiative and judgment to assist with the coordination and maintenance of record retention schedules in accordance with statutes and related regulatory standards and City-wide electronic document management system. Position responsible for responding to customer requests for record retrievals utilizing records database, as well as provides clerical assistance in the City Clerk's Office.

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.

- Operates scanning and imaging equipment for document recording and retrieving purposes
- Purges source materials after imaging
- Operates and maintains microfilm reader and printer equipment
- Retrieve records from storage in response to requests from external and internal customers
- Performs systematic destruction of records in accordance with authorized retention schedules set forth by Florida Department of State
- Serves as a point of contact and provides information regarding the City's records management program
- Maintains Police Records files in both microfilm and digital format
- Redacts exempted information in accordance with Florida Statutes prior to providing public records
- Operates standard office, word processing and data entry equipment
- Coordinates record storage for City Clerk's Office and other departments
- Assists in updating City's website with City Commission and CRA meeting Agenda Back-up, Financial Reports for Elected Officials and other requested information to include web streaming
- Assists with supervising part-time Office Assistant I and coordinates and assists with assignment of duties for "Light Duty" Workers' Comp. employees
- Performs other duties as required

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of hardcopy records conversion and retrieval processes and techniques, e.g., microfilm/microfiche, database storage, imaging and scanning.
- Knowledge of business English, spelling and Math, office practices and procedures.
- Knowledge in standard office technologies. e.g. personal computers, imaging software, web streaming, word processors, and internet.
- Ability to work independently with limited supervision in adherence with department policies and procedures.

- 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 safely and effectively utilize and operate technical processing equipment used in hard copy records conversion to electronic or imaged media.
- Ability to establish and maintain effective working relationships with coworkers, management, patrons and other external entities in a courteous and professional manner.
- 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.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent G.E.D. Experience in modern microfilming and digital imaging practices and procedures. Records Management Certification. Ability to type routine correspondence and memoranda accurately at a reasonable rate of speed.

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. Sedentary position. Occasional light lifting up to 40 lbs. The noise level in this environment is usually quiet in an inside office setting.

SPECIAL REQUIREMENTS

None.

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

11/2018

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Pay Grade/Group: 42/17

Location: City Clerk's Office

GERS: Regular: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 293

REDEVELOPMENT PROJECT COORDINATOR

GENERAL

Responsible for providing administrative and project coordination services for the downtown redevelopment management, redevelopment incentives, Community Redevelopment Agency management, neighborhood redevelopment, housing projects, and horizontal and vertical construction projects. The coordinator reports directly to Project 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.

- Provides administrative assistance to CRA Executive Director and Project Manager.
- Attends CRA Board meetings—responsible for taking meeting minutes and ensuring all meeting records are properly recorded.
- Performs agency's records management functions in compliance with Florida public records law.
- Assists with the management and implementation of redevelopment plans for various projects; may be in charge of coordinating several projects at the same time; Must be highly organized and efficient;
- Facilitate redevelopment projects by coordinating with private developers and business owners
- Assists in coordinating initiatives related to redevelopment, land development and economic development;
- Interact with community groups, residents, business owners to ensure the CRA projects are well communicated;
- Organize and analyze information and formulate recommendations to Project Manager;
- Compile databases and relevant planning and economic information regarding commercial, housing, retail, industrial, and office development activity;
- Coordinate community forums, interact with community groups, residents, business owners to ensure the CRA projects are well communicated;
- Assist in the preparation of developer and tenant real estate packages, including Requests for Proposals that provide site information, demographics, photographs, surveys, environmental information, and more to use in attracting tenants and developers;
- Become familiar with all redevelopment incentives offered and the requirements for application approval. Facilitate the incentive application approval process.
- Receives and reviews various documents including vacancy surveys, new occupational licenses, development site plans, property sales, creative copy graphics, newsletters, invoices, etc.
- Researches, plans, and coordinates special programs and projects by working with consultants, contractors, City, County, State, and Federal agencies in order to assure

that program activities are implemented and completed effectively and in a timely manner.

- Reviews and processes invoices
- Coordinates creation and execution of contracts and/or proposals for various redevelopment projects
- Oversees tenant relations for CRA owned properties, coordinates rent collection, lease execution, etc.
- Coordinates activities required for property maintenance
- Prepares and present agenda items for presentation to CRA Board
- Assists in preparation of project budgets.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of using social media as a promotional tool, as well as, in application of social media in promotion and attraction, attracting residents and visitors to events.
- Knowledge of the principles, theories, philosophy and techniques of cultural and commercial marketing, promotions, and advertising.
- Knowledge of cultural and community development, outreach processes and facilitation.
- Knowledge of planning, coordinating and implementing special events, promotions and multi-faceted activities.
- 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 current practices in the field of local arts agency administration.
- Knowledge, dedicated, passion and commitment to assisting businesses, nonprofits, emerging artists and arts organization.
- Skills in strategic planning to effect change in a multi-cultural environment.
- Ability to leveraging and receiving sponsorships, grants, in kind and other services to support promotions, special events or activities.
- Ability to draft strategic plans and their application to cultural and commercial marketing.
- Must have a high level of energy and persistence and passion towards the mission of the Agency.
- Ability to express ideas, facts, and information in a clear and concise manner, verbally and in writing, personable and friendly disposition and a positive can-do attitude with individuals or groups.
- Ability to collect, analyze, and interpret data and information, and to formulate conclusions and recommendations, using independent judgment
- Ability to plan and organize effective educational and informational programs
- 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 a major in business, urban planning, finance, construction management or related field and/or have a minimum of two (2) years experience in the public/private sector in a progressive city in real estate development, planning, project coordination, economic development and/or any equivalent combination of training and experience. Government experience and knowledge of intergovernmental operations and the redevelopment process a plus. Being able to bridge between the private sector and public sector is critical.

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.

11/2018

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 26/50

Location: Community Redevelopment Agency Department

GERS: Regular: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 292

REDEVELOPMENT PROJECT MANAGER

GENERAL

This is highly advanced professional position that will be responsible for developing the City's downtown areas, neighborhood redevelopment management, redevelopment incentives, Community Redevelopment Agency management redevelopment, housing projects, and horizontal and vertical construction projects. Work is performed with minimal supervision under direction of the CRA 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.

- Oversee and manage project budgets and redevelopment plans for various projects; may be in charge of several projects at the same time; Must be highly organized and efficient;
- Assist private developers and business owners with regulatory processes, i.e., planning, zoning, platting, variances, incentives and other regulatory issues associated with redevelopment and economic development;
- Provide grant management;
- Write developer and builder requests for proposals for the purpose of disposal, development or renovation of CRA land or buildings;
- Interact with community groups, residents, business owners to ensure the CRA projects are well understood;
- Prepares agenda items for presentation to CRA Board and Advisory Boards meetings and other groups such as the Economic Development Council;
- Organize and analyze information and formulate recommendations to CRA Director;
- Compile databases and relevant planning and economic information regarding housing, commercial, industrial, and office development activity;
- Organize community forums, interact with community groups, residents, business owners to ensure the CRA projects are well communicated;
- Prepare developer and tenant real estate packages, including Requests for Proposals that provide site information, demographics, photographs, surveys, environmental information, and more to use in attracting tenants and developers;

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of planning principles and practices as applied to the collection of community planning data and preparation of written and graphic reports.
- Knowledge of the principles, techniques and objectives of a Community Development Block Grant program and HUD housing programs.
- Knowledge of basic account receivables records.
- Knowledge of construction requirements and contracts
- Ability to direct and participate in complex planning studies, to analyze information and to formulate substantive recommendations.
- Skills to effectively communicate and interact with others.
- Ability to interpret laws, rules and regulations.
- Ability to communicate both written and orally.
- Ability to establish and maintain effective working relationships.

- 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 from an accredited college or university with a major in business, urban planning, finance, construction management or related field and/or have a minimum of four (4) years experience in the public/private sector in a progressive city in real estate development, planning, project management, economic development and/or any equivalent combination of training and experience. Affiliations or membership with trade associations exemplifying additional education is a plus, such as Florida Planning Association, Urban Land Institute, Florida Redevelopment Association, International Council of Shopping Centers, NAIOP, IEDC, or other related associations. Professional certification, 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 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.

11/2018

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 30/50

Location: Community Redevelopment Agency Department

GERS: Regular: Regular Class

**CITY OF POMPAÑO BEACH
CLASS DESCRIPTION**

JOB CODE 591

SOLID WASTE OPERATIONS MANAGER

GENERAL

Work is performed under the direction of the Assistant City Manager or designee. This position is responsible for developing, supervising and planning the citywide recycling program with city, residential and commercial property owners. This is an essential position; incumbent will be required to work extended hours during climatic weather related events or other emergencies.

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 monitors a citywide recycling plan and implements the plan in accordance with city, county and state mandates.
- Researches, compiles, analyze and interpret information to identify patterns and discrepancies in the citywide recycling program. Conduct a variety of organizational studies, investigations, and operational studies; recommends modifications to Solid Waste programs, policies, and procedures as appropriate.
- Coordinates the city recycling programs with public and private entities.
- Answers questions and provides technical advice and presentation to city staff, residents, and businesses in the City of Pompano Beach and other organizations civic groups. Participates on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of refuse collection, disposal and storage.
- Plans and develops questionnaires, educational material and evaluation of methodology.
- Promotes and publicizes the city-recycling program.
- Effectively and efficiently handles complaints from the public and Solid Waste contractor haulers concerning solid waste and recycling material.
- Oversees refuse collection disposal activities (both Contract and City employees) including planning, estimation, scheduling, inspecting and monitoring work being performed
- Oversees and Monitors Hurricane Debris Removal contract when activated for recovery operations
- Oversees and monitors the City's Beach Raking Contract
- Prepares and presents detailed and comprehensive reports related to solid waste and recycling programs as needed.
- Adheres to assigned work schedule as outlined in city and department attendance policies and procedures.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Serves as liaison for the Solid Waste Division with other City departments, divisions and outside agencies; negotiate and resolve significant and controversial issues.
- Reviews service costs and prepares annual adjustments to costs as per contractual obligations
- Manages and participates in the development and administration of the Solid Waste Division annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

- Plans, directs, coordinates, and reviews the work plan for Solid Waste staff; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs including City residential refuse collection, recycling, transfer station and composting operations; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures
- Develops tracking methodologies for collection of data for the Florida Benchmarking Program
- Monitors the progress of the division's strategic plan goals, initiatives and objectives.
- Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of operational characteristics, services and activities of a comprehensive solid waste program.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Knowledge of modern and complex principles and practices of program development and administration.
- Knowledge of solid waste theory, principles and practices and their application to a wide variety of refuse collection and storage programs.
- Knowledge of advanced principles and practices of municipal budget preparation and administration.
- Knowledge of principles of supervision, training and performance evaluation.
- Knowledge of pertinent federal, state, and local laws, codes and regulations.
- Skill in preparing clear and concise reports.
- Ability to manage, direct and coordinate the work of supervisory, maintenance, technical, and clerical personnel.
- Ability to provide administrative and professional leadership and direction for the Solid Waste Division.
- Ability to recommend and implement goals, objectives, and practices for providing effective and efficient solid waste services.
- Ability to prepare and administer large and complex budgets.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to research, analyze and evaluate new service delivery methods, procedures and techniques.
- Ability to interpret and apply federal, state and local policies, procedures, laws and regulations.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to use various computer software applications.
- 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.
- Ability to plan, direct and supervise the work of skilled and unskilled employees.
- Ability to submit, understand and maintain accurate records and reports.

MINIMUM QUALIFICATIONS

Ten year's experience in the, solid waste recycling program, with Five year's experience in a supervisory capacity. A Bachelor's degree in from an accredited college or university in business administration or related field is desired

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. Physically capable of effectively using and operating various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. Ability to move up to 50 lbs. and occasionally up to 100 lbs., climbing, kneeling, crouching, balancing, reaching, standing, walking, pushing, pulling and grasping. The noise level in this environment is usually quiet.

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.

11/2018

Bargaining Unit: Non-bargaining

FLSA: Exempt

Pay Grade/Group: 30/50

Location: Solid Waste Department

GERS: Regular: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 475

UTILITIES BUSINESS OPERATIONS ANALYST

GENERAL

This is a diversified and highly responsible technical, staff oversight, and administrative work reporting to the Utilities director. Position involves responsibility of the fiscal activities as well as the financial reporting requirements of the Utility.

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 accountability for all Utility matters.
- Prepares Utility budget for Commission approval.
- Implements and enforces internal accounting control.
- Serves as liaison to the Budget Office, Finance Department, Internal Auditing and Treasury.
- Prepares monthly balance sheet on each assessment account.
- Verifies accuracy against data processing records.
- Performs accounting and other related tasks for budgeting and capital budgeting processes.
- Assists in the preparation and review of Water and Wastewater Rate Studies
- Assists in preparing and reviewing service agreements and service contracts.
- Prepares reports including proposed or recommended solutions and courses of action, specifically financial impact/analysis
- Evaluates policies, programs, & operations.
- Interacts with office staff, other city departments and outside organizations to achieve desired management objectives.
- Attends related meetings as assigned to represent management views.
- Performs other job related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of accounting principles and financial procedures.
- Knowledge of municipal government.
- Ability to write and edit detailed and complex financial reports and to present reports and recommendations in oral and written form.
- 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.
- Ability to plan, direct and supervise the work of skilled and unskilled employees.
- Ability to submit and maintain accurate records and reports.

MINIMUM QUALIFICATIONS

Bachelor's degree in Finance, Business or related field, considerable experience performing professional level administrative work. Six Sigma Green Belt Certification. A comparable amount of training and experience may be substituted for the minimum qualifications.

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, personal computer, calculator, copier and fax machine. The noise level in this environment is usually quiet in an inside office setting.

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.

11/2018

Bargaining Unit: Non-bargaining

FLSA: Exempt

Pay Grade/Group: 27/50

Location: Utilities Department

GERS: Regular: Regular Class