

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 143**

**PAYROLL SPECIALIST I**

**GENERAL**

Specialized clerical work assisting in the processing of the payroll information for employees of the City. Work is performed under regular supervision of the Payroll Specialist II in the Finance Department.

**EXAMPLES OF ESSENTIAL DUTIES**

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

- Assists with the processing of the biweekly payroll check run.
- Responsible for input of various payroll deductions on payroll master file (i.e.; insurance changes, court ordered child support, wage garnishments, credit union, union dues and payroll direct deposit).
- Performs final review of all personnel transaction changes (i.e.; promotions, new hires, W4 and merit). Calculates retroactive payments.
- Generates biweekly audit reports and performs review of hours and additional payments for accuracy.
- Responsible for distribution of biweekly paychecks and annual W2 employee statements. Distributes/mails A/P checks for all payroll related vendor payments.
- Completes verification of employment forms requested by financial institutions, insurance companies and state/federal agencies.
- Maintains records and files for payroll related deduction and payment authorization forms.
- Assist department timekeepers and supervisors with inquiries related to the Naviline payroll software and Executime Time & Attendance software.
- Serves in the absence of the Payroll Specialist II.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Federal and State laws and regulations relating to payroll.
- Knowledge of office practices, bookkeeping systems and computerized record processing.
- Knowledge of Sungard-HTE and Executime software/applications.
- Ability to perform complex mathematical calculations using a 10-key calculator.
- Ability to use Microsoft Office (i.e. word, excel).
- Ability to interact effectively both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.

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

### **MINIMUM QUALIFICATIONS**

Graduation from high school or equivalent G.E.D. A minimum of 3 years previous experience in computerized payroll systems and procedures. Lean Six Sigma White Belt certification is preferred. Selected candidate will be required to obtain the Lean Six Sigma White Belt certification within 1 year of hire, if not already obtained.

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

### **PHYSICAL REQUIREMENTS**

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

### **SPECIAL REQUIREMENTS**

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

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

**Rev 11/2019**

**Bargaining Unit:** Non-Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 21/50

**Location:** Finance Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 144**

**PAYROLL SPECIALIST II**

**GENERAL**

Specialized clerical work coordinating the payroll function and record keeping and supervises the work of the Payroll Specialist I. Work is performed under supervision of the Accounting Supervisor in the Finance Department.

**EXAMPLES OF ESSENTIAL DUTIES**

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

- Ensures accurate processing of bi-weekly payroll according to City pay policy and practices and bargaining unit contracts.
- Responsible for accurate and timely payroll hour transfer via time & attendance interface to payroll system.
- Responsible for creating new payroll codes when necessary, i.e.; additional pay, deductions, benefits, accruals and tax codes.
- Performs detailed review of all payroll/personnel master file changes. Balances hours, additional payments and audits various exception reports prior to finalizing paychecks.
- Maintains accurate earnings history for each city employee.
- Reconciles and maintains annual citywide changes, (i.e.; COLA increases, sick bank donations, sick leave hour conversions, pension interest, united way, union time pool, shoe allowance, insurance rates).
- Responsible for annual electronic filing to IRS and biweekly file uploads to bank, ICMA, child support, FRS, credit union and pension boards.
- Provides total pension contributions and interest earned to Pension Board upon termination or retirement of an employee.
- Researches and replies to inquiries from HRS, IRS, two bargaining unions, citizens, employees and supervisors.
- Analyzes and provides information requested by departments and budget division regarding payroll accounts.
- Maintains up-to-date knowledge of federal payroll changes, tax changes, federal and state laws, code of ordinances, two union contracts, payroll software updates, etc.
- Prepares balances and distributes annual W-2 employee wage & tax statements. Files quarterly state unemployment, 941 employment tax returns and fire incentive report.
- Supervises and writes evaluations/reviews of the work of the Payroll Specialist I.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Federal and State laws and regulations relating to payroll.
- Knowledge of Sungard-HTE and Executime payroll software.

- Knowledge of office practices, bookkeeping systems and computerized record processing.
- Skilled in the use MS Excel and what payroll software
- Ability to interact effectively both orally and in writing.
- Ability to exercise good judgment and perform a wide range of supervisory responsibilities.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Graduation from high school or equivalent G.E.D. At least three (3) years experience in computerized payroll systems and procedures. Lean Six Sigma Yellow Belt certification is preferred. Selected candidate will be required to obtain the Lean Six Sigma Yellow Belt certification within 1 year of hire, if not already obtained.

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

### **PHYSICAL REQUIREMENTS**

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

**Rev 11/2019**

**Bargaining Unit:** Non-Bargaining

**FLSA:** Non-Exempt

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

**Location:** Finance Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 161**

**DATA ANALYST**

**GENERAL**

The City of Pompano Beach Fire Rescue is gearing up its efforts to address problems that can be approached quantitatively to be given the opportunity to be addressed methodically with the technical support of the newly created Data Analyst position. The position utilizes expertise to extract, compile, and analyze data/information from the Fire Department (or City databases) and other systems to help overcome challenges that affect our strategic goals. Among other responsibilities, this position is the designated accreditation coordinator for the Commission of Fire Accreditation International (CFAI) and the Commission on Accreditation of Ambulance Services (CAAS). The person is expected to have expert-level knowledge of the fire service. The selected candidate will work with staff to ensure that the Department continues to meet the criteria for accreditation in the future. This person will also work with staff to develop a coordinated approach of outreach and life-safety prevention to transform our public education program. The Data Analyst position designs logical models for data warehousing and robust data flow diagrams and visualizations. They collaborate with internal and external experts to analyze data to improve decision making and enhance the City's fire protection service and EMS.

**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.*

- Solving problems associated with database access and integration to provide clean, usable data for the Fire Department.
- Conducting data mining and retrieval; making use programming, mathematics or statistical analysis to identify emergency response trends to help Fire Department staff frame, establish inferences, and point to causal relationships where they exist.
- Working independently and/or as part of a team on projects of varying levels or complexities.
- Leveraging strong interpersonal skills to build and maintain professional relationships with fire-rescue personnel; effectively communicate with City Departments and partner-agencies to collaborate on data collection, management, and data dissemination.
- Providing excellent customer support; interacting with all Fire Department employees in a professional manner to help understand their challenges; incorporating their feedback to provide staff with quality solutions to address organizational performance gaps; solving problems and communicating results in an engaging and user-friendly manner to the public  
Learning new data modeling techniques and software to bring cutting edge technology to the Fire Department.
- Supporting staff efforts to maintain current Fire Department Class 1 ISO rating.
- May serve on various City or regional committees, teams and work groups dealing with specific organizational, local, regional, or state fire-EMS issues.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of office methods and procedures.
- Knowledge of principles and practices of a Fire Department operation.
- Knowledge of the operation, uses and capabilities of a variety of automated systems, including (but not limited to) the IBM iSeries, Windows Server and Workstation, Superior Municipal Application Software, and the Microsoft Office suite of applications.

- Knowledge of Microsoft operating systems and applications.
- Ability to think tactically and strategically.
- Ability to demonstrate proficiency in at least one programming language.
- Ability to conduct research and define results.
- Ability to perform mathematical calculations.
- Ability to work independently, organizes, and executes assignments with minimum supervision.
- Ability to communicate orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree or higher in Applied Mathematics, Computer Science, Data Science, Data Engineering, Information Science, Operations Research, Statistics, or a related discipline. A minimum of three years of experience developing and deploying, identify, collecting, processing, and analyzing large data sets is highly desired; Experience working with one or more database structures; demonstrated experience in data mining, analyzing and visualization, preparing and updating reports, charts, graphics and presentations; and devising steps to modify processes and resolve problems through the use of automated systems and software. Experience in determination of allocation of resources and funding/resource needs is a plus. For this particular job, applicants must have extensive computer or software expertise with a focus in fire-rescue and proven ability to communicate technically complex methods and solutions to non-technical audiences verbally or in writing. That is, proficiency shall be demonstrated in applied programming and/or manipulation of data with a programming language such as Python, SQL or Java.

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

### **PHYSICAL REQUIREMENTS**

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

### **SPECIAL REQUIREMENTS**

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

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

11/2019

**Bargaining Unit:**

**FLSA:** Exempt

**Pay Grade/Group:** 28/

**Location:** Fire Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 180**

**DEPUTY CITY CLERK**

**GENERAL**

Under general supervision, serves as principal assistant to the City Clerk; as necessary, provides general administrative support, often of a confidential nature, to the City Manager and City Attorney. Responsible administrative and clerical work in recording and retaining official records of the City, recording actions, disseminating information and directives of the City Commission. The employee works with considerable independent judgment, subject to general direction and review by the City Clerk; supervises the Records Technician performing micrographic work requiring the use of specialized equipment. Evening hours required for Commission meeting and other related duties; and performs related work as required.

**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.*

- Assisting in the conduct of municipal elections; preparations, recording, filing, and retrieval of documents and records; recording and transcribing of meeting proceedings; serving as acting City Clerk in the latter's absence.
- Assist in the development and implementation of the Department's goals, objectives, policies, procedures, and work standards.
- Perform follow-up activities resulting from Commission meetings, including transcribing and distributing of minutes, ensuring that resolutions and ordinances are in proper format and notarized, tracking commission actions and preparing letters of acceptance or rejection.
- Work with staff, the general public and elected officials providing a high level of administrative support.
- Recommend and coordinate the development and maintenance of computerized applications and systems, maintain the centralized records management system, archives, and records retention.
- Research public records, and provide information to the public and staff members concerning City Commission actions, laws, ordinances, codes, procedures and projects; independently compose responses to requests for information.
- Collate agenda items for City Officials' signature, and publication of agenda information.
- Maintain and update Municipal Code books, which includes, index, process, distribute copies, file and certify copies of ordinances, resolutions, official minutes and other public records.
- Prepare and publish legal and public notices in coordination with City Departments.
- In the absence of the City Clerk, perform the City Clerk duties, such as attend meetings, write agenda reports, take and prepare minutes.
- Assist the City Clerk in the administration and conduct of municipal elections.

- Assist in the development and preparation of the annual budget and monitor expenditures throughout the year.
- Update City Clerk web page.
- Provide Notary Public services for City legal requirements, residents, staff and the general public.
- Perform other duties of a similar nature or level.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the legal documents utilized in municipal government and the procedures necessary to process them.
- Knowledge of the City Code of Ordinances.
- Knowledge of applicable City, County, State and Federal laws, rules and regulations pertaining to municipal record keeping, campaign disclosure requirements, public records management and election code.
- Skill in the operation of word processing equipment.
- Skill in preparing clear and concise reports.
- Ability to plan, organize and direct the work of subordinates.
- Ability to provide administrative and professional leadership
- Ability to make decisions in accordance with procedures, laws and regulations and to apply these to work problems.
- Ability to exercise care in the release of information from public records.
- Ability to search for and compile data from files and other sources applicable to the topic of concern.
- Ability to communicate effectively with the public both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance

## **MINIMUM QUALIFICATIONS**

High school diploma and five years (5) years of increasingly responsible administrative experience with varied clerical, public contact and technical office management work. Certified Municipal Clerk (CMC) recommended, not required upon hiring but must obtain within three years 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 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. Sedentary position. Occasional light lifting of 5-10 lbs.

**SPECIAL REQUIREMENTS**

None.

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

**Rev** 11/2019

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

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

**Location:** City Clerk

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**COMMUNICATIONS DIRECTOR (PIO)**

**GENERAL**

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

Work is performed under administrative direction of the City Manager.

**EXAMPLES OF ESSENTIAL DUTIES**

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

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

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

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

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

## **MINIMUM QUALIFICATIONS**

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

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

## **SPECIAL REQUIREMENTS**

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

## **PHYSICAL REQUIREMENTS**

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

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

**Rev 11/2019**

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

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

**Location:** City Manager's Office

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 215**

**BUDGET MANAGER**

**GENERAL**

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

**EXAMPLES OF ESSENTIAL DUTIES**

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

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

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

## **KNOWLEDGE, SKILLS AND ABILITIES**

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

## **MINIMUM QUALIFICATIONS**

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

## **PHYSICAL REQUIREMENTS**

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

## **SPECIAL REQUIREMENTS**

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

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

**Rev 11/2019**

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 34/50

**Location:** Budget Office

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 221**

**ASSET MANAGEMENT/PROJECT SPECIALIST**

**GENERAL**

Responsible work implementing and maintaining the Utility's Asset Management and projects programs. Must demonstrate commitment for accuracy in data management, collection and reporting. Work is performed under general direction.

**EXAMPLES OF ESSENTIAL DUTIES**

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

- Implements and maintains the Utility Asset Management System (IBM Maximo Enterprise Asset Management EAM System) and associated software
- Assists in the development of the system implementation, testing and maintenance strategies.
- Conducts staff training classes and provides assistance and support to staff in the use of the Asset Management System and Mobile Work Order Management System
- Conducts role and process-based training on the functionalities of the system
- Conducts periodic asset-walk downs to ensure physical assets specification are up to date
- Performs system maintenance and assists with system upgrades as necessary
- Conducts data entry and assists staff performing that function
- Performs quality checks on data entry and system use and operation
- Generates reports and trains staff on producing reports
- Coordinates with other City departments relating to computer and system technical matters
- Assists Water Treatment Plant Team with special projects
- Update Utilities Capital Improvement Projects (CIP) related to Asset Management and other City projects tracking program progress and for transparency purposes
- Reviews and analyzes systems and processes that employ IBM Maximo Enterprise Asset Management System, SCHAD Mobile Work Order Management Application and Computer-based process control System Supervisory Control and Data Acquisition System (SCADA), to meet the changing needs of the Division
- Leads SCADA Projects, researches and makes recommendations for the integration of SCADA into IBM Maximo EAM System with future upgrades and continued SCADA security in mind
- Serves as liaison between SCADA and Maximo subcontractors to ensure testing for seamless software integration while ensuring that SCADA data is decipherable to Maximo EAM System prior to implementation
- Tracks and coordinates utility projects in order to assist with project completion, including obtaining quotes from vendors, and ordering equipment and services as needed
- Prepares contract documentation for Cloud Hosting Services-Maximo as a Service (MaaS), IBM Maximo User Subscription Renewal, SCHAD Work Order Management Mobile User Licenses.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Computerized Maintenance Management Systems (CMMS).
- Knowledge of Best Management Practices of Asset Management & Maintenance tracking.
- Ability to maintain an awareness of new applications, technologies, technical methods, trends, and advances in the profession: reviews professional publications, technical manuals, and websites to increase knowledge of network operations; attends conferences, workshops, and training sessions to keep abreast of industry trends and regulations.
- Strong computer skills required including operating and maintaining software and hardware components.
- Strong database management skills and cloud based security knowledge.
- Strong written and oral communication skills, including public speaking required.
- Experienced speaking effectively to large groups and conducting training sessions.



- Working knowledge of utility operations including, water wastewater, reuse and distribution and collection systems preferred.
- Ability to work with SCADA systems and to become proficient with H.T.E. system.
- Ability to work with other City departments, regulatory agencies, vendors and public groups.
- Strong organizational skills and meticulous record keeping ability required.
- Ability to write technical/instructional documents and standard operating procedures.
- Ability to work in efficiency groups to improve efficiency and quality of existing processes.
- 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 with major coursework in computer science, IT, communications and data analysis. Four years of experience working with Computerized Maintenance Management System (CMMS), management information systems and relational databases; experience working with IBM Maximo 6.2 or higher preferred. Above average analytical skills related to various maintenance activities. Working knowledge of Work Order Management Mobile Applications. Experience with administration and integration of Supervisory Control and Data Acquisition (SCADA) system preferably in water or wastewater treatment industry, Structured Query Language (SQL), Advanced Excel, and Project Management. Lean 6 Sigma Green Belt.

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

### **PHYSICAL REQUIREMENTS**

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

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record. Incumbent will be required to work extended hours during and after hurricanes or other disasters.

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

11/2019

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Classification:** 29/50

**Location:** Utilities Department

**GERS:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 223**

**ECONOMIC DEVELOPMENT MANAGER**

**GENERAL**

This is high level advanced professional work performing a wide range of business and economic development tasks. Work is performed under administrative direction of the Assistant City Manager in the City Manager'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.*

- Develops economic development goals and objectives and assists in implementing economically advantageous commercial projects.
- Coordinates a variety of activities related to business development, expansion, and retention.
- Prepares and presents reports of economic development projects.
- Conducts business and industry studies, assessing economic impact of business relocations, planning business recruitment strategies, marketing and attraction programs, and coordinating job growth and training incentive programs.
- Researches and develops long term objectives, strategies, and approaches to urban redevelopment and revitalization, business incentives, and economic impact.
- Assists in the implementation of economic development plans, initiatives, and grant projects.
- Serves as staff liaison to the Pompano Beach Economic Development Council and provides assistance to facilitate efficient private sector (business)/ City/ County/ and other municipal relationships; including: The Greater Ft. Lauderdale/ Broward Alliance, the Broward County Office of Economic and Small Business Development and Enterprise Florida.
- Conducts meetings/workshops with the business community; prepares and presents economic development plans and information.
- Monitors, evaluates, and amends goals and action programs in the work plan to achieve stated objectives.
- Performs related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of economic development principles, practices, laws, and procedures.
- Knowledge of federal and state programs available for economic development.
- Knowledge of macro and micro economic principles.
- Knowledge of urban planning and redevelopment.
- Knowledge of financial analysis, negotiations, project management and proposal and grant writing.
- Skill in developing and giving presentations.

- Ability to exercise substantial independent judgment and decision making in planning and executing assignments.
- Ability to communicate effectively in writing, orally, and in presentation.
- Ability to work independently, organizes, and executes assignments with minimum supervision.
- Ability to use MS Office and any other software.
- Ability to conduct research and analyze data.
- Ability to prepare and maintain reports, distribute and present information.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited four-year college or university with major course work in business or public administration, economics, urban planning, law, or related fields; thorough experience in urban planning, economic and/or community development, or marketing.

*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.

### **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.*

11/2019

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 31/50

**Location:** City Manager's Office

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 250**

**HUMAN RESOURCES DIRECTOR**

**GENERAL**

Highly responsible administrative work directing the City's Human Resources Department. Work is performed under general executive direction of the City Manager with supervisory responsibilities.

**EXAMPLES OF ESSENTIAL DUTIES**

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

- Plans, evaluates, and directs human resources policies, programs, and operations.
- Advises and consults with executive and administrative staff on administering human resources policies and procedures.
- Recommends new or revised policies.
- Plans, evaluates, directs, recommends, advises, and consults with staff of all levels about the administration of human resources policies, programs, operations, and procedures.
- Supervises all aspects of the City's Human Resource program; supervises and disciplines staff, develops office procedures, assigns responsibilities to individual staff members, and evaluates performance by meeting with staff and writing evaluation reviews.
- Prepares and develops goals and objectives and performance indicators.
- Makes presentations to City Manager and City Commission regarding budget requests.
- Prepares the department's budget with assistance from the HR Specialist and presents findings to the City Manager and City Commission.
- Serves with outside labor counsel as a member of the City's Bargaining team for contract negotiations with three unions.
- Advises and counsels City management staff on procedures for handling grievances, recommends responses to grievances, and assists in the preparation of the City's case in the event the grievance cannot be resolved and is arbitrated.
- Advises department heads and supervisors on employee performance problems, how to investigate misconduct, determining level of discipline to impose, advise on due process procedures, and recommends solutions to problem situations.
- Develops procedures for performance evaluation and reviews merit increase recommendations for conformance to policy and procedures.
- Maintains a work email address using MS Outlook.
- Administers contract language.
- Implements new procedures and programs generated by changes in contract language.
- Administers and implements new procedures and programs generated by changes in contract language.
- Develops recruitment and selection procedures for all city positions.
- Reviews departmental selections for conformance to established policies and procedures.

- Reviews applications for management positions, participant in oral panel interviews, and makes recommendation to City Manager.
- Approves all human resources actions (new hires, terminations, status changes, promotions, demotions, transfers, temporary upgrades, and special assignments).
- Develops and maintains the City's pay plans and recommends changes as necessary.
- Supervises the review of budget requests for new positions and reclassification of existing positions.
- Approves job titles, job descriptions, and pay grade allocations. Makes presentations to City Commission to explain recommendations.
- Develops and coordinates Employee Assistance Program.
- Writes RFP to solicit vendors, develops selection criteria, and negotiates contract.
- Develops and administers City's Drug Testing Program.
- Coordinates city-wide training programs either through the supervision of the development of and presentations of in-house training programs or by retaining outside professional trainers depending on the topic or need.
- Develops and coordinates employee recognition programs.
- Performs special projects as assigned by the City Manager.
- Performs related work as required.

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

- Knowledge of the principles and practices of public human resources administration, labor, and union relations.
- Knowledge of government organization and procedures.
- Knowledge of NaviLine, Covalent, ExecuTime, Shoretel, and NEOGOV.
- Knowledge of communicating with business, medical, and political professionals orally, in writing, and in training.
- Skill in using MS Word, Excel, Outlook, PPT, and Publisher.
- Skill in drafting and giving reports and presentations.
- Skill in showing excellent customer service.
- Ability to develop and administer human resources programs and policies.
- Ability to communicate and enforce rules effectively both orally and in writing.
- Ability to multitask, organize, and prioritize in a busy environment.
- Ability to maintain confidential information.
- Ability to supervise, mentor, evaluate, train, discipline, and motivate subordinates.
- Ability to serve customers in a respectful 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. 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 or Human Resources Administration or a closely related field. Considerable supervisory experience in public human resources administration.

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.

**Rev** 11/2019

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 39/50

**Location:** Human Resources Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 265**

**ACCOUNTING SUPERVISOR**

**GENERAL**

Technical and administrative position providing supervision to the payroll function and various accounting functions. Work is performed under general supervision.

**EXAMPLES OF ESSENTIAL DUTIES**

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

- Review and update all input from Accounting Clerk III into the general ledger.
- Review and update accounts payable, payroll, central stores and encumbrance batches from various City departments.
- Review and approve all travel related payments before input into the general ledger.
- Processes all City fixed assets and depreciation activity on a monthly basis.
- Reconciles fixed asset activity in general ledger to the fixed asset system.
- Reconciles various general ledger accounts monthly and quarterly.
- Co-ordinates fiscal and calendar year end procedures with accounts payable and payroll for closings.
- Supervises trains and evaluates Accounting Clerk III and Payroll Specialists for annual performance ratings.
- Prepares annual physical inventory for all City departments and makes adjustments according to the Department Custodians.
- Prepares reports, excel schedules and analysis for the outside auditors for preliminary and fiscal year-end audit.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to analyze financial problems and implement methods of correction.
- Knowledgeable in the area of accounts payable, fixed assets and payroll with a working knowledge of the data processing function and its capabilities.
- Knowledge and skill in the use of Microsoft Excel.
- Knowledge in using MS Word and Outlook.
- Ability to teach users with ability to interact effectively both orally and in writing
- Ability to multitask, prioritize, and organize in a stressful environment.
- Ability to exercise good judgment and perform a wide range of supervisory responsibilities.
- Ability to establish and maintain effective working relationships.

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

## **MINIMUM QUALIFICATIONS**

Graduation from high school or equivalent G.E.D. Extensive accounting and payroll experience, some of which must have been in a supervisory capacity. Completion of some college course work in Accounting preferred. Lean Six Sigma Yellow Belt certification is preferred. Selected candidate will be required to obtain the Lean Six Sigma Yellow Belt certification within 1 year of hire, if not already obtained.

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

## **PHYSICAL REQUIREMENTS**

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

## **SPECIAL REQUIREMENTS**

None.

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

11/2019

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

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

**Location:** Finance Department

**GERS: Regular:** Regular Class



**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 275**

**HOUSING AND URBAN IMPROVEMENT DIRECTOR**

**GENERAL**

Responsible managerial and professional work in coordinating and administering housing and community development projects for the City. Work is performed under general direction.

**EXAMPLES OF ESSENTIAL DUTIES**

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

- Supervises and coordinates professional and technical personnel in planning, designing, developing and implementing housing, community and economic development projects.
- Prepares studies, projections, maps, reports and recommendations for community improvement and economic development projects.
- Serves as liaison between civic groups, private and public agencies in solving housing and community development problems and promotes the goals and objectives of the City's redevelopment efforts.
- Coordinates the development of comprehensive Community Development Block Grant, HOME and State Housing Initiatives Programs and determines other needed programs. Programs include housing rehabilitation, residential acquisition and relocation, environmental reviews, neighborhood facilities, and capital improvement projects.
- Assists in development of long-range plans for the target area and for other City areas.
- Monitors compliance of programs and projects with applicable Federal, State and local laws and regulations.
- Designs marketing strategies to encourage development of new or deteriorated areas.
- Develops economic development goals and objectives and assists in implementing economically advantageous programs and business/commercial development projects.
- Attends meetings of various private and not for profit agencies, governmental groups and homeowners/civic associations to provide information or recommendations.
- Assists with presentations before the City Commission, Community Redevelopment Agency, Florida Chamber of Commerce and other advisory boards and governmental agencies.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of current federal legislation, including Housing and Urban Development regulations governing Community Development Block Grants, and state legislation as well as related regulations in the field of housing and community-economic development.

- Knowledge of the principles and practices of intergovernmental relations and grantsmanship and neighborhood organizing and empowerment.
- Ability to direct, supervise and train subordinate personnel.
- Ability to plan and conduct meetings and conferences.
- Ability to analyze situations accurately and to plan and adopt an effective course of action.
- Ability to establish and maintain effective working relationships with private and public agencies, organizations and individuals.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Bachelors degree in Urban Planning, Public Administration, or a closely related field. A Master's degree is preferred. Considerable experience in planning and marketing economic development.

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

### **PHYSICAL REQUIREMENTS**

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

### **SPECIAL REQUIREMENTS**

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

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

11/2019

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

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

**Location:** OHUI Department

**GERS: Regular:** Senior Management Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 288**

**GRANTS COORDINATOR**

**GENERAL**

This is highly responsible professional, technical and administrative work of considerable difficulty researching, developing and monitoring grants. The employee develops a schedule of programs, projects and activities to obtain grant funding; prepares grant applications and coordinates a wide variety of grants. Work also includes the research, analysis and coordination of a variety of special projects from inception through completion.

An employee in this class writes, reviews, monitors and disseminates information regarding state, local, federal, corporate and foundation grants, and ensures that grants are administered in accordance with local, state and federal and granting organization policies. The employee exercises considerable initiative and independent judgment in planning, coordinating and completing work duties in support of various operating department requirements, goals, objectives and activities. The employee must work effectively with other City departments, representatives of other governmental agencies, community and civic organizations, elected and appointed officials, consultants and vendors. Work may include supervision and coordination of office and other support staff.

Work is performed under the general direction of the Development Services. Work is reviewed through conferences, observation, reports and via program effectiveness and efficiency.

**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.*

- Conducts research of available government, corporate and private foundation grants, and disseminates grant information regarding availability to appropriate agencies, departments and units.
- Coordinates, assists with, and writes grant applications, proposals, and grant amendments and grant budgets.
- Prepares agenda items for City Commission consideration regarding grant applications.
- Assists monitoring grant fiscal records for compliance with local, state and federal policies and grant contracts.
- Assists preparing and submitting periodic financial reimbursement requests and progress reports.
- Implements and maintains automated tracking of grant status for auditing/budgeting and other informational needs required for statistical reports and analysis.
- Coordinates and secures cooperative efforts from other governmental agencies and their representatives, and community or civic organizations.
- May prepare interagency agreements for review by the City Attorney's Office, and approval by the City Commission, as part of the grant application process.

- Attends meetings involving joint venture grants.
- Acts as the City liaison with other agencies and community organizations and may attend grant seminars, conferences and meetings related to potential funding.
- Assists preparing and submits grant progress reports.
- Collects data and evaluation information on all grants to determine the effectiveness of each program.
- Coordinate and lead an interdepartmental Grants Management Task Force.
- Performs evaluations on each grant received.
- Develops performance standards and provides oversight and guidance to ensure compliance with program goals and requirements;
- Reviews requests for payments and monitors compliance with grant/loan terms and conditions;
- Provides assistance to other City departments and outside agencies on grant policy and regulation requirements, the implementation of programs and projects in compliance with granting agency regulations;
- Works with granting agencies, project owners, contractors and other City staff to mediate conflicts and resolve problems;
- Responds to correspondence from granting agencies and the general public.
- Makes presentations at public meetings to City Commission, advisory boards and other organizations.
- Conducts workshops and seminars to inform departments and the public of programs; and to provide technical assistance which enhances City staff's and the community's understanding of grant programs and initiatives;
- Prepares correspondence, reports, forms, flowcharts, graphs, spreadsheets, project schedules, and other documentation;
- Performs related work as required.

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

- Knowledge of federal, state, local, and foundation regulations governing grants and their funding mechanisms including expenditure and reporting requirements.
- Excellent analytical, writing and communications skills.
- Knowledge of the techniques and methods used in administrative analysis
- Knowledge of research methods and techniques, programs and funding sources.
- Knowledge of the City and departmental policies and procedures related to specific programs and projects regarding community based involvement.
- Knowledge of project management including project evaluation and closeout.
- Ability to manage a variety of projects and assignments simultaneously.
- Ability to direct, supervise and train subordinate personnel.
- Ability to present findings and recommendations to community organizations, the City Commission, and other governmental and private organizations.
- Demonstrated project management skills and an understanding of and enthusiasm for entrepreneurship and creative innovation.
- Strong team orientation and ability to multitask, prioritize and maintain flexibility and composure during deadlines.

- Ability to interpret federal, state, local, and corporate and foundation grant guidelines pertaining to programs and projects.
- Skill in the operation and utilization of computers and applicable software to include word processing, graphics, database and spreadsheets (e.g., Microsoft Word, Excel, Access and PowerPoint).
- Ability to plan and conduct meetings, strategic planning, workshops and conferences.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or closely related field. Requires broad administrative and management skills along with strong interpersonal, communication and team building skills with an emphasis on oversight, compliance and program performance. Demonstrated record of success in writing and being awarded competitive grants and contracts. Have three (3) to five (5) years experience in grant seeking, proposal development and writing.

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

### **PHYSICAL REQUIREMENTS**

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

### **SPECIAL REQUIREMENTS**

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

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

11/2019

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

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

**Location:** Finance Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 296**

**MARKETING DIRECTOR**

**GENERAL**

Under general direction of the City Manager's Office, this position is responsible for planning and directing marketing and public relations activities for the City with a focus on business attraction, tourism, arts and entertainment, 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.*

- Develops and implements plans to market the City and its services.
- Manages City-wide marketing campaign(s) to lead the City's public relations, branding, business attraction, tourism, arts and entertainment, and social media.
- Works with each department to develop unified and coordinated marketing and communication plans that drive and support customer needs.
- Develops communications materials to be used across multiple platforms including, but not limited to, interactive, mass, targeted, and broadcast media, special events, newsletters, web site, email and speeches.
- Develops innovative means, and potentially new tools, to communicate with customers across email, social media, on device, mobile, push notifications, direct mail, and more.
- Oversees the marketing budget.
- Develops programs and presentations for various audiences/events.
- Organizes promotional activities and campaigns.
- Incorporate industry/market best practices into new or existing processes.
- Manage the 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 the principles, theories, philosophy and techniques of municipal, and commercial marketing, promotions, and advertising.
- 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 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 municipal and community redevelopment initiatives, retail and commercial marketing.
- Ability to solicit and leverage 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. Master's degree preferred. Experience in developing and directing marketing plans, 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.*

11/2019

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

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

**Location:** City Manager's Office

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 515**

**WATER DISTRIBUTION MANAGER**

**GENERAL**

Responsible work in allocating and scheduling work assignments and in supervising and inspecting repair work or new installations of water and reuse distribution equipment. Must demonstrate commitment to providing a safe water supply and encouraging excellence in staff. This is an essential position, which requires incumbents to report to work during catastrophic events. In case of such an event, incumbents maybe required to work 12-hour shifts, seven days a week to help provide essential services to our customers. Work is performed under general supervision of the Utilities Field Superintendent.

**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.*

- Allocates and assigns staff to specific jobs based on job requirements, manpower availability and to maximize efficiency of division through benchmarking day to day operations.
- Supervises and inspects repair of existing and new installation of potable and reuse water mains, service lines, fire hydrants and water meters.
- Responsible for verifying that staff adheres to appropriate safety policies.
- Ensures that their division provides excellent customer service to internal and external customers.
- Conducts field inspections to ensure work performed meets or exceeds departmental and/or industry standards, as well as all State and local regulations.
- Prepares detailed reports, makes presentations and signs off daily on distribution operations log
- Coordinates work order jobs from other City departments.
- Receives service orders and completes them as to the materials used and manpower required.
- Prepares work orders for problems discovered by physical inspection or for complaints called directly to the water department.
- Checks periodically on work in progress of private contractors to verify the statements they submit as to the amount of material and labor used.
- Reviews new project drawings for feasibility and provides comments regarding integration of new projects into existing water/reuse system needs.
- May be required to supervise the City backflow prevention program
- Mentors staff for job knowledge and growth opportunities.
- Diligently protect the integrity of the water supply and ensure safe potable water delivery by overseeing the City's Cross Connection Control Program that monitors the annual certification of 4343 non-fire backflow devices that prevent cross control contamination.
- Maintain Operate 273 miles of potable water main and 29 miles of reuse water main and appurtenances and construct water and reuse distribution systems to regulatory requirements



of all pertinent State, local laws and City Ordinances (i.e., FDEP (Florida Department of Environmental Protection, Broward County Health Department).

- Perform Development E-Plan, PAM & DRC reviews and attend PAM & DRC Committee development meetings. Assist property owners, developers and engineers in interpreting Utility/Engineering specifications and regulatory system requirements.
- Prepare and manage Water & Reuse annual operating budget, Capital Replacement and Capital Improvement programs.
- Performs related work as required.

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

- Knowledge of best management practices, regulations, materials, methods, tools, and equipments used in the operation, maintenance, documentation and construction of a water-reuse distribution system.
- Skilled in preparing accurate cost estimates based on engineering plans and drawings.
- Ability to use Microsoft Word, Excel and Outlook.
- Ability to effectively provide vision, communicate, motivate, teach, train and supervise, with a positive approach, skilled and unskilled employees.
- Ability to assist with annual budget development and tracking as well as Capital Improvement Plans.
- Ability to accurately read and interpret engineering plans and drawings – providing comments to ensure the integrity of the system. Testing in the use of both GIS and paper map reading will be part of the interview process.
- Ability to work harmoniously with other City departments and the general public. Works proactively and provides excellent customer service to internal and external customers.
- Ability to keep accurate records and submit accurate reports.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Associates Degree in Engineering, Administration or Business or in a relevant area of study with at least 5 years of operational and supervisory experience in the water/reuse industries. Must possess a DEP Level “1” Water Distribution license or obtain the license during the one-year probationary period. Extensive supervisory experience in water distribution maintenance and/or construction work. Water/Wastewater Treatment License or knowledge of these functions a plus.

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

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, computer and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. 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. Must be able to perform manual labor, occasionally moving up to 50 lbs. and wear a respirator. Must pass a pulmonary respiration test.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record. Must possess a CDL "B" license with air brake and tanker endorsement at time of application. Must possess a Backflow Prevention Tester license or obtain license during the one-year probationary period. Preferred Asset Management, GIS and Hydraulic model knowledge. Preference will be given to individuals who possess all of the above requirements at the time of interview. Incumbent will be required to work extended hours during and after hurricanes or other disasters.

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

11/2019

**Bargaining Unit:** Non-bargaining

**FLSA:** Exempt

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

**Location:** Utilities Field Operation

**GERS:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 550**

**WASTEWATER COLLECTIONS MANAGER**

**GENERAL**

Highly responsible technical and supervisory work in planning and coordinating the installation, repair and maintenance activities of gravity wastewater system infrastructure. Oversees and manages divisional adherence to established policies, procedure, rules and regulations. Demonstrates commitment to providing efficient and reliable wastewater transmission services while encouraging excellence in staff. This is an essential position, which requires incumbents to report to work during catastrophic events. In case of such an event, incumbents maybe required to work 12 hour shifts, seven days a week to help provide essential services to our customers. Under direct supervision of the Underground Utilities Field Operational Superintendent.

**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.*

- Allocates and assigns staff to specific tasks based on job requirements and available resources in an effort to maximize efficiency of the division through benchmarking day-to-day operations.
- Supervises and inspects repair of existing gravity system.
- Determines proper allocation of assets to perform TV inspections, grout repairs, and cleaning of wastewater system.
- Reviews and evaluates pre and post lining videos of the gravity mains. Oversee all aspects of the lining project from start to finish.
- Reviews and evaluates pre and post lining of gravity manholes. Oversee all aspects of the manhole rehabilitation project from start to finish.
- Consult with internal and external engineers and developers regarding new construction; maintains records and prepares data reports of existing conditions and capacity.
- Consults with homeowners, architects, engineers, and contractors on building permit applications and in interpreting Utilities City Code and specification requirements.
- Utilize and perform electronic ePlan software review and comment on plan submittals.
- Administrative projects and assessments, such as the Wastewater Master Plan, CMOM assessment, financial reimbursement reports.
- Recommends hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates staff performance. Mentors staff for job knowledge and growth opportunities.
- Directs preventive maintenance programs; oversees movable and fixed assets inventory; prepares annual divisional programs and Operational Budgets, Capital Improvement Projects and Capital Replacement Programs. Prepare and approve purchase requisitions and assigns account numbers.
- Research, review, negotiate, prepare and provide service contracts for various utility services.
- Communicate with regulatory agencies regarding environmental concerns during emergency conditions and follow up with required reports and documentation; adheres to all regulatory guidelines and responsibilities

- Regularly conducts field inspections to ensure work performed meets or exceeds Departmental and/or industry standards.
- Responsible for verifying that staff adheres to appropriate safety policies.
- Reviews new project drawings for feasibility and provides comments regarding integration of new projects into existing wastewater system needs.
- Essential First Responder; extended work hours during and after hurricanes or other disasters to manage and coordinate emergency or disaster related activities. Performs related work as required.

## **KNOWLEDGE SKILLS AND ABILITIES**

- Knowledge of the materials, methods, tools and equipment used in the maintenance and construction of a wastewater collection system as well as an understanding of lift stations and force main systems.
- Skilled in preparing accurate cost estimates based on engineering plans and drawings.
- Ability to use Microsoft Word, Excel and Outlook.
- Ability of effectively supervise skilled and unskilled employees.
- Ability to accurately read and interpret engineering plans and drawings, providing comments to ensure the integrity of the system.
- Ability to communicate and interact with other employees and the public effectively using common English in both verbal and written format.
- Ability to establish and maintain effective working relationships 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 keep accurate records; prepare and submit accurate reports.
- Ability to create a positive image to the public relative to wastewater and utility programs.
- Ability to follow oral and written instructions.
- Ability to mentor, evaluate and guide staff to increase skill level, morale and efficiency.
- Ability to prepare and implement annual operations and capital improvement budgets.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

## **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of acceptable equivalency diploma. Associates degree in Environmental, General, or Business Management program, or Engineering preferred. Applicants are expected to have extensive supervisory experience in the area of wastewater collection systems.

*(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. Applicant must be able to perform strenuous manual labor, lift up to 50 lbs., wear a respirator and pass a pulmonary respiration test. Must be able to be deployed during emergencies.

### **SPECIAL REQUIREMENTS**

Must possess a Class “A” FWPCOA Wastewater Certification or be able to obtain the license during probationary period. Applicant must possess a CDL “B” license with air brake and tanker endorsement or have the ability to obtain one during the probationary period. Preferred Asset Management, GIS and Hydraulic model knowledge

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

11/2019

**Bargaining Unit:** Non-bargaining

**FLSA:** Exempt

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

**Location:** Utilities Field Operation

**GERS:** Regular Class

**CITY OF POMPANO BEACH  
DESCRIPTION**

**JOB CODE 555**

**WASTEWATER PUMPING MANAGER**

**GENERAL**

Highly responsible technical and supervisory work in planning and coordinating the installation, repair and maintenance activities of municipal wastewater lift stations and infrastructure. Oversees and manages divisional adherence to established policies, procedure, rules and regulations. Demonstrates commitment to providing an environmentally safe transportation of wastewater to the treatment facility while encouraging excellence in staff. This is an essential position, which requires incumbents to report to work during catastrophic events. In case of such an event, incumbents maybe required to work 12-hour shifts, seven days a week to help provide essential services to our customers. Under direct supervision of the Underground Utilities Field Operational Superintendent.

**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.*

- Allocates and assigns staff to specific tasks based on job requirements and available resources in an effort to maximize efficiency of the division through benchmarking day-to-day operations.
- Supervise and inspect the repair of existing and new installation of lift stations, control panels, SCADA telemetry, pumps, discharge piping, meters and associated piping.
- Prepares work orders for problems discovered by daily lift station inspection or SCADA notifications. Prepares detailed reports, presentations and signs off daily on operation logs.
- Recommends hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates staff performance. Mentors staff for job knowledge and growth opportunities.
- Directs preventive maintenance programs; oversees movable and fixed assets inventory; prepares annual divisional programs and Operational Budgets, Capital Improvement Projects and Capital Replacement Programs. Prepare and approve purchase requisitions and assigns account numbers.
- Research, review, negotiate, prepare and provide service contracts for various utility services.
- Communicate with regulatory agencies regarding environmental concerns during emergency conditions and follow up with required reports and documentation; adheres to all regulatory guidelines and responsibilities.
- Consult with internal and external engineers and developers regarding new construction; maintains records and prepares data reports of existing conditions and capacity.
- Consults with homeowners, architects, engineers, and contractors on building permit applications and in interpreting Utilities City Code and specification requirements.
- Utilize and perform electronic ePlan software review and comment on plan submittals.
- Essential First Responder; extended work hours during and after hurricanes or other disasters to manage and coordinate emergency or disaster related activities. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of best management practices of regulations, materials, methods, tools, and equipment used in the operation, maintenance and construction of wastewater lift stations.
- Skilled in preparing accurate cost estimates based on engineering plans and drawings.
- Ability to effectively supervise skilled and unskilled employees.

- Ability to accurately read and interpret engineering plans and drawings – providing comments to ensure the integrity of the system.
- Ability to keep accurate records and submit accurate reports.
- Ability to use Microsoft Word, Excel and Outlook.
- Ability to communicate and interact with other employees and the public effectively using common English in both verbal and written format.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Associate's Degree in a relevant area of study with at least 5 years of operational and supervisory experience in the wastewater lift station industries. Must possess a Class "A" Wastewater Collections Certificate from FWPCOA. Extensive supervisory experience in wastewater lift station maintenance and construction work.

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

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Must be able to perform strenuous manual labor, move up to 50 lbs. and wear a respirator. Must pass a pulmonary respiration test.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record. Must possess a CDL "B" license with air brake and tanker endorsement or obtain one during the one-year probationary period. Preferred Asset Management, GIS and Hydraulic model knowledge.

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

11/2019

**Bargaining Unit:** Non-bargaining

**FLSA:** Exempt

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

**Location:** Utilities Field Operation

**GERS:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 557**

**UTILITIES TREATMENT PLANTS OPERATIONS MANAGER**

**GENERAL**

Assist in the Administrative and Technical work in the management of the operation and maintenance of the treatment plants. Work is performed under general supervision of the Utilities Treatment Plants Superintendent. This is an essential position, which requires incumbents to report to work during catastrophic events. In case of such an event, incumbents maybe required to work 12 hour shifts, seven days a week to help provide essential services to our customers.

**EXAMPLE 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.*

- Provide excellent customer assistance, investigate and resolve complaints and requests for service.
- Plan, allocate, schedule & site inspect construction and maintenance activities, work assignments, and repair work at both the water and reuse treatment plants.
- Direct and supervise the day-to-day operations of the membrane plant, lime softening plant, and reuse treatment plant.
- Maintain relationships with regulatory agencies and insure permit compliance with the treatment plants and UIC (underground injection control) program.
- Manage and schedule personnel overtime, vacation, holiday/personal days, and work assignment schedules.
- Assist Superintendent in preparing and managing water plant & reuse plants annual operating budget, Capital Replacement and Capital Improvement programs.
- Perform observations of process, equipment, procedures, and overall functions to obtain the most effective and efficient treatment.
- Provide monthly updates for CIP projects.
- Ensures adequate inventories of chemicals and supplies for plants.
- Effectively coordinate maintenance and repairs of plant equipment with the Utilities Maintenance Manager.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and experience in the operations, maintenance and processes of membrane water, lime water and reuse water treatment.
- Knowledge of the controls, instrumentation and mechanical equipment in the utility industry.
- Knowledge of standard practices, terminology and safety standards in the utility industry.
- Knowledge of local, state and federal water/reuse regulations.
- Knowledge and experience with the materials and chemicals used in these treatment processes.
- Knowledge of computer operations and MS Office (Word Excel Power Point Access).



- Ability to effectively supervise skilled and unskilled employees.
- Ability to keep accurate records and prepare and submit accurate reports.
- Ability to follow oral and written instructions, as well as, clearly speak and write, and understand English.
- Ability to provide for safe working conditions for fellow workers.
- Ability to mentor, evaluate and guide staff to increase skill level, morale and efficiency.
- Ability to prepare and implement annual operations and capital improvement budgets.
- Ability to supervise and review work on other shifts.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of acceptable equivalency diploma. Associates degree in Environmental, General, or Business Management program or Engineering preferred. At least 5 years of operational and supervisory experience in a water/reuse utility.

*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. Applicant must be able to perform mild manual labor, lift up to 30-40 lbs., wear a respirator and pass a pulmonary respiration test. Must have ability to detect differences between colors, including shades and brightness. Must be able to be deployed during emergencies.

### **SPECIAL REQUIREMENTS**

Must hold a State of Florida Class “A” Water treatment plant operations license and a State of Florida Class “C” Wastewater plant operations license or higher. Must hold or obtain within one year a Southeast Desalting Association (SEDA) Membrane Operations Certification. Possess a valid State of Florida Motor Vehicle driver’s license.

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

11/2019

**Bargaining Unit:** Non-bargaining

**FLSA:** Exempt

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

**Location:** Utilities Department

**GERS:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 558**

**UTILITIES MAINTENANCE MANAGER**

**GENERAL**

Assist in the Administrative and Technical work in the management of the maintenance of the treatment plants. Responsible supervisory and manual work on the installation, maintenance and repair of electrical equipment, mechanical equipment, instrumentation and process control equipment. This is an essential position, which requires incumbents to report to work during catastrophic events. In case of such an event, incumbents maybe required to work 12-hour shifts, seven days a week to help provide essential services to our customers. Work is performed under general supervision of the Utilities Treatment Plants Superintendent.

**EXAMPLES OF ESSENTIAL DUTIES**

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

- Responsible for supervisory and inspection of work on the installation, maintenance and repair of electrical equipment, mechanical equipment, instrumentation and process control equipment.
- Supervises employees making repairs, provides guidance and routine inspections of their work progress.
- Works with Asset Management/Project Specialist to develop and implement preventative maintenance programs, job plans, scheduling, review and close out of work orders.
- Determines priorities and initiates preventative maintenance programs using asset management system. Inspects and coordinates repairs of complex electrical and process control equipment, including SCADA and PLCs for proper operation.
- Keeps records on equipment life cycle for Capital Replacement Plan. Coordinates work between consultants, vendors and contractors on plant repairs, equipment installations and improvement projects keeping management updated on issues and progress.
- Provide monthly updates for CIP projects.
- Responsible for the sourcing of necessary equipment and materials. Assists Superintendent with budget planning, administration of maintenance contracts, selection/evaluation of personnel, development and mentoring of staff.
- Effectively coordinate maintenance and repair work to plant equipment with the Utilities Treatment Plant Manager and/or Water Treatment Plant Operators.
- Works proactively providing excellent customer service to internal and external customers.
- Follows safety procedures and promotes a safe work environment.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and experience in the installation, maintenance and repair of all sizes of electrical equipment, controls, instrumentation and mechanical equipment, such as, but not limited to, pumps and engines and related equipment.
- Knowledge of standard practices, tools, terminology and safety standards of the electrical and mechanical trades.
- Knowledge of standard practices, tools, terminology and safety standards of the electrical and mechanical trades required.

- Ability to operate or oversee operation of metal lathes, drill presses, welding machines and other equipment required to fabricate repair parts as required.
- Ability to supervise others. Sufficient agility and strength to perform manual work.
- Ability to understand construction plans and equipment/facility schematics.
- Ability to effectively supervise others is imperative.
- 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 QUALIFICATION**

Graduation from high school or possession of an acceptable equivalency diploma, supplemented by technical college certifications. AA degree or Master Electrician' License is preferred. Industrial Instrumentation Certification through the National Institute For Certification in Engineering Technologies(NICET), or the International Society of Automation(ISA), Certified Control Systems Technician very desirable. At least five years' supervisory experience in Utility Maintenance operations. Experience in the maintenance of low and medium voltage electrical systems and equipment, electrical distribution systems, including experience in the repair and installation of pumping and other mechanical equipment commonly found in a Water Treatment Facility. Construction/project management experience preferred. Candidates must possess effective communication skills with the ability to speak, write, and understand English, with the ability to follow oral and written instructions.

*A comparable amount of training and/or 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 lift up to 50 lbs.

### **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.*

11/2019

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Classification Plan:** 30/50

**GERS:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 559**

**UTILITIES STORMWATER MANAGER**

**GENERAL**

Highly responsible supervisory work in planning and directing the construction, maintenance and repair of stormwater drainage infrastructure. Responsible for maintaining stormwater quality and adherence to regulatory standards for the citywide stormwater compliance functions. Ensures a safe work environment for employees and the public. This is an essential position, which requires incumbents to report to work during catastrophic events. In case of such an event, incumbents maybe required to work 12 hour shifts, seven days a week to help provide essential services to our customers. Under direct supervision of the Underground Utilities Field Operational Superintendent.

**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 a high performing City organizational team and implements a Lean6 Sigma division as a respectable environmental steward. Manages the responsible use of water resources in regards to sustainable future development. Delivers city services in the most cost-effective, efficient manner while maintaining City reserves consistent with financial policies and accepted national standard.
- Administers established work rules policies and safe practices. Considerable knowledge of occupational hazards.
- Enforces regulations, policies and rules to be followed in accordance with city ordinances, department policies and governmental regulatory agencies.
- Recommends hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates staff performance. Mentors staff for job knowledge and growth opportunities.
- Ensures the safety and proper use of equipment and motor vehicles. Annually registers employees for training as required by the NPDES permit. Coordinates safety training for all the employees within the division.
- Directs preventive maintenance programs; oversees movable and fixed assets inventory; prepares annual Divisional program and CRP budgets, Capital Improvement Projects and Equipment Replacement programs. Reviews/approves purchase requisitions and assigns account numbers.
- Research, review, negotiate, prepare and provide service contracts for various utility services.
- Utilize and perform electronic EPlan software review and comment on plan submittals.
- Essential First Responder, extended work hours during and after hurricanes or other disasters to manage and coordinate emergency or disaster related activities. Performs related work as required.
- Respond to citizen calls for service and assign crews for repairs. Communicates vision and professionalism to internal and external customers.
- Consult with engineers regarding new construction and make recommendations to old construction. Maintain service and maintenance records of underground Stormwater Utilities.
- Keeps daily and yearly records on all Best Management Practices (BMP's) for NPDES annual report. Maintain knowledge on Federal (EPA) and State (DEP & SFWMD) regulatory changes concerning NPDES permitting and compliance.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of NPDES regulatory responsibilities associated with the Broward County Inter local agreement.

- Knowledge and experience in the installation, maintenance and repair of all sizes of drainage pipes and catch basins.
- Knowledge of all tools, equipment, materials and methods used in storm water functions.
- Skill in using Microsoft Office
- Ability to interpret blueprints for construction.
- Ability to provide for safe working conditions for subordinates.
- Ability to mentors and guides staff to increase staff skill level, morale and efficiency.
- Ability to prepare and oversee annual operations and capital improvement budgets.
- Ability to follow oral and written instructions, keep record and make reports.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance

### **MINIMUM QUALIFICATIONS**

Associates degree in Management, Engineering or Construction, or related field required. Extensive experience in general storm water operations. A Stormwater FWPCOA Level “A” Certification required and an FDEP Storm Water, Erosion and Sedimentation Control Certificate. Preferred GIS and Hydraulic modeling knowledge.

*(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 manual labor. Ability to lift up to 50 lbs.

### **SPECIAL REQUIREMENTS**

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

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

11/2019

**Bargaining Unit:** Non-bargaining

**FLSA:** Exempt

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

**Location:** Utilities Field Operation

**GERS:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 595**

**AIR PARK MANAGER**

**GENERAL**

Administrative work in directing the operations of the Air Park as a primary responsibility with additional technical and supervisory duties in the park security program and automated parking meters. Work is performed under general direction of the Public Works 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.*

- Serves as a liaison between Federal Aviation Administration; state, county, and city officials; fixed base operators and users of the facilities; and the public in regards to the overall operations and security of the Air Park.
- Supervises, evaluates, and coaches a staff involved with the administrative aspects and the facility and grounds maintenance of the Air Park.
- Develops plans and prepares reports concerning facility usage and improvements.
- Prepares and administers the fiscal budget for the Air Park.
- Administers contracts and leases with tenants.
- Receives and investigates complaints and/or suggestions to assure compliance with Federal and Air Park regulations.
- Mediates disputes between tenants, users, and others concerned with park operations.
- Participates in the development and administration of policies and procedures for the maintenance, repair, and collections of all automated parking meters, including the training of personnel and for the security of city facilities and grounds.
- Performs related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of Federal and local regulations and the administrative procedures involved in Air Park operations.
- Knowledge of state laws and local ordinances and rules regarding facility security.
- Knowledge of fiscal management and record keeping.
- Knowledge of lease contracts and aircraft operations.
- Skill in negotiating tenant contracts, mediating disputes, and assuring compliance with Federal, state and local regulations.
- Ability to develop procedures and to prepare detailed reports and construction plans.
- Ability to maintain good relations with a wide range of public contacts.
- Ability to communicate with government agencies such as Florida Department of Transportation and the Federal Aviation Administration regarding complex issues.
- Ability to train, evaluate, motivate, and supervise personnel.
- Ability to multitask, organize, and prioritize in a busy environment.

- Ability to present material to a group of people (presentation skills).
- Ability to communicate and enforce rules effectively both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Two-year college degree in airport management. Considerable experience in the operation and maintenance of an airport and in grounds and facility maintenance. Some experience in administrative work involving enterprise operations and in the negotiation and administration of contracts and leases. Lean Six Sigma Yellow Belt certification is preferred. Selected candidate will be required to obtain the Lean Six Sigma Yellow Belt certification within 1 year of hire, if not already obtained.

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

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Ability to walk over rough unimproved terrain to inspect air park facilities.

### **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.*

11/2019

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

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

**Location:** Public Works Department

**GERS:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 627**

**ASSISTANT PUBLIC WORKS DIRECTOR**

**GENERAL**

Highly responsible administrative and supervisory work assisting in the direction and coordination of the Public Works Department. Work is performed under the general supervision of the Public Works 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.*

- Assists with the development of departmental policies and regulations; determines standards to evaluate effectiveness of departmental management operation and policy; initiates support programs to facilitate increased efficiency; coordinates departmental activities with other departments of the city government.
- Plays a key role in the preparation and implementation of division budgets including establishment of fiscal controls.
- Assists Division managers in developing work plans and scheduling of work.
- Oversees personnel issues within the department including labor relations.
- Makes reports concerning personnel and activities
- Develops tracking methodologies for collection of data for the Florida Benchmarking Program
- Monitors with section managers the progress of the department's strategic plan goals, initiatives and objectives
- Reviews and revises rules, policies and procedures.
- Develops and/or reviews documentation for presentation to City Commission's consideration and approval
- Assists the Public Works Director in coordinating and/or negotiating cooperative activities among governmental agencies, as well as private entities, requiring City cooperation.
- The employee will also be responsible for grants management and acquisition. This involves establishing grant policies and procedures; determining availability and sources of grant funds; coordinating and completing grant applications
- Monitors Capital Improvement Project (CIP) Program
- Serves as the departmental liaison to all boards and committees the department is assigned.
- Acts as director of the department in the absence of the Public Works Director
- Assists in planning and directing the activities involved in the maintenance of public buildings, streets, canals, beaches, lands and vehicles.
- Assists division activities through review of work plans, conferences and inspections.
- Conducts research/analysis and special projects on an ongoing basis on a variety of operational and management issues.
- Supervises subordinate and/or support staff.
- Represent Department when City's Emergency Operations Center is activated during recovery operations



- Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Extensive knowledge of all phases of public works and engineering.
- Considerable knowledge of the equipment, tools and supplies required to accomplish all operations.
- Proficient in Use of Microsoft Office Suite Software.
- Ability to plan, direct and coordinate a wide range of public works systems and activities.
- Ability to create a positive image to the public relative to public works programs.
- Ability to effectively speak in public and make presentations.
- 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

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Civil Engineering. Masters Degree in Business, Engineering Management, or Public Administration is desirable. Extensive management experience in all phases of municipal public works. 10 years experience is desirable.

*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 and tablet computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to move through rough terrain at job sites. Ability to climb 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.

11/2019

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

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

**Location:** Public Works Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 630**

**ASSISTANT BUILDING OFFICIAL**

**GENERAL**

Highly responsible administrative work assisting the Building Official in directing and coordinating the operations of the Building Department performed under administrative direction.

**EXAMPLES OF ESSENTIAL DUTIES**

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

- Assists in plans, evaluates, and directs departmental policies, programs, and operations through division supervisors.
- Reviews, evaluates, trains, and motivates division supervisors and other department personnel.
- Assists in the preparation of the department budget for the City Manager's consideration.
- Assists in the preparation and implementation of division budgets and makes procedural and operational recommendations to City management through work plans.
- Enforces regulations and laws of the State and Federal government relative to coast lines, seawalls, floodplains, and natural resources.
- Provides code interpretations pursuant to Florida Building Code.
- Enforces FEMA - Floodplain Regulations.
- Assigns duties and complaints to appropriate section.
- Recommends ordinance changes to fee schedules and other laws.
- Prepares information for legal staff and attorneys.
- Maintains records that are required by state law.
- Maintains records on employee training and state required certification.
- Prepares monthly and special reports for City Manager.
- Presents appeal responses to the Broward County Board of Rules and Appeals.
- Prepares violation notices.
- Issues Certificates of Occupancy.
- Gives testimony at hearings and court proceedings.
- Answers code related questions over phone.
- Meets with design professionals to assist in permitting.
- Prepares reports for other state regulatory agencies.
- Enforces ADA, energy code, and other state and county regulations.
- Reviews purchase orders, general correspondence, and time sheets.
- Serves on building code committees, Broward County Board of Rules and Appeals.
- Collects revenue and files reports to state agencies (HRS and Radon).
- Attends state approved seminars for mandatory re-certification.

- Issues orders on unsafe and emergency conditions.
- Responds to call-out at any hour when Police or Fire Dept. calls for assistance in emergency situations.
- Maintains a Building Code library for building code regulations.
- Performs related work as required.

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

- Knowledge of building construction methods and materials.
- Knowledge of the building, electrical, plumbing, and land use codes in force and of the Florida Building Code.
- Knowledge of the general practices and materials of the building trades.
- Skill in drafting and giving presentations and reports.
- Skill in producing financial budgets.
- Skill in using Microsoft Office.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees, and the public.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Ability to supervise employees engaged in the code enforcement operation.
- Ability to communicate and enforce laws, codes, and regulations effectively both orally and in writing.
- Ability to review/evaluate, motivate, and train/coach subordinates.
- Ability to exercise good judgment and perform a wide range of supervisory responsibilities.
- Ability to organize, prioritize, and multitask in a busy environment.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Must meet the requirements of the Florida Building Code and Broward County Board of Rules & Appeals as outlined in the Special Laws of Florida CH-71-575, Chapter 2, Section 201.2 and 201.8. Extensive construction experience and considerable supervisory experience within a Building Inspection Department. Successful candidate must possess excellent customer service skills and philosophy to promote Pompano Beach as a business friendly environment. Applicants should possess administrative and supervisory skills and demonstrate proficiency in the utilization and implementation of information technologies.

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

## **PHYSICAL REQUIREMENTS**

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

## **SPECIAL REQUIREMENTS**

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

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

11/2019

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 26/42

**Location:** Building Division

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 653**

**GIS MANAGER**

This is highly responsible, specialized technical, supervisory and administrative work of considerable difficulty directing the activities of a citywide enterprise Geographic Information System (GIS). The employee in this class is responsible for planning, organizing, directing, and coordinating the various activities of the City's GIS including departmental and cross-departmental software and applications, database administration, Internet-based strategies, budgeting, and resource requirements. Under general direction, the employee is required to exercise considerable initiative and independent judgment in performing assigned duties. Work is reviewed through conferences, reports submitted, results achieved, and reports by users of GIS distributed systems.

**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, coordinates, reviews, and participates in the activities of the GIS in the areas of design and implementation of systems and applications, technical research, and project monitoring.
- Supervises GIS professional staff in support and expansion of GIS applications.
- Consults with staff in City departments to evaluate areas in which further GIS applications or support might be utilized to accomplish their goals and objectives.
- Monitors changes in GIS applications regarding equipment, standards, procedures and techniques, and implements standards for all elements of GIS.
- Prepares and administers required budget to accomplish planned projects.
- Recommends and executes modifications to GIS software in order to improve efficiency, reliability, and performance.
- Leads the transitions of GIS applications to next-generation environments and/or cross-functional systems.
- Recommends, in the interest of the City, that eligible applicants be hired and that subordinate employees be reassigned, transferred, disciplined, suspended, terminated, promoted or commended.
- Acts as single point of contact for GIS-related issues.
- Evaluates training needs and leads classroom training for city staff on GIS software and applications.
- Has knowledge Global Positioning System (GPS) equipment and software.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of GIS software and familiarity with relational database design as it applies to GIS software.
- Knowledge of ArcGIS Online, ArcGIS Pro, ArcGIS Enterprise, ArcGIS Apps, ArcSDE, and ArcGIS for Desktop software products.
- Knowledge of general mapping principles, demographics analysis, spatial analysis, remote sensing, and cartography.
- Skill in project management.
- Skill in effective team-building and staff management skills.
- Ability to troubleshooting software and hardware.
- Knowledge of data modeling.
- Some knowledge of GPS devices or applications and their usage.
- Knowledge of the basic principles of one or more of the following functions: Planning, Economic Development, Engineering, Asset Inventory, Government Structures, Surveying, Geophysics, Topography.
- Knowledge of coding/programming languages.
- Ability to conduct research into GIS issues and products as required.
- Ability to manage and/or provide guidance to junior members

- Ability to train team members and end users on GIS data and applications of the team.
- Ability to supervise a staff of subordinate employees in a manner conducive to full performance and high morale.
- Ability to express ideas clearly and concisely, both verbally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

## **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's degree in geography, information systems, computer science, or closely related field. Have at least five (5) years experience involving: Utilized ESRI software and other related GIS production programs. Project management involving programming. Implementing GIS applications. GIS work experience, including supervisory experience. A variety of hardware including personal computers and servers. GPS equipment. Experience working for local government operations is preferred.

*Additional qualifying work experience may be substituted on a year by year basis for the required college education.*

## **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. Lifting of materials (5-25 pounds). Work is performed in usual office conditions. Occasional outside field work may be required.

*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.

11/2019

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

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

**Location:** Engineering 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.

**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 QUALIFICATION**

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/or 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.*

11/2019

**Bargaining Unit:** Fire-

bargaining **FLSA:** Non-Exempt

**Classification:** 28/41

**Location:** Fire Department

**GERS:** Regular Class



**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 717**

**LIFE SAFETY EDUCATOR**

**GENERAL**

Under administrative direction, the purpose of this position is to perform professional work in the coordination and delivery of public fire education and life-safety prevention programs. Work involves conducting workshops and educational sessions pertaining to fire safety practices, principles, procedures and prevention to a variety of settings and locations. Employee prepares educational materials, lesson plans, handouts and other associated instructional media. Employee exercises considerable independent judgment and initiative in completing work assignments.

**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 and delivers public fire education and life safety prevention programs and activities for schools, day care centers, health care facilities, businesses, private residences and the community.
- Coordinates and delivers fire prevention programs for public safety events in the community and Broward County Schools.
- Coordinates and delivers the educational workshop segment of the Juvenile Fire-setter Prevention and Intervention Program.
- Develops curriculum to meet the needs of young children, preteens, adolescents, and their parents to increase awareness of fire hazards and fire safety and prevention strategies.
- Evaluates fire and life safety issues for development or revision of educational materials, methods and/or techniques.
- Liaison with external and internal department's agencies and community resources for joint efforts in fire education and life safety prevention programs.
- Represents the agency in various fire education and life safety prevention planning committees.
- Coordinates resources and participates in large-scale community outreach events and media related public education demonstrations.
- Plans, organizes, and executes educational programs to include format, time lines, and relevant resources; coordinates and designs educational marketing materials for a publication to a variety of audiences.
- Schedules, participates, and provides knowledge in child passenger safety in a variety of activities including community presentations and/or child safety seat checks.
- Develops presentations using audio-visual, computer, photographic, and/or hardware-based technologies for educational programs.
- Compiles reports, memoranda, studies and evaluations, which identify attendance, content assessment and improvement recommendations to assess the impact of educational programs; researches and for products and/or professional service selection.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of office methods and procedures.
- Knowledge of principles and practices related to public safety.
- Ability to teach adults and children.
- Ability to lead and guide a training classroom; manage a number of different personalities, including misbehaving participants, and steer them into the right direction.
- Ability to juggle a number of tasks, from lesson planning to activities.
- Ability to explain and demonstrate clearly so that concepts that are not easy to understand are simplified using memorable examples or props.
- Ability to creativity to keep students interested and engaged.
- Ability to flex work schedule to accommodate educational program delivery and associated components.
- Ability to work independently, organizes, and executes assignments with minimum supervision.
- Ability to communicate orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Education, Communications, Public Relations or a related field; supplemented by a minimum of three (3) years of experience in planning, and teaching public education programs and curriculum development. Demonstrated ability to effectively speak before groups on topics pertaining to fire safety; supplemented by strong written and oral communication and presentation skills; or an equivalent combination of training and experience.

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

## **PHYSICAL REQUIREMENTS**

Tasks involve the ability to exert light to moderate physical effort in sedentary to light work, at times involving some type of bending, kneeling, crouching, standing, carrying, pushing and/or pulling of objects and materials of light to moderate weight (5-20 pounds). Tasks may involve extended periods at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require outdoor activities, where potential exposure to inclement weather conditions may occur.

## **SPECIAL REQUIREMENTS**

- Must successfully complete 64 hours of Continuing Education Course Work in Life Safety Educator Training (Levels 1 & 2) within one (1) year of employment.
- Must successfully complete the Juvenile Fire Setter Intervention Specialist I & II certificate program within two (2) year of employment.

- Must successfully complete the National Child Passenger Safety Technician certification within two (2) year of employment.
- Must successfully complete and obtain the American Heart Association BLS Instructor certification within one (1) year of employment
- 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.*

11/2019

**Bargaining Unit:**

**FLSA:**

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

**Location:** Fire Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 720**

**FIRE CAPTAIN**

**GENERAL**

Responsible supervisory work in the direction of the activities in a fire station. Work is performed under the direction of a superior officer. 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.*

- Responds to fire alarms.
- Directs the route to be taken to the fire and, upon arrival, determines what apparatus and equipment are needed.
- Makes decisions as to the best methods of extinguishing fires and directs operations until relieved by a superior officer.
- Supervises laying hose lines, directing and varying the pressure of water streams, placing of ladders, ventilation of buildings, rescue operations, administering of first aid, and placement of salvage covers.
- Ensures that all station equipment is returned to proper place after a fire has been extinguished and that all equipment is in working order at all times.
- Makes charts, maps, diagrams, etc., during familiarization inspections to learn the location of fire hydrants, sprinkler systems, stand-pipe connections, and the physical layout of buildings in his district.
- Conducts pre-fire planning classes.
- Supervises cleaning of quarters, equipment and apparatus at a fire station.
- Inspects personnel and maintains discipline.
- Transmits orders and information to staff.
- Participates in training activities and studies modern firefighting methods and techniques.
- Leads drills of company evolutions.
- Keeps records. Evaluates performance of subordinates.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of, and skill in, the operation and maintenance of the various types of apparatus and equipment used in firefighting activities, together with ability to supervise the effective use of such equipment and apparatus.
- Knowledge of first aid principles and methods, and skill in their application.
- Knowledge of fire prevention methods and of City ordinances on Fire Prevention.
- Ability to learn and remember the locations of fire hydrants and streets.
- Ability to lead effectively and maintain discipline.
- Ability to exercise sound judgment, to promote harmony, and to cooperate with other officers.
- Ability to prepare clear and concise reports.
- Ability to establish and maintain effective working relationships.

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

## **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of an acceptable equivalency diploma, preferably supplemented by advanced level course work in modern methods of firefighting, fire control and Company Officer Training. Considerable experience in firefighting which provides the knowledge, abilities and skills stated above. Must meet all certification requirements 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. 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. 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.*

11/2019

**Bargaining Unit:** Non-Bargaining

**FLSA:** Non-Exempt

**Classification:** 30/41

**Location:** Fire Department

**GERS:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 951**

**RECREATION MANAGER**

**GENERAL**

Responsible managerial, administrative and professional position involving the planning, organizing, promoting, implementation of community activities & programs, athletic programs, special and cultural events, management of revenue producing facilities such as Tennis, Amphitheater, Recreation Center and Aquatic facilities including superior knowledge of Rec-Trac, Capital Improvement Program, Capital Replacement Program, Benchmarking, Strategic Planning, Grant Administration and Performance Measurement data. Work is performed under general supervision.

**EXAMPLES OF ESSENTIAL DUTIES**

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

- Develops and oversees organized sports programs or full utilization of recreation centers through activity supervisors and staff.
- Plans, initiates, organizes, and monitors a diversified program of aquatics activities at two City swimming pools.
- Coordinates scheduling of facilities and evaluates programs.
- Coordinates with the Marketing Director to lead marketing/advertising efforts.
- Manages assigned facilities to ensure safety initiatives are adhered to and routinely inspects recreational facilities and makes recommendations on the upkeep and upgrade of parks and facilities.
- Researches special projects and issues, budget preparation and management.
- Performs Public Relations activities and provides information to citizens, businesses, advisory boards and related entities.
- Develops new/modified programs according to anticipated population growth, changing demographics and future interests of the community.
- Trains, assigns, and evaluates staff conducting programs and special event activities.
- Maintains contacts with community groups by involving them in activity planning. Recommends new or revised activities through studies and reports.
- Recommends purchases of equipment. Orders and maintains records on supplies and equipment.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the professional principles, methods and procedures of public recreational services and administration.
- Knowledge of H.T.E. Financial Software and Rec-Trac or comparable system.

- Knowledge of CDBG Grant Administration.
- Ability to handle multiple sites, projects and programs.
- Ability to supervise and evaluate staff and activities.
- Ability to develop and execute recreation 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 in Recreation or a closely related field. Five (5) years of experience in recreation administration. Certified Parks and Recreation Professional (CPRP) preferred; must obtain within one year 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 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.

## **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.*

11/2019

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

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

**Location:** Parks and Recreation Department / Cultural Affairs Department

**GERS: Regular:** Regular Class