



2012 – 2013

Classification and  
Compensation Schedule

**2012-2013 CLASSIFICATION AND AUTHORIZED POSITION SCHEDULE**

<b>Department</b>	<b>Dept. Staffing</b>	<b>Position Title</b>	<b>Pay Range</b>	<b>Authorized Positions</b>
<b>Community Services Division</b>				
<i>Animal Services</i>	8	Staff Assistant I	13	1
		Animal Control Officer	14	5
		*Kennel Coordinator	16	1
		*Animal Control Officer Coordinator	19	1
<i>Community Services Admin.</i>	3	Financial Support Specialist	17	1
		Staff Assistant III	17	1
		*Community Services Director	33	1
<i>Library</i>	42	Courier	9	1
		Library Assistant	11	22
		Clerk/Driver	12	2
		Assistant Library Supervisor	14	2
		Technical Services Assistant	15	3
		*Library Supervisor	20	6
		*Librarian	23	2
		*Technical Services Coordinator	23	1
		*Youth Services Coordinator	23	1
		*Assistant Library Services Manager	26	1
		*Library Services Manager	31	1
<i>Transit</i>	2	Contract Support Specialist	16	1
		*Transit Contract Manager	24	1
<i>Veterans Services</i>	5	Staff Assistant I	13	1
		Veterans Counselor	15	2
		*Veterans Service Officer	21	1
		*Veterans Service Office Manager	25	1
<b>Development Services Division</b>				
<i>Building Services</i>	15	Development Technician	17	7
		Standard Building Inspector	26	4
		Standard Plans Examiner	26	2
		*Chief Building Inspector	30	1
		*Building Official	32	1
<i>Planning Services</i>	6	Staff Assistant I	13	1
		GIS Technician	17	1
		Housing Coordinator	19	1
		*Planner	24	1
		*Development Coordinator	26	1
		*Development Services Director	33	1
<b>Economic Development</b>				
<i>Economic Development</i>	1	*Economic Development Coordinator	26	1
<b>Emergency Management</b>				
<i>Emergency Management</i>	2	Staff Assistant III	17	1
		*Emergency Management Director	30	1

**Fire and Emergency Medical Services**

<i>Fire/Emergency Services</i>	98	Firefighter	10	33
		Firefighter - PT	10	50
		Staff Assistant I	13	3
		Lieutenant	15	3
		Staff Assistant III	17	1
		Fire Plans Examiner/Inspector	26	1
		*Battalion Chief	26	3
		*Deputy Chief - Administrative	32	1
		*Deputy Chief - Operations	32	1
		*Deputy Chief - Fire Marshall	32	1
		*Chief	34	1

**Public Works Division**

<i>Facilities Development</i>	2	Staff Assistant II	15	1
		*Staff Engineer - Project Manager	24	1
<i>Facilities Maintenance</i>	7	Staff Assistant II	15	1
		Maintenance Technician	17	4
		Senior Maintenance Technician	20	1
		*Maintenance Supervisor	23	1
<i>Mosquito Control</i>	4.5	Mosquito Control Technician	13	3
		Staff Assistant II	15	0.5
		*Mosquito Control Operations Supervisor	23	1
<i>Parks</i>	6.5	Staff Assistant II	15	0.5
		Park Technician	17	5
		Field Supervisor - Parks	20	1
<i>Road &amp; Bridge</i>	44	Inventory Technician I	10	1
		Maintenance Worker	10	3
		Sign Shop Technician	11	1
		Equipment Operator I	14	9
		Staff Assistant II	15	1
		Equipment Operator II	16	5
		GIS Technician	17	1
		Mechanic	17	1
		Equipment Svcs Technician/Welder	17	1
		Inventory Technician III	17	1
		Staff Assistant III	17	4
		Traffic Engineering Technician	18	2
		Engineering Technician	19	1
		Senior Equipment Operator	19	2
		Senior Mechanic	20	1
		Field Supervisor - Road and Bridge	20	3
		Shop Supervisor	22	1
		*Staff Engineer - Stormwater	24	1
		*Staff Accountant	24	1
		*Road & Bridge Superintendent	26	1
		*Asst. PW Director - Operations	33	1
		*Asst. PW Director - Engineering	33	1
		*Public Works Director	36	1
<i>Solid Waste</i>	3	Equipment Operator II	16	2
		Senior Equipment Operator	19	1

**Support Services Division**

<i>County Administration</i>	5	Staff Assistant III	17	3
		*Support Services Director	33	1
		*County Administrator/Budget Officer	39	1
<i>Employee Services</i>	4	Staff Assistant III	17	1
		Employee Services Specialist	19	2
		*Employee and Admin. Svcs Manager	32	1
<i>Financial Services</i>	5	Financial Support Specialist	17	3
		*Staff Accountant	24	1
		*Financial Services Manager	32	1
<i>Information Technology</i>	2	IT Systems Administrator	24	1
		*IT Manager	30	1

*Total BOCC Staffing*      265

*Full-time: 215*

*Part-time: 50*

\* Indicates Fair Labor Standards Act Exempt Positions.

Sumter County BOCC  
**SALARY SCHEDULE - 2012-2013**

<b>JOB TITLE</b>	<b>Empl No</b>	<b>PAYROLL PERIODS</b>	<b>RATE</b>	<b>ANNUAL RATE</b>
<b>***COUNTY COMMISSIONERS***</b>				
Commr/District No. 1	486	FIRST PR	1,719.86	48,287.00
		25 PRs	1,852.10	
		LAST PR	264.64	
Commr/District No. 2	667	FIRST PR	1,719.86	48,287.00
		25 PRs	1,852.10	
		LAST PR	264.64	
Commr/District No. 3	808	FIRST PR	1,719.86	48,287.00
		25 PRs	1,852.10	
		LAST PR	264.64	
Commr/District No. 4	2	FIRST PR	1,719.86	48,287.00
		25 PRs	1,852.10	
		LAST PR	264.64	
Commr/District No. 5	487	FIRST PR	1,719.86	48,287.00
		25 PRs	1,852.10	
		LAST PR	264.64	

*NOTE: SALARY SET BY FLORIDA STATUTE*

**KEY:**  
 PR = Payroll

**Table 3**  
**Finalized Salaries of Elected County Constitutional Officers and School District Officials for Fiscal Year 2012-13**  
**Pursuant to the Salary Formula in Chapter 145, Florida Statutes**  
**See Table Notes for Additional Clarification**

County		Elected County Constitutional Officers						Elected School District Officials	
		Clerk of Circuit Court	Property Appraiser	Tax Collector	Supervisor of Elections	Sheriff	County Commissioners	School Superintendent	School Board Members
Alachua	c	\$ 126,564	\$ 126,564	\$ 126,564	\$ 108,216	\$ 135,159	\$ 70,444	\$ 126,564	\$ 34,916
Baker	e	\$ 95,660	\$ 95,660	\$ 95,660	\$ 78,784	\$ 104,255	\$ 29,756	\$ 95,660	\$ 25,319
Bay	e	\$ 120,211	\$ 120,211	\$ 120,211	\$ 102,166	\$ 128,807	\$ 61,879	\$ 120,211	\$ 33,061
Bradford	e	\$ 96,219	\$ 96,219	\$ 96,219	\$ 79,316	\$ 104,815	\$ 30,288	\$ 96,219	\$ 25,467
Brevard	c	\$ 139,525	\$ 139,525	\$ 139,525	\$ 120,560	\$ 148,121	\$ 82,788	\$ 139,525	\$ 38,344
Broward	c	\$ 161,630	\$ 161,630	\$ 161,630	\$ 142,200	\$ 170,226	\$ 92,097	\$ 161,630	\$ 40,932
Calhoun	e	\$ 91,714	\$ 91,714	\$ 91,714	\$ 75,026	\$ 100,309	\$ 25,997	\$ 91,714	\$ 24,275
Charlotte	c	\$ 119,264	\$ 119,264	\$ 119,264	\$ 101,264	\$ 127,859	\$ 60,255	\$ 119,264	\$ 32,760
Citrus	e	\$ 117,168	\$ 117,168	\$ 117,168	\$ 99,268	\$ 125,764	\$ 56,662	\$ 117,168	\$ 32,095
Clay	c e	\$ 122,560	\$ 122,560	\$ 122,560	\$ 104,403	\$ 131,156	\$ 65,906	\$ 122,560	\$ 33,807
Collier		\$ 131,492	\$ 131,492	\$ 131,492	\$ 112,910	\$ 140,088	\$ 75,138	\$ 131,492	\$ 36,219
Columbia	c e	\$ 104,394	\$ 104,394	\$ 104,394	\$ 87,102	\$ 112,989	\$ 41,143	\$ 104,394	\$ 28,482
DeSoto	e	\$ 98,168	\$ 98,168	\$ 98,168	\$ 81,172	\$ 106,764	\$ 32,144	\$ 98,168	\$ 25,982
Dixie	e	\$ 92,262	\$ 92,262	\$ 92,262	\$ 75,547	\$ 100,857	\$ 26,519	\$ 92,262	\$ 24,420
Duval	c	\$ 146,389	\$ 146,389	\$ 146,389	\$ 127,098	\$ 154,985	\$ 89,326	\$ 146,389	\$ 40,161
Escambia	e	\$ 129,911	\$ 129,911	\$ 129,911	\$ 111,404	\$ 138,507	\$ 73,632	\$ 129,911	\$ 35,801
Flagler		\$ 111,798	\$ 111,798	\$ 111,798	\$ 94,153	\$ 120,394	\$ 48,195	\$ 111,798	\$ 30,442
Franklin	e	\$ 90,696	\$ 90,696	\$ 90,696	\$ 74,056	\$ 99,291	\$ 25,028	\$ 90,696	\$ 24,006
Gadsden	e	\$ 102,517	\$ 102,517	\$ 102,517	\$ 85,314	\$ 111,113	\$ 36,286	\$ 102,517	\$ 27,133
Gilchrist	e	\$ 92,454	\$ 92,454	\$ 92,454	\$ 75,731	\$ 101,050	\$ 26,703	\$ 92,454	\$ 24,471
Glades	e	\$ 91,110	\$ 91,110	\$ 91,110	\$ 74,451	\$ 99,706	\$ 25,422	\$ 91,110	\$ 24,115
Gulf	e	\$ 92,070	\$ 92,070	\$ 92,070	\$ 75,364	\$ 100,665	\$ 26,336	\$ 92,070	\$ 24,369
Hamilton	e	\$ 91,733	\$ 91,733	\$ 91,733	\$ 75,044	\$ 100,328	\$ 26,015	\$ 91,733	\$ 24,280
Hardee	e	\$ 95,894	\$ 95,894	\$ 95,894	\$ 79,007	\$ 104,489	\$ 29,978	\$ 95,894	\$ 25,381
Hendry	e	\$ 99,522	\$ 99,522	\$ 99,522	\$ 82,462	\$ 108,117	\$ 33,434	\$ 99,522	\$ 26,340
Hernando		\$ 120,619	\$ 120,619	\$ 120,619	\$ 102,555	\$ 129,215	\$ 62,579	\$ 120,619	\$ 33,191
Highlands	e	\$ 112,435	\$ 112,435	\$ 112,435	\$ 94,760	\$ 121,031	\$ 48,802	\$ 112,435	\$ 30,611
Hillsborough	c	\$ 153,211	\$ 153,211	\$ 153,211	\$ 133,781	\$ 161,807	\$ 92,097	\$ 153,211	\$ 40,932
Holmes	e	\$ 93,395	\$ 93,395	\$ 93,395	\$ 76,627	\$ 101,991	\$ 27,599	\$ 93,395	\$ 24,720
Indian River		\$ 116,925	\$ 116,925	\$ 116,925	\$ 99,036	\$ 125,520	\$ 56,245	\$ 116,925	\$ 32,018
Jackson	e	\$ 103,085	\$ 103,085	\$ 103,085	\$ 85,856	\$ 111,681	\$ 36,828	\$ 103,085	\$ 27,283
Jefferson	e	\$ 91,708	\$ 91,708	\$ 91,708	\$ 75,020	\$ 100,303	\$ 25,992	\$ 91,708	\$ 24,273
Lafayette	e	\$ 89,801	\$ 89,801	\$ 89,801	\$ 73,204	\$ 98,397	\$ 23,793	\$ 89,801	\$ 23,450
Lake		\$ 129,847	\$ 129,847	\$ 129,847	\$ 111,343	\$ 138,442	\$ 73,571	\$ 129,847	\$ 35,784
Lee	c	\$ 141,247	\$ 141,247	\$ 141,247	\$ 122,200	\$ 149,843	\$ 84,428	\$ 141,247	\$ 38,800
Leon	c e	\$ 128,429	\$ 128,429	\$ 128,429	\$ 109,993	\$ 137,025	\$ 72,221	\$ 128,429	\$ 35,409
Levy	e	\$ 100,121	\$ 100,121	\$ 100,121	\$ 83,032	\$ 108,717	\$ 34,004	\$ 100,121	\$ 26,499

**Table 3**  
**Finalized Salaries of Elected County Constitutional Officers and School District Officials for Fiscal Year 2012-13**  
**Pursuant to the Salary Formula in Chapter 145, Florida Statutes**  
**See Table Notes for Additional Clarification**

County	Elected County Constitutional Officers						Elected School District Officials		
	Clerk of Circuit Court	Property Appraiser	Tax Collector	Supervisor of Elections	Sheriff	County Commissioners	School Superintendent	School Board Members	
Liberty	e	\$ 89,678	\$ 89,678	\$ 89,678	\$ 73,087	\$ 98,274	\$ 23,558	\$ 89,678	\$ 23,320
Madison	e	\$ 93,201	\$ 93,201	\$ 93,201	\$ 76,442	\$ 101,796	\$ 27,413	\$ 93,201	\$ 24,668
Manatee		\$ 131,629	\$ 131,629	\$ 131,629	\$ 113,040	\$ 140,224	\$ 75,268	\$ 131,629	\$ 36,255
Marion	e	\$ 132,005	\$ 132,005	\$ 132,005	\$ 113,398	\$ 140,601	\$ 75,626	\$ 132,005	\$ 36,355
Martin	e	\$ 117,784	\$ 117,784	\$ 117,784	\$ 99,854	\$ 126,379	\$ 57,718	\$ 117,784	\$ 32,291
Miami-Dade	c	\$ 174,128	\$ 174,128	\$ 174,128	\$ 154,698	\$ 182,724	\$ 92,097	\$ 174,128	\$ 40,932
Monroe	e	\$ 105,720	\$ 105,720	\$ 105,720	\$ 88,365	\$ 114,315	\$ 42,406	\$ 105,720	\$ 28,833
Nassau	e	\$ 105,981	\$ 105,981	\$ 105,981	\$ 88,614	\$ 114,577	\$ 42,655	\$ 105,981	\$ 28,902
Okealoosa	e	\$ 121,543	\$ 121,543	\$ 121,543	\$ 103,435	\$ 130,139	\$ 64,163	\$ 121,543	\$ 33,484
Okeechobee		\$ 99,832	\$ 99,832	\$ 99,832	\$ 82,757	\$ 108,428	\$ 33,729	\$ 99,832	\$ 26,422
Orange	c	\$ 151,875	\$ 151,875	\$ 151,875	\$ 132,445	\$ 160,471	\$ 92,097	\$ 151,875	\$ 40,932
Osceola	c	\$ 128,274	\$ 128,274	\$ 128,274	\$ 109,845	\$ 136,870	\$ 72,073	\$ 128,274	\$ 35,368
Palm Beach	c	\$ 154,632	\$ 154,632	\$ 154,632	\$ 135,202	\$ 163,228	\$ 92,097	\$ 154,632	\$ 40,932
Pasco	e	\$ 137,835	\$ 137,835	\$ 137,835	\$ 118,951	\$ 146,431	\$ 81,179	\$ 137,835	\$ 37,897
Pinellas	c	\$ 147,547	\$ 147,547	\$ 147,547	\$ 128,201	\$ 156,143	\$ 90,429	\$ 147,547	\$ 40,468
Polk	c	\$ 140,806	\$ 140,806	\$ 140,806	\$ 121,780	\$ 149,402	\$ 84,008	\$ 140,806	\$ 38,683
Putnam	e	\$ 106,076	\$ 106,076	\$ 106,076	\$ 88,704	\$ 114,672	\$ 42,746	\$ 106,076	\$ 28,927
St. Johns		\$ 122,744	\$ 122,744	\$ 122,744	\$ 104,578	\$ 131,340	\$ 66,221	\$ 122,744	\$ 33,865
St. Lucie		\$ 128,650	\$ 128,650	\$ 128,650	\$ 110,203	\$ 137,245	\$ 72,431	\$ 128,650	\$ 35,467
Santa Rosa	e	\$ 118,666	\$ 118,666	\$ 118,666	\$ 100,695	\$ 127,262	\$ 59,231	\$ 118,666	\$ 32,571
Sarasota	c	\$ 135,201	\$ 135,201	\$ 135,201	\$ 116,442	\$ 143,797	\$ 78,670	\$ 135,201	\$ 37,200
Seminole	c	\$ 136,934	\$ 136,934	\$ 136,934	\$ 118,092	\$ 145,529	\$ 80,320	\$ 136,934	\$ 37,658
Sumter	e	\$ 111,894	\$ 111,894	\$ 111,894	\$ 94,245	\$ 120,490	\$ 48,287	\$ 111,894	\$ 30,468
Suwannee	e	\$ 100,910	\$ 100,910	\$ 100,910	\$ 83,784	\$ 109,506	\$ 34,756	\$ 100,910	\$ 26,707
Taylor	e	\$ 94,233	\$ 94,233	\$ 94,233	\$ 77,425	\$ 102,828	\$ 28,396	\$ 94,233	\$ 24,941
Union	e	\$ 91,968	\$ 91,968	\$ 91,968	\$ 75,267	\$ 100,563	\$ 26,239	\$ 91,968	\$ 24,342
Volusia	c	\$ 138,455	\$ 138,455	\$ 138,455	\$ 119,541	\$ 147,051	\$ 81,770	\$ 138,455	\$ 38,061
Wakulla	c e	\$ 96,933	\$ 96,933	\$ 96,933	\$ 79,996	\$ 105,529	\$ 30,968	\$ 96,933	\$ 25,656
Walton	e	\$ 101,279	\$ 101,279	\$ 101,279	\$ 84,135	\$ 109,875	\$ 38,177	\$ 101,279	\$ 27,657
Washington	e	\$ 94,922	\$ 94,922	\$ 94,922	\$ 78,081	\$ 103,518	\$ 29,053	\$ 94,922	\$ 25,124

A "c" denotes each of Florida's 20 charter counties, according to the Florida Association of Counties (FAC).

[ [http://www.fl-counties.com/Pages/About\\_Floridas\\_Counties/Charter\\_County\\_Information.aspx](http://www.fl-counties.com/Pages/About_Floridas_Counties/Charter_County_Information.aspx) ]

An "e" denotes those school districts having an elected school superintendent, according to the Florida Association of District School Superintendents (FADSS).

[ <http://www.fadss.org/membership/superintendents> ]

**Table 3**  
**Finalized Salaries of Elected County Constitutional Officers and School District Officials for Fiscal Year 2012-13**  
**Pursuant to the Salary Formula in Chapter 145, Florida Statutes**  
*See Table Notes for Additional Clarification*

County	Elected County Constitutional Officers					Elected School District Officials		
	Clerk of Circuit Court	Property Appraiser	Tax Collector	Supervisor of Elections	Sheriff	County Commissioners	School Superintendent	School Board Members
<p><b>Notes:</b></p> <p>1) Salary figures have been calculated by the Florida Legislature's Office of Economic and Demographic Research (EDR) pursuant to the statutory formula in Chapter 145, F.S. Although not required by law, the EDR calculates salaries of elected county constitutional officers and school district officials as a service to county governments and school districts. County and school district officials are encouraged to independently compute and verify these salary figures.</p> <p>2) The calculated salary figures for all officers reflect the use of 2011 countywide population estimates listed in "Florida Estimates of Population 2011" published by the University of Florida's Bureau of Economic and Business Research.</p> <p>3) These salary figures may not be applicable to those elected county officers of a chartered consolidated government or those elected officers in counties having a home rule charter, which specifies another method of salary compensation. As indicated in this table, Florida currently has 20 charter counties.</p> <p>4) Salary figures are included for each school district's superintendent even though the salaries determined by statutory formula are applicable only to elected school superintendents. As indicated in this table, Florida currently has 42 elected school superintendents.</p> <p>5) These salary figures do not include any special qualification salary available to eligible clerks of circuit court, property appraisers, sheriffs, supervisors of elections, and tax collectors who have completed the required certification program specified in the relevant sections of Chapter 145, F.S. Additionally, the salary figures for elected school superintendents do not include any special qualification salary and performance salary incentive available to eligible elected school superintendents who have completed the required certification programs specified in Section 1001.47, F.S.</p> <p>6) As the result of recent statutory changes (i.e., Chapters 2009-3, 2009-59, and 2011-158, L.O.F.), each elected county constitutional officer and school district official is now authorized to voluntarily reduce his or her salary rate. However, the salary figures listed in this table do not reflect any such voluntary reductions.</p> <p>7) Pursuant to law, the Florida Department of Management Services must annually certify two components of the salary formula calculation: the annual factor and cumulative annual factor. For the 2012-13 fiscal year, the certified annual factor is 1.0000 and the certified cumulative annual factor is 3.1681.</p>								

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: Animal Services</i>			<i>Division: Community Services</i>			
1 Staff Assistant I	Stokes, S.	097	12.51	26,120.88		13
2 Animal Control Officer	Oliver	915	12.52	26,141.76		14
3 Animal Control Officer	Rhodes	1012	11.82	24,680.16		14
4 Animal Control Officer	Young	871	12.52	26,141.76		14
5 Animal Control Officer	Stravino	992	11.82	24,680.16		14
6 Animal Control Officer	Strum	1810	11.82	24,680.16		14
7 Kennel Coordinator	Belancin	754	14.13	29,503.44		16
8 Animal Control Officer Coordinator	Taberner	502	19.27	40,235.76		19

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: Community Services Administration</i>			<i>Division: Community Services</i>			
1 Financial Support Specialist	Schlak	746	14.95	31,215.60		17
2 Staff Assistant III	Rivera	1014	16.58	34,619.04		17
3 Community Services Director	Barsell	772	45.99	96,027.12		33

## 2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<b>Department: Library Program</b>			<b>Division: Community Services</b>			
1 Courier	Klick	821	10.10	21,088.80		9
2 Library Assistant	Slay	1027	10.22	21,339.36		11
3 Library Assistant	Hart	597	10.82	22,592.16		11
4 Library Assistant	Brown, D	189	10.82	22,592.16		11
5 Library Assistant	Marsh	816	11.15	23,281.20		11
6 Library Assistant	Peca	668	11.15	23,281.20		11
7 Library Assistant	Saldivar	743	11.15	23,281.20		11
8 Library Assistant	Everett, J.	981	10.55	22,028.40		11
9 Library Assistant	Donelly	905	10.82	22,592.16		11
10 Library Assistant	Plesner	1022	11.50	24,012.00		11
11 Library Assistant	Goodell	237	11.15	23,281.20		11
12 Library Assistant	Price	924	10.55	22,028.40		11
13 Library Assistant	Soto	739	11.15	23,281.20		11
14 Library Assistant	Buschena	720	11.47	23,949.36		11
15 Library Assistant	Martin, S.	461	11.80	24,638.40		11
16 Library Assistant	Edwards, D.	999	10.22	21,339.36		11
17 Library Assistant	Horodysky	684	12.47	26,037.36		11
18 Library Assistant	Spriet	833	11.90	24,847.20		11
19 Library Assistant	Lefrancois	926	10.55	22,028.40		11
20 Library Assistant	Mills, M.	943	10.55	22,028.40		11

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
21 Library Assistant	Norton	1814	11.47	23,949.36		11
22 Library Assistant	Parker, T.	920	10.55	22,028.40		11
23 Library Assistant	Shore	948	10.55	22,028.40		11
24 Clerk/Driver	Parrott	1000	10.72	22,383.36		12
25 Clerk/Driver	Weishaupt	750	11.70	24,429.60		12
26 Assistant Library Supervisor	Smith, R.	817	12.82	26,768.16		14
27 Assistant Library Supervisor	Chesser	827	12.44	25,974.72		14
28 Technical Services Assistant	Vacant	000	13.56	28,313.28		15
29 Technical Services Assistant	Jones, R.	615	12.41	25,912.08		15
30 Technical Services Assistant	Neumann	548	14.34	29,941.92		15
31 Library Supervisor	Cummings	697	16.77	35,015.76		20
32 Library Supervisor	Loftis-Culp	990	18.29	38,189.52		20
33 Library Supervisor	Lee, J.	624	18.24	38,085.12		20
34 Library Supervisor	Brinson, M.	550	18.29	38,189.52		20
35 Library Supervisor	Gibson	1010	15.84	33,073.92		20
36 Library Supervisor	Burch	829	16.36	34,159.68		20
37 Librarian	Stegemeyer	1006	19.06	39,797.28		23
38 Librarian	Patrick-Downs	947	19.87	41,488.56		23
39 Technical Services Coordinator	Barnes	200	26.79	55,937.52		23
40 Youth Services Coordinator	GaNun	1009	20.16	42,094.08		23
41 Assistant Library Services Manager	Barber	1008	24.93	52,053.84		26
42 Library Services Manager	Shiftlett	826	38.28	79,928.64		31

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
------------------	------------	----------------	-----------------------	---------------	---------------	--------------

**Department: Transit**

**Division: Community Services**

1 Contract Support Specialist	Mills, K.	832	14.13	29,503.44		16
2 Transit Contract Manager	Nelson	088	22.13	46,207.44		24

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: Veterans Services</i>			<i>Division: Community Services</i>			
1 Staff Assistant I	Johnson, L.	556	12.28	25,640.64		13
2 Veterans Service Counselor	Allfrey	361	15.33	32,009.04		15
3 Veterans Service Counselor	Smith, D.	510	15.75	32,886.00		15
4 Veterans Service Officer	Yarosz	1003	18.13	37,855.44		21
5 Veterans Service Office Manager	Harrop	773	22.11	46,165.68		25

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
------------------	------------	----------------	---------------------------	---------------	---------------	--------------

*Division: Economic Development*

1 Economic Development Coordinator	Cookingham	1020	28.12	58,714.56		26
------------------------------------	------------	------	-------	-----------	--	----

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
------------------	------------	----------------	-----------------------	---------------	---------------	--------------

*Division: Emergency Management*

1 Staff Assistant III	Queen	997	13.69	28,584.72		17
2 Emergency Management Director	Casto	994	30.96	64,644.48		30

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<b><i>Division: Fire and Emergency Medical Services</i></b>						
1 Firefighter	Snow	763	12.89	37,535.68	FF hours 2912	10
2 Firefighter	Covell	873	9.73	28,333.76		10
3 Firefighter	Hoogewind	625	13.26	38,613.12		10
4 Firefighter	Hurst	288	13.29	38,700.48		10
5 Firefighter	Kaylor	780	9.73	28,333.76		10
6 Firefighter	Tindell	928	12.89	37,535.68		10
7 Firefighter	Haugabrook	758	13.26	38,613.12		10
8 Firefighter	Longest	860	12.89	37,535.68		10
9 Firefighter	Jacques	618	13.27	38,642.24		10
10 Firefighter	Foster	278	13.33	38,816.96		10
11 Firefighter	Laming	897	9.73	28,333.76		10
12 Firefighter	Helbig	369	13.26	38,613.12		10
13 Firefighter	Pitts	794	13.27	38,642.24		10
14 Firefighter	Dawkins	779	13.27	38,642.24		10
15 Firefighter	Johnson	969	9.73	28,333.76		10
16 Firefighter	Ketcham	387	13.27	38,642.24		10
17 Firefighter	Tucker	306	13.38	38,962.56		10
18 Firefighter	Blockyou, B.	399	13.28	38,671.36		10
19 Firefighter	Vacant	000	9.73	28,333.76		10
20 Firefighter	Vacant	000	9.73	28,333.76		10
21 Firefighter	Vacant	000	9.73	28,333.76		10
22 Firefighter	Vacant	000	9.73	28,333.76		10

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
23 Firefighter	Vacant	000	9.73	28,333.76		10
24 Firefighter	Vacant	000	9.73	28,333.76		10
25 Firefighter	Vacant	000	9.73	28,333.76		10
26 Firefighter	Vacant	000	9.73	28,333.76		10
27 Firefighter	Vacant	000	9.73	28,333.76		10
28 Firefighter	Vacant	000	9.73	28,333.76		10
29 Firefighter	Vacant	000	9.73	28,333.76		10
30 Firefighter	Vacant	000	9.73	28,333.76		10
31 Firefighter	Vacant	000	9.73	28,333.76		10
32 Firefighter	Vacant	000	9.73	28,333.76		10
33 Firefighter	Vacant	000	9.73	28,333.76		10
34 Firefighter PT	Blockyou, D.	568	9.73	14,672.84	<i>PT hours 1508</i>	10
35 Firefighter PT	Arkin	839	9.73	14,672.84		10
36 Firefighter PT	Boatwright	764	9.73	14,672.84		10
37 Firefighter PT	Boys	940	9.73	14,672.84		10
38 Firefighter PT	Brooks	328	9.73	14,672.84		10
39 Firefighter PT	Burgess, B.	878	9.73	14,672.84		10
40 Firefighter PT	Calzone	941	9.73	14,672.84		10
41 Firefighter PT	Vacant	000	9.73	14,672.84		10
42 Firefighter PT	Cassidy	515	9.73	14,672.84		10
43 Firefighter PT	Clark	936	9.73	14,672.84		10
44 Firefighter PT	Duffy	796	9.73	14,672.84		10

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
45 Firefighter PT	Feil	785	9.73	14,672.84		10
46 Firefighter PT	Ford	900	9.73	14,672.84		10
47 Firefighter PT	Fowler	594	9.73	14,672.84		10
48 Firefighter PT	Hargreaves	967	9.73	14,672.84		10
49 Firefighter PT	Herby	916	9.73	14,672.84		10
50 Firefighter PT	Howard	942	9.73	14,672.84		10
51 Firefighter PT	Icardi	908	9.73	14,672.84		10
52 Firefighter PT	Isaacs	673	9.73	14,672.84		10
53 Firefighter PT	LaGrassa	669	9.73	14,672.84		10
54 Firefighter PT	Marchese	964	9.73	14,672.84		10
55 Firefighter PT	Martin, A.	792	9.73	14,672.84		10
56 Firefighter PT	Megargee	927	9.73	14,672.84		10
57 Firefighter PT	Morningstar	609	9.73	14,672.84		10
58 Firefighter PT	Norris	526	9.73	14,672.84		10
59 Firefighter PT	Orona	791	9.73	14,672.84		10
60 Firefighter PT	Pope	448	9.73	14,672.84		10
61 Firefighter PT	Rogero	901	9.73	14,672.84		10
62 Firefighter PT	Vacant	000	9.73	14,672.84		10
63 Firefighter PT	Smith, G	284	9.73	14,672.84		10
64 Firefighter PT	Tarbert	845	9.73	14,672.84		10
65 Firefighter PT	Torres	929	9.73	14,672.84		10

## 2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
66 Firefighter PT	Tyson	811	9.73	14,672.84		10
67 Firefighter PT	VonHeal	938	9.73	14,672.84		10
68 Firefighter PT	Whicker	402	9.73	14,672.84		10
69 Firefighter PT	Woodard	551	9.73	14,672.84		10
70 Firefighter PT	Wozniak	556	9.73	14,672.84		10
71 Firefighter PT	Wyckoff	804	9.73	14,672.84		10
72 Firefighter PT	vacant	000	9.73	14,672.84		10
73 Firefighter PT	vacant	000	9.73	14,672.84		10
74 Firefighter PT	vacant	000	9.73	14,672.84		10
75 Firefighter PT	vacant	000	9.73	14,672.84		10
76 Firefighter PT	vacant	000	9.73	14,672.84		10
77 Firefighter PT	vacant	000	9.73	14,672.84		10
78 Firefighter PT	vacant	000	9.73	14,672.84		10
79 Firefighter PT	vacant	000	9.73	14,672.84		10
80 Firefighter PT	vacant	000	9.73	14,672.84		10
81 Firefighter PT	vacant	000	9.73	14,672.84		10
82 Firefighter PT	vacant	000	9.73	14,672.84		10
83 Firefighter PT	vacant	000	9.73	14,672.84		10
84 Staff Assistant I	Basilius	438	12.66	26,434.08		13
85 Staff Assistant I	Purvis	251	14.26	29,774.88		13
86 Staff Assistant I	Fulgham	390	11.26	23,510.88		13

## 2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
87 Lieutenant	Allen	782	15.36	44,728.32	<i>Lt. hours 2912</i>	15
88 Lieutenant	Stanberry	730	14.21	41,379.52		15
89 Lieutenant	Thalgott	367	14.28	41,583.36		15
90 Staff Assistant III	Alderman	168	20.22	42,219.36		17
91 Battalion Chief	Hanson	363	23.74	64,192.96	<i>Battalion Chief hours 2704</i>	26
92 Battalion Chief	Vacant	000	13.38	36,179.52		26
93 Battalion Chief	Rhoden	389	23.01	62,219.04		26
94 Fire Plans Examiner/Inspector	Richards	752	26.76	55,874.88		26
95 Deputy Chief - Administration	Kennedy	998	29.87	62,368.56		32
96 Deputy Chief - Operations	Ennist	986	32.02	66,857.76		32
97 Deputy Chief - Fire Marshall	Burris	362	38.11	79,573.68		32
98 Chief	Greek	741	46.79	97,697.52		34

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<b>Department: Building Services</b>			<b>Division: Development Services</b>			
1 Development Technician	Cassels	071	21.10	44,056.80		17
2 Development Technician	Gill	531	18.07	37,730.16		17
3 Development Technician	Steele	242	20.36	42,511.68		17
4 Development Technician	Coleman	433	17.02	35,537.76		17
5 Development Technician	Helms	225	16.94	35,370.72		17
6 Development Technician	Aubuchon	207	20.91	43,660.08		17
7 Development Technician	Oliver	023	22.47	46,917.36		17
8 Standard Building Inspector	Ausley	094	37.08	77,423.04		26
9 Standard Building Inspector	Lolley	434	23.87	49,840.56		26
10 Standard Building Inspector	Shady	696	33.25	69,426.00		26
11 Standard Building Inspector	Patton	1031	24.82	51,824.16		26
12 Standard Plans Examiner	Owens	706	24.93	52,053.84		26
13 Standard Plans Examiner	Vacant	000	33.13	69,175.44		26
14 Chief Building Inspector	Parman	1807	28.63	59,779.44		30
15 Building Official	Wilcox, S	734	38.43	80,241.84		32

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: Planning Services</i>			<i>Division: Development Services</i>			
1 Staff Assistant I	Russell	665	12.27	25,619.76		13
2 GIS Technician	Wietan	227	19.29	40,277.52		17
3 Housing Coordinator	Lafferty	151	24.16	50,446.08		19
4 Planner	Farnsworth	961	19.29	40,277.52		24
5 Development Coordinator	Webb, A	170	28.07	58,610.16		26
6 Development Services Director	Holley	1011	41.96	87,612.48		33

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
------------------	------------	----------------	-----------------------	---------------	---------------	--------------

*Department: Facilities Development*

*Division: Public Works*

1 Staff Assistant II	Fitzpatrick	633	16.79	35,057.52		15
2 Staff Engineer - Project Manager	Vacant	000	19.24	40,173.12		24

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: Facilities Maintenance</i>			<i>Division: Public Works</i>			
1 Staff Assistant II	Akins	529	15.26	31,862.88		15
2 Maintenance Technician	Fudge	154	17.76	37,082.88		17
3 Maintenance Technician	Sowell	030	20.86	43,555.68		17
4 Maintenance Technician	Rushing, R	623	15.74	32,865.12		17
5 Maintenance Technician	Tharney	132	21.58	45,059.04		17
6 Senior Maintenance Technician	Wilkes	373	22.79	47,585.52		20
7 Maintenance Supervisor	Cobb	707	29.45	61,491.60		23

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: Mosquito Contol</i>			<i>Division: Public Works</i>			
1 Mosquito Control Technician	Stokes, J.	549	11.26	23,510.88		13
2 Mosquito Control Technician	Fussell	761	12.29	25,661.52		13
3 Mosquito Control Technician	Weatherford	424	12.38	25,849.44		13
4 Staff Assistant II	Muecke	173	17.53	36,602.64		15
5 Mosquito Control Operations Supervisor	Wiley	122	22.83	47,669.04		23

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: Parks</i>			<i>Division: Public Works</i>			
1 Park Technician	Parker, Kerry	415	15.27	31,883.76		17
2 Park Technician	Hamm, G	414	16.13	33,679.44		17
3 Park Technician	Rushing, F	632	15.74	32,865.12		17
4 Park Technician	Sorter	504	15.41	32,176.08		17
5 Park Technician	Wilson, J	419	15.18	31,695.84		17
6 Field Supervisor - Parks	Root	214	20.30	42,386.40		20

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: Road &amp; Bridge</i>			<i>Division: Public Works</i>			
1 Inventory Technician I	Rice	073	15.00	31,320.00		10
2 Maintenance Worker	Vacant	000	9.73	20,316.24		10
3 Maintenance Worker	Engler	1013	9.73	20,316.24		10
4 Maintenance Worker	Naegele	256	14.60	30,484.80		10
5 Sign Shop Technician	Beasley	233	13.80	28,814.40		11
6 Equipment Operator I	Davis, Jeff	020	21.01	43,868.88		14
7 Equipment Operator I	Murphy	802	12.52	26,141.76		14
8 Equipment Operator I	Jordan	221	14.77	30,839.76		14
9 Equipment Operator I	Lee, A.	463	14.82	30,944.16		14
10 Equipment Operator I	Story	880	11.82	24,680.16		14
11 Equipment Operator I	Ruiz	305	15.52	32,405.76		14
12 Equipment Operator I	Seay, G.	241	17.66	36,874.08		14
13 Equipment Operator I	Seay, S.	050	18.44	38,502.72		14
14 Equipment Operator I	Walsh	455	13.96	29,148.48		14
15 Staff Assistant II	Morris	1007	13.71	28,626.48		15
16 Equipment Operator II	Beckelheimer	011	20.69	43,200.72		16
17 Equipment Operator II	Brady	184	17.46	36,456.48		16
18 Equipment Operator II	Hamm, T.	198	18.47	38,565.36		16
19 Equipment Operator II	Hayes	018	22.40	46,771.20		16
20 Equipment Operator II	Wilson, L.	028	22.83	47,669.04		16
21 Staff Assistant III	Edwards, S.	400	16.27	33,971.76		17
22 Staff Assistant III	Comis	143	20.51	42,824.88		17

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
23 Staff Assistant III	Kelley, C	244	17.75	37,062.00		17
24 Staff Assistant III	Segrest	705	17.22	35,955.36		17
25 GIS Technician	Gant	086	24.86	51,907.68		17
26 Equipment Services Technician/Welder	Edwards, L	337	19.20	40,089.60		17
27 Mechanic	Winn	210	15.65	32,677.20		17
28 Inventory Technician III	Eldridge	243	21.66	45,226.08		17
29 Traffic Engineering Technician	McClain	083	21.47	44,829.36		18
30 Traffic Engineering Technician	Wells	119	20.63	43,075.44		18
31 Senior Equipment Operator	Johnson, W	145	21.41	44,704.08		19
32 Senior Equipment Operator	Lee, T.	085	21.42	44,724.96		19
33 Engineering Technician	Oxendine, E.	049	22.59	47,167.92		19
34 Senior Mechanic	Lovett, L	110	23.03	48,086.64		20
35 Field Supervisor - Road and Bridge	Ramsey	009	25.09	52,387.92		20
36 Field Supervisor - Road and Bridge	Riley	142	18.72	39,087.36		20
37 Field Supervisor - Road and Bridge	Bryant, M	201	18.92	39,504.96		20
38 Shop Supervisor	Brown, R	046	28.27	59,027.76		22
39 Staff Accountant	Warnock	060	33.35	69,634.80		24
40 Staff Engineer - Stormwater	Vacant	000	19.24	40,173.12		24
41 Road and Bridge Superintendent	Wilson, M.	015	33.24	69,405.12		26
42 Assistant PW Director - Engineering	Wert	907	39.96	83,436.48		33
43 Assistant PW Director - Operations	Jackson	131	41.05	85,712.40		33
44 Public Works Director	Cottrell	904	53.60	111,916.80		36

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: Solid Waste</i>			<i>Division: Public Works</i>			
1 Equipment Operator II	Boyd	063	22.32	46,604.16		16
2 Equipment Operator II	Moody	064	22.32	46,604.16		16
3 Senior Equipment Operator	Wise	160	23.13	48,295.44		19

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: County Administration</i>			<i>Division: Support Services</i>			
1 Staff Assistant III	Pipkin	1005	15.05	31,424.40		17
2 Staff Assistant III	Douglas	157	18.32	38,252.16		17
3 Staff Assistant III	Collins	995	13.69	28,584.72		17
4 Support Services Director	Bisner	813	42.34	88,405.92		33
5 County Administrator/Budget Officer	Arnold, B	595	70.75	147,726.00		39

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: Employee Services</i>			<i>Division: Support Services</i>			
1 Staff Assistant III	Zapata	521	15.66	32,698.08		17
2 Employee Services Specialist	Moreno	903	17.19	35,892.72		19
3 Employee Services Specialist	Webb, P	517	17.28	36,080.64		19
Employee and Administrative Services						
4 Manager	Fields	108	36.12	75,418.56		32

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: Financial Services</i>			<i>Division: Support Services</i>			
1 Financial Support Specialist	Parker, Karen	503	21.91	45,748.08		17
2 Financial Support Specialist	Caldwell	1805	15.53	32,426.64		17
3 Financial Support Specialist	Morrison	512	17.65	36,853.20		17
4 Staff Accountant	Vacant	000	19.24	40,173.12		24
5 Financial Services Manager	Taylor	101	28.45	59,403.60		32

2012-2013 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
------------------	------------	----------------	-----------------------	---------------	---------------	--------------

*Department: Information Technology*

*Division: Support Services*

1 IT Systems Administrator	Vacant	000	19.24	40,173.12		24
2 IT Manager	Krauska	989	34.44	71,910.72		30

Schedule "A"

- 1) **OPS Scale:** Minimum: minimum wage  
Maximum: 35.00 per hour

Rate is based on job skill level and employee experience.

- 2) **Rate of pay for authorized overtime (non-exempt employees only):** Hourly rate of pay plus 50% of hourly rate of pay for each hour worked in addition to 40 hours per week.

- 3) **Group insurance** will be offered to all employees who are employed in regular fulltime positions.

- 4) **Fulltime:** Fulltime employees are defined as employees who work 35 or more hours per week.

- 5) **Cap-out pay:**—When the pay rate exceeds the maximum range amount, the employee will be eligible for a cost-of-living increase only, with the exception of contract employees. Pay rates of employees hired through contracts are not bound by the maximum pay range assigned because of the unique circumstance of their hiring.

- 6) **Promotions:** Promotions will be recommended by Division Director to the County Administrator. The Division Director's pay-rate recommendation will be based on experience, education, certifications and other skills the employee is bringing to the new job classification and the responsibility required in the new job classification. ~~The County Administrator may approve variances from the standard promotion guidelines as outlined above.~~

- 7) **Educational and Certification Increases:** An employee who earns a degree or certification after being employed by the Board of Sumter County Commissioners may receive an increase if recommended by the Division Director to the County Administrator when employees complete studies through college institutions and other agencies that provide education or certification. The college institution or agency must be accredited by an accrediting agency or state approval agency recognized by the U.S. Secretary of Education. The education or certification must be related to the employee's employment with the Board. Life Experience and Honorary Degrees are excluded from this provision. A list will be developed and approved by the County Administrator that lists education levels and certifications that qualify for educational increase. The list will be attached to this document and shall be updated periodically.

## Educational Increase Schedule

Degree	Abbreviation	Increase
Associate in Arts	AA	2.5%
Associate in Science	AS	2.5%
*Bachelor of Fine Arts	BFA	2.5%
*Bachelor of Arts	BA	2.5%
*Bachelor of Science	BS	2.5%
Master Degree	MBA, MPA, MS, MLS	5.0%
Doctorate Degree	PhD	5.0%

\* If the Associate degree and Bachelor degree are earned concurrently then 5.0% will be awarded

Certification	Abbreviation	Increase
Certified Public Manager	CPM	2.5%
Professional in Human Resources	PHR	2.5%
Senior Professional in Human Resources	SPHR	5.0%
Group Benefits Associate	GBA	2.5%
Certified Government Finance Officer	CGFO	5.0%
Certified Public Finance Officer	CPFO	2.5%
Certified Public Purchasing Officer	CPPO	2.5%
Certified Administrative Professional	CAP	2.5%
Certified Community Transit Manager	CCTM	2.5%
American Institute of Certified Planners	AICP	2.5%
Advanced Specialty Certification	AICP	1.0%
Geographic Information Systems Professional	GISP	2.5%
Executive Fire Officer	EFO	2.5%
Chief Fire Officer	CFO	2.5%
Chief Emergency Medical Service Officer	CEMSO	2.5%
Certified Emergency Manager	CEM	2.5%
Professional Engineer	PE	2.5%

*Procedure:*

*To receive the pay increase, the employee will submit proof of their degree/certification award to the Employee Services Department. The pay increase will become effective the first day of the beginning the next payroll period after filing of the proof. The Employee Services Department will process the request for increase and notify the employee's department of the pay rate change accordingly. Failure to maintain licenses or certifications will result in loss of the respective salary increase. **Note:** Employees who earned and possess one of the above certifications prior to October 1, 2010, may qualify for a one time increase at the time of their recertification.*

\_\_\_\_\_  
Bradley Arnold - County Administrator

\_\_\_\_\_  
Date

## Sumter County Fire and EMS Educational Requirements by Position and/or Incentive

Position or Incentive	Educational/Certification Requirements	Predicted Years of Experience	Incentive Pay
Firefighter PT (Position) Grade 10	<ul style="list-style-type: none"> <li>• High School diploma or GED,</li> <li>• Firefighter I (minimum)</li> <li>• Florida EMT or Paramedic (optional),</li> <li>• NIMS I -100, NIMS I-200, NIMS I-700</li> <li>• Forestry S-130, S-190</li> </ul>	This is an entry level position with no prerequisite experience required.	Base
Firefighter FT (Position) Grade 10	<ul style="list-style-type: none"> <li>• High School diploma or GED</li> <li>• Firefighter II (Cert. of Compliance)</li> <li>• Florida EMT</li> <li>• NIMS I -100, NIMS I-200, NIMS I-700</li> <li>• Forestry S-130, S-190</li> </ul>	This is an entry level position with no prerequisite experience required.	Base
Paramedic (Incentive)	<ul style="list-style-type: none"> <li>• Florida Paramedic</li> <li>• Approved by Division's Medical Director</li> </ul>	Minimum of one (1) year as an EMT.	FT: \$6,000 Annually (when in designated position) PT: \$25.00/12 hour shift PT: \$50.00/24 hour shift (when in designated position)
Driver /Operator (Incentive)	<ul style="list-style-type: none"> <li>• Florida Pump Operator Certification</li> <li>• FSFC 703 Aerial Operations</li> </ul>	Minimum of two (2) years as a firefighter with Sumter County.	\$.50/hr over base (when in designated position)
Lieutenant (Position) Grade 15	<ul style="list-style-type: none"> <li>• Firefighter II (Cert. of Compliance)</li> <li>• Florida EMT or Paramedic</li> <li>• Florida Pump Operator Certification</li> <li>• Fire Officer I</li> <li>• NIMS I -100, NIMS I-200, NIMS I – 300, NIMS I-700</li> <li>• Associate Degree (AA or AS in an approved field; within 24 months of appointment)</li> </ul>	A minimum of three (3) years experience as a Firefighter.	

Schedule B

<p>Battalion Chief (Position) Grade 26</p>	<ul style="list-style-type: none"> <li>• Firefighter II (Cert. of Compliance)</li> <li>• Florida Paramedic</li> <li>• Fire Officer II</li> <li>• Fire Instructor II</li> <li>• Firesafety Inspector I</li> <li>• Bachelor's Degree (in an approved concentration)</li> <li>• NIMS I -100, NIMS I-200, NIMS I – 300, NIMS I – 400, NIMS I-700 and NIMS I - 800</li> <li>•</li> </ul>	<p>Minimum of six (6) years of progressive service</p>	
<p>Deputy Chief (Position) Grade 32</p>	<ul style="list-style-type: none"> <li>• Firefighter II (Cert. of Compliance)</li> <li>• Florida EMT or Paramedic</li> <li>• Bachelor's Degree (in an approved concentration)</li> <li>• NIMS I -100, NIMS I-200, NIMS I – 300, NIMS I – 400, NIMS I-700 and NIMS I - 800</li> <li>•</li> </ul>	<p>Minimum of eight (8) years of progressive service</p>	

**Schedule "C"**

**2012-2013 Range Minimums and Maximums  
Board of Sumter County Commissioners**

*Based on 2088 Hours with 3.6% COLA*

Range #	Minimum		Mid-Point		Maximum	
	Hourly Rate	Annual Rate	Hourly Rate	Annual Rate	Hourly Rate	Annual Rate
1	6.26	13,065.53	8.10	16,915.97	9.95	20,766.41
2	6.57	13,714.49	8.51	17,759.61	10.44	21,804.73
3	6.90	14,406.70	8.94	18,657.32	10.97	22,907.95
4	7.24	15,120.54	9.38	19,576.67	11.51	24,032.80
5	7.60	15,877.65	9.85	20,560.91	12.09	25,244.17
6	7.99	16,678.03	10.34	21,599.23	12.70	26,520.44
7	8.39	17,521.66	10.87	22,691.63	13.34	27,861.60
8	8.82	18,408.56	11.42	23,838.11	14.02	29,267.66
9	9.26	19,338.72	11.99	25,038.67	14.72	30,738.62
10	9.73	20,312.15	12.60	26,304.12	15.47	32,296.10
11	10.21	21,328.84	13.23	27,623.66	16.24	33,918.47
12	10.72	22,388.79	13.89	28,997.27	17.05	35,605.75
13	11.26	23,513.64	14.58	30,446.59	17.90	37,379.54
14	11.82	24,681.75	15.31	31,960.81	18.79	39,239.87
15	12.41	25,914.75	16.07	33,561.55	19.74	41,208.35
16	13.03	27,212.65	16.88	35,238.01	20.72	43,263.36
17	13.69	28,575.45	17.72	37,000.99	21.76	45,426.53
18	14.37	30,003.14	18.61	38,850.50	22.84	47,697.85
19	15.08	31,495.73	19.53	40,786.53	23.98	50,077.34
20	15.84	33,074.84	20.51	42,830.73	25.19	52,586.61
21	16.63	34,718.85	21.53	44,961.45	26.44	55,204.05
22	17.46	36,449.38	22.61	47,200.33	27.75	57,951.27
23	18.33	38,266.44	23.73	49,558.18	29.14	60,849.92
24	19.24	40,170.03	24.92	52,024.19	30.59	63,878.35
25	20.20	42,181.78	26.16	54,630.81	32.13	67,079.84
26	21.22	44,301.68	27.47	57,367.22	33.73	70,432.75
27	22.27	46,508.11	28.85	60,233.41	35.42	73,958.71
28	23.39	48,844.33	30.29	63,251.03	37.19	77,657.73
29	24.56	51,288.71	31.81	66,420.07	39.06	81,551.43
30	25.80	53,862.88	33.41	69,751.35	41.02	85,639.82
31	27.09	56,566.84	35.08	73,255.68	43.08	89,944.53
32	28.45	59,400.59	36.84	76,922.25	45.23	94,443.91
33	29.87	62,364.13	38.68	80,761.88	47.49	99,159.62
34	31.36	65,479.10	40.61	84,796.19	49.86	104,113.28
35	32.92	68,745.48	42.64	89,025.18	52.35	109,304.88
36	34.57	72,184.92	44.77	93,481.31	54.97	114,777.69
37	36.30	75,797.41	47.01	98,153.75	57.72	120,510.09
38	38.11	79,582.95	49.36	103,064.14	60.61	126,545.33
39	40.02	83,563.18	51.83	108,212.48	63.63	132,861.78
40	42.02	87,738.09	54.42	113,620.40	66.81	139,502.70
41	44.12	92,129.33	57.14	119,309.53	70.16	146,489.74
42	46.33	96,736.87	59.99	125,269.06	73.66	153,801.24
43	48.65	101,582.37	63.00	131,553.06	77.36	161,523.75
44	51.09	106,665.81	66.15	138,129.09	81.22	169,592.37
45	53.64	112,008.84	69.47	145,051.23	85.29	178,093.62

# 2013 BOCC Holiday Calendar

January						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## January

1 New Years Day

21 Dr. Martin Luther King, Jr. Day

## March

29 Good Friday

## May

27 Memorial Day

## July

4 Independence Day

## September

2 Labor Day

## November

11 Veteran's Day

28 Thanksgiving Day

29 Thanksgiving Holiday

## December

24 Christmas Eve

25 Christmas Day

Schedule "E"

SENIOR MANAGEMENT PROGRAM  
FLORIDA RETIREMENT SYSTEM  
BOARD OF SUMTER COUNTY COMMISSIONERS

1. Senior Management:
  - a. Position filled by an employee who is head of an organizational unit and has responsibility to effect or recommend personnel, budget, expenditure, or policy decisions in his area of responsibility.
  - b. Position designation based on supervision of two or more distinct departments, and/or supervision of 50 or more employees.
  - c. Designated Senior Level Managers are: County Administrator, Support Services Director ~~of Support Services~~, Public Works Director ~~of Public Works~~, Assistant Public Works Director ~~of Public Works~~ – Operations, Assistant Public Works Director ~~of Public Works~~ – Engineering, Development Services Director ~~of Planning and Development~~, Community Services Director ~~of Community Services~~, and Chief of Fire and Emergency Medical Services.
  - d. Senior Level Managers will be eligible to participant in the Florida Retirement Senior Management Program subject to the rules and regulations of the Florida Retirement System.



**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**            **Building Official**

**DEPARTMENT:**       **Building Services**

**DIVISION:**            **Development Services**

**GENERAL DESCRIPTION:**

Highly responsible administrative and supervisory position responsible in the administration and management of the Building Department. Supervise the enforcement and interpretation of building codes, regulations and policies as required to ensure public health, safety and welfare. Provides effective code interpretations and inspections; develop policies, methods and procedures; oversees and supervises subordinate personnel in the Building Services Department.

**ESSENTIAL JOB FUNCTIONS:**

1. Plans, assigns and supervises the building services staff. Delegate tasks found in the Chief Inspector, Building Inspector, and Plans Examiner job descriptions. Reviews and evaluates the work and performance of staff.
2. Oversees, supervises and coordinates the activities and personnel of the department which involves planning goals and other objectives. Instrumental in developing policies, methods and procedures and to establish training programs for staff. Maintains standards and helps coordinate inspection activities by allocating personnel effectively. Acts on employee problems and informs the Supervisor of such. Make recommendations on transfers, promotions, disciplinary actions and discharges. Writes employee performance appraisals.
3. Responsible for the examination and approval or rejection of plans, specifications and applications for building permits, contractor qualifications, inspections of buildings or structures as to approved plans and conformity with conditions of the building permit i.e. electrical, plumbing, mechanical, gas permits. Investigates and resolves complaints concerning health, safety and welfare of the general public, and other matters pertaining to the department, and acts accordingly. Consults with the general public, departmental officials, contractors, building owners and associates. Prepares information and documents as needed by the Supervisor.
4. Receives and reviews requests on alternative materials/methods for construction. Develops and submits changes pertaining to ordinances that affect Building Construction.
5. Approves and authorizes all certificates of occupancy and final inspections for the County. Interacts and communicates with an assortment of individuals and groups in the performance of daily activities which includes engineers, architects, contractors, general public, County Officials, subordinates, supervisors, vendors, etc.; explains and interprets codes and ordinances for the same.
6. Investigates construction failures and remedies; reviews violation of building codes as referred by inspectors. Helps in the arbitrations of controversies between general public/contractors and inspectors.
7. Supervises, enforces, and interprets codes established by the County. Serves on various local, state and regional Boards. Attends seminars, meetings and other business functions pertaining to any changes or updates of laws, regulations, codes, procedures, enforcement, etc. in order to promote quality and compliance with in the operation of the Building Services Department.

8. Receives and reviews new job applications and recommends employment or denial. Is responsible for the Building Services Annual Budget. Oversees revenue reports, expenditures, monthly reports, etc. Evaluates vehicle maintenance and telephone reports.
9. Regular attendance.

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

### **MINIMUM QUALIFICATIONS:**

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

- Knowledge of building and zoning codes, laws and ordinances.
- Knowledge of current methods and practices of all types of construction.
- Knowledge of State statutes for building design and structural requirements.
- Ability to organize and present technical reports.
- Ability to interpret codes and ordinances.
- Ability to supervise inspectors and clerical staff.
- Ability to review, inspect and enforce codes.
- Ability to provide in-house training to technical staff.
- Ability to read and interpret construction drawings and blueprints.
- Ability to operate a personal computer and similar equipment.
- Skill in oral and written communications.
- Skill in tactfully resolving problems with staff and in field.
- Skill in establishing and maintaining effective work relationships with contractors and the public.

#### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma
- College degree in Engineering, Architecture, Construction or related field is preferred.
- Prefer at least ten (10) years experience or equivalent as an architect, engineer, contractor or superintendent of construction; five (5) years of which are in a supervisory capacity,
- Prefer at least five (5) years experience as plans examiner or building inspector in a governmental agency.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Possession State of Florida, Department of Business and Professional Regulations, Standard Certification as a Building Code Administrator
- Possession of State of Florida, Department of Business and Professional Regulations, Standard Inspector Certifications in all of the following fields: Building, Plumbing, Mechanical, Electrical, Residential Electrical: and Standard Plans Examiner Certifications in all of the following fields: Building, Plumbing, Electrical, Residential Electrical, and Mechanical.

### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate both orally and in writing.
- Ability to enter data into a computer.
- Ability to sit at a desk and view a display screen for extended periods of time.

Building Official

- Moderate lifting and carrying (up to 45 pounds)
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Climbing of ladders
- Must be able to operate a motor vehicle

**ENVIRONMENTAL CONDITIONS:**

- Works inside and out-of-doors.
- Heights up to 50 feet.
- Stressful situations.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Revised 10/01/12

**Employee Statement**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Courier  
**DEPARTMENT:** Library Services  
**DIVISION:** Community Services

**GENERAL DESCRIPTION:**

Performs courier services of county mail and packages to various locations throughout Sumter County, including pickup and delivery services.

**ESSENTIAL JOB FUNCTIONS:**

1. Maintain pickup and delivery schedule for county facilities.
2. Complete daily log of pickups and deliveries.
3. Ensures on-time and accurate delivery of materials to locations throughout the County system.
4. Regular attendance

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of county road system.
- Knowledge of county department locations and building locations.
- Ability to safely operate a motor vehicle under all weather conditions.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and carry out oral and written directions.
- Ability to exercise initiative and independent judgment with little supervision to accomplish assigned duties.
- Ability to maintain working relationships with the public and fellow employees.
- Ability to enforce safety rules.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Experience in operating a van or bus.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to insurance provider.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Light lifting and carrying (up to 50 lbs.)
- Walking
- Standing
- Kneeling
- Bending
- Must be able to operate a motor vehicle

**ENVIRONMENTAL CONDITIONS:**

- Works primarily driving a Sumter County vehicle with frequent stops at various county departments and facilities.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

Revised 10/1/12

**Employee Statement**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**            **Development Technician**

**DEPARTMENT:**       **Building Services**

**DIVISION:**            **Development Services**

**GENERAL DESCRIPTION:**

Responsible position working with the public disseminating information concerning zoning, land use, and development review, processing applications for land use and zoning changes, building permits, code enforcement, and contractor licensing in accordance with adopted procedures, ordinances and codes.

**ESSENTIAL JOB FUNCTIONS:**

1. Accepts and processes building permits, miscellaneous permits, licenses, zoning and land use changes and use permits.
2. Provides the public with information relating to the inspection and permitting process. Reviews forms for accuracy, explains permit procedures, fees and determines missing documents, enters information into the computer.
3. Must understand and stay current with local codes and ordinances relating to zoning and land use, including procedural requirements for applications and permits for the County and applicable cities, pursuant to intergovernmental coordination agreements.
4. Must have the ability to explain clearly and concisely rules and procedures relating to zoning and land use, permitting, code enforcement, and contractor licensing to the general public, contractors and property owners.
5. Must have the ability to read site plans and legal descriptions, to use a variety of maps and map scales, to interpret map data, and convey that information to the public.
6. Must be able to interact with the public in person and on the telephone politely and effectively. Must be able to prepare written documents that convey information clearly and professionally.
7. As assigned, serves as secretary to the Zoning and Adjustment Board, Development Review Committee, Code Enforcement Special Master, and Contactor Licensing Board creating agendas, taking and writing minutes of the meetings, and other duties as needed. Responsible for accuracy of applications and supporting materials.
8. Operates computer entering and retrieving a variety of data. Utilizes GIS data and mapping.
9. Create and maintain all files for code complaints. Input data into computer for tracking purposes. Maintains department and licensing board records; monitors contractor activity at the local and State level. Provide case information, code requirements and licensing information to the public as requested.
10. Assists the Building Services, inspection staff and general public with identifying violations and maintaining contact with contractors and complainants. Coordinates with Building Services at time of permit issuance to ensure compliance of the licensed contractor and coordinates the necessary inspections to complete the code complaint process. Works closely with inspectors in daily operations of code compliance activities.

## Development Technician

11. Prepares correspondence, memoranda, reports, records, orders, executive summaries, and other office documents. Performs routine office duties including, but not limited to, research and retrieval of records.
12. Creates and maintains specialized office files relating to Licensing and Code Enforcement. Files letters, reports, code liens, and related technical information in the prescribed manner. Assembles information for others use.
13. Acts as Division's Records Retention representative.
14. Knowledge of Operation and use of scanning equipment and archival procedures.
15. Provide back up support for the processing of payroll and purchasing documentation for the Division.
16. Regular attendance.

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

### **MINIMUM QUALIFICATIONS:**

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

- Knowledge of general office procedures.
- Knowledge of construction, real estate, planning, and zoning terminology and documents.
- Knowledge of telephone etiquette.
- Knowledge of the uses of a computer and equipment.
- Skill in typing, filing and records research techniques.
- Skill in operating office equipment.
- Knowledge of the codes and ordinances related to the land use, zoning, development review and building permit process.
- Ability to work effectively with the public.
- Ability to communicate in writing and orally.
- Ability to work under pressure and meet deadlines.
- Ability to follow oral and written instructions.
- Ability to follow through on designated tasks.
- Ability to access, input and retrieve information from a computer.

#### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Two (2) years experience in responsible office work; construction, land use and zoning, or real estate related work preferred.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to access file cabinets for filing and retrieval of data.
- Ability to communicate using speech, hearing and vision skills.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to enter data into a computer.

Development Technician

**ENVIRONMENTAL CONDITIONS:**

- Primarily works inside in an office environment, with limited outside duties.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

Revised 10/1//12

**Employee Statement**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Economic Development Coordinator

**DIVISION:**

**GENERAL DESCRIPTION:**

Highly responsible, independent, professional, administrative, and technical work in the administration of all activities of Economic Development. Manages consultants utilized in support of essential job functions.

**ESSENTIAL JOB FUNCTIONS:**

1. Responsible for administering the directives of the County Administrator within the policies of the Board of County Commissioners.
2. Prepares regular status reports for the County Administrator regarding economic development activities and opportunities.
3. Develops and implements work plans related to economic development activities. Monitors the progress of economic development programs and various local economic indicators.
4. Recruits and retains agri-business and industry in Sumter County
5. Responsible for entrepreneurial industrial development support affecting relocation, expansion, or start-up services of industry in/into Sumter County.
6. Develops and implements short and long range agri-business and industrial retention, expansion, and recruitment marketing and support plans.
7. Serves as the Enterprise Zone Development Agency Coordinator.
8. Serves as the liason between the County and organizations directly involved in agri-business and industrial economic development activities.
9. Gathers statistics, reports and exhibits. Makes presentations and recommendations to the Board, County Administrator, Advisory Councils, Businesses, Industries, Federal, State and other agencies.
10. Serves on committees or boards, as appointed.
11. Regular attendance including attendance at day and night meetings.

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of county government functions and organization.
- Knowledge of business English, spelling, and punctuation.
- Knowledge and experience with comprehensive planning and land development regulations, policies, rules and statutes to operate at a proficient level.
- Skill in typing, filing and records research techniques.

## Economic Development Coordinator

- Skill in operating computers and various office equipment.
- Ability to acquire sufficient knowledge of the processing of applications for development approval and permitting and of development inspections to operate at a proficient level.
- Ability to read site plans and legal descriptions, to use a variety of maps and map scales, to interpret map data, and convey that information to the public
- Ability to read and/or prepare a variety of forms and documents using proper format.
- Ability to understand and follow complex polices, laws, and directives.
- Ability to establish and maintain good working relationships with government officials, division directors, department heads, employees, business professionals and the general public.
- Ability to work effectively with the public.
- Ability to effectively present to large audiences.
- Ability to work under pressure and meet deadlines
- Ability to follow oral and written instructions.
- Ability to follow through on designated tasks.
- Ability to communicate effectively both orally and in writing.
- Ability to access, input, and retrieve information from a computer using Microsoft Word and Excel and other programs.

### **EDUCATION AND EXPERIENCE:**

- Bachelor degree from an accredited four (4) year college or university in Public Administration, Business Administration, Marketing, or other related field.
- Six (6) years experience in a progressively responsible position in economic development, public administration, business administration, or a closely related field.

A comparable amount of training, education or experience may be substituted for the above minimum qualifications.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to access file cabinets for filing and retrieval of data.
- Ability to communicate using speech, hearing and vision skills.
- Ability to enter data into a computer.

### **ENVIRONMENTAL CONDITIONS:**

Works inside in an office environment. Works outside for field inspections and site visits periodically.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Revised 10/01/2012

### **Employee Statement**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**                **Equipment Services Technician/Welder**

**DEPARTMENT:**        **Road and Bridge**

**DIVISION:**                **Public Works**

**GENERAL DESCRIPTION:**

Skilled routine and periodic servicing of cars, trucks, equipment and machinery at the Road and Bridge Department. Provide design, lay out, and construction of welding projects. Provide mobile mechanic and maintenance service to include pneumatic, oil, lubrication. Supervises County and State inmates for special projects.

**ESSENTIAL JOB FUNCTIONS:**

1. Performs skilled duties of routine maintenance servicing of such equipment as automobiles, trucks, light/heavy maintenance and construction equipment and gasoline-powered equipment.
2. Performs skilled cleaning, repairing and adjusting of carburetors, checks and replaces spark plugs, ignitions points, distributors, coils, generators, lights and batteries. Inspects, repairs and adjusts other parts as required.
3. As required, directs other employees in safely performing routine maintenance servicing of equipment.
4. May be required to service equipment with gasoline, oil and grease; may spray paint. Operates Public Works fuel trucks for delivery to equipment in the field and various generators at locations throughout the county.
5. Assist the Shop Supervisor in the absence of the Senior Mechanic.
6. Maintains records and reports of work accomplished.
7. Coordinates with Shop Foreman to schedule equipment and vehicles for routine and PM maintenance.
8. Design, lay out, and construct welding projects, including repairs and modifications to tractors, mowers, front-end loaders, dozers, dump trucks, and trailers. May conduct welding repairs in the field or at locations other than the shop.
9. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
10. Regular attendance.

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of construction, assembly, adjustment and maintenance of a wide variety of auto, truck, maintenance and construction equipment.
- Knowledge of all types of mechanic's shop tools.
- Knowledge of occupational hazards and safety precautions.
- Skill in welding steel, stainless steel, and aluminum using mig and tig welding and brazing.

## Equipment Services Technician/Welder

- Skill in the use of mechanic's tools and equipment.
- Skill in applying methods and techniques in the use of automotive or diesel repairs.
- Ability to follow oral and written instructions.
- Ability to repair diesel motors, pumps and public works equipment.
- Ability to diagnose the defects of worn or broken parts on engines.
- Ability to perform tune-ups; electrical, brake, air conditioning and cooling system repairs, exhaust system repairs; front end and clutch repairs; pumps and related equipment maintenance.
- Ability to communicate using speaking, hearing and vision skills.
- Mechanical aptitude.

### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Four (4) or more years in mechanic or service work with both gasoline and diesel vehicles and equipment.
- Completion of an accredited mechanical or technical school.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Class "A" Commercial Driver's License with an Endorsement "X", and a driving record acceptable to insurance provider.
- Possession of a Hazardous Waste Certification

### **ESSENTIAL PHYSICAL SKILLS:**

- Good vision (with or without correction)
- Good hearing (with or without correction)
- Heavy lifting and carrying (over 50 pounds)
- Distinguish colors
- Reaching
- Climbing
- Pulling
- Pushing
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Driving

### **ENVIRONMENTAL CONDITIONS:**

- Works inside.
- Works outside on roads and highways.
- Works with noise, dust, fumes, grease or oils, and electrical energy.
- Slippery surfaces.
- Works with moving objects or vehicles.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

Revised 10/01/12

Equipment Services Technician/Welder

**Employee Statement**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**            **Field Supervisor - Parks**

**DEPARTMENT:**        **Parks**

**DIVISION:**            **Public Works**

**GENERAL DESCRIPTION:**

Manages the Parks Department for the Public Works Division. Performs skilled Crew Supervisory and Administrative tasks including developing and implementing the five year budget, coordinating staff assignments, general and specialized maintenance, repair and minor construction for all grounds, fields, courts, and other parks facilities. Develops and implements the Parks Five Year Plan.

**ESSENTIAL JOB FUNCTIONS:**

1. Supervises the maintenance, repair and construction operations for all park facilities.
2. Plans, coordinates, and supervises department personnel in the maintenance, construction, and repair of parks, and the development and implementation of long range plans for those facilities. Conducts inspections of park areas to ensure quality of maintenance. Trains crew members in the proper safety and operation of department equipment.
3. Establishes goals and manages Parks Department personnel through the County's Employee Performance Appraisal process, as the primary rater.
4. In coordination with the Assistant Director for Operations (ADO), develops the annual and long range budget and implements same. Obtains price quotes, and orders supplies, equipment, materials, etc.
5. Makes recommendations to the ADO of ways to improve efficiency or working conditions for future projects, equipment purchases, etc.
6. Prepares, monitors, and tracks agreements, reports and records including time, payroll, maintenance, inventory, cost reports, status reports, applications, contract agreements, job descriptions, surveys and correspondence with local and state agencies. Reports and documents damage from vandalism, weather, and facility users.
7. Conducts monthly inspections of playgrounds and park facilities to ensure that safety standards are met and monitors routine maintenance and progression of assigned projects.
8. Monitors contracted grounds maintenance and cleaning services performed on parks properties and facilities and communicates deficiencies to ADO.
9. Coordinates directly with State agencies such as FDEP, DOH and FWC, to facilitate day to day operations and improvements to the Parks. Coordinates and communicates work assignments directly with SCI Boot Camp Squad Officer.
10. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
11. Regular attendance.

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of parks facilities best management practices, landscape maintenance and turf installation, grounds keeping practices and principles, materials, methods, tools and equipment.
- Knowledge of requirements, regulations and policies of the Public Works Division and the Board of County Commissioners (BOCC) and ability to apply policies and procedures.
- Knowledge of modern office methods, equipment and procedures including data processing.
- Ability to maintain records, prepare written reports, estimates, and cost records using mathematical functions, calculation of ratios, rates and percent.
- Ability to plan, assign, instruct, review and evaluate work assignments of personnel and contractors.
- Ability to communicate effectively, both orally and in writing, to understand, issue, and carry out oral and written directions.
- Ability to lead, direct, schedule and oversee park crews, inmates, and community service workers.
- Ability to become certified, receive training and obtain membership in areas as assigned.
- Ability to deal tactfully with the public in providing information and with the enforcement of county regulations.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Four (4) years experience in parks maintenance or related field including playground, grounds, turf and ball field maintenance, repair, construction and installation.
- One (1) year supervisory experience.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Class "A" Driver's license and a driving record acceptable to insurance provider.
- Valid State of Florida, Department of Agriculture, Lawn and Ornamental Pest Control Certificate issued by the Bureau of Entomology and Pest Control or ability to obtain within 90 days of employment.
- Community CPR and First Aid Certification or the ability to obtain within 90 days of employment.
- Position may be subject to Hepatitis "B" inoculations.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Heavy lifting and carrying (Over 50 lbs)
- Pulling
- Pushing
- Balancing
- Walking
- Standing
- Kneeling
- Bending
- Stooping
- Sitting
- Climbing a stepladder
- Must be able to drive a truck

**ENVIRONMENTAL CONDITIONS:**

Field Supervisor - Parks

- Works inside and outside in varying and sometimes extreme weather conditions.
- Exposure to chemicals, insecticides, herbicides, solvents, oils, etc.
- Exposure to clay, dirt, dust and grass clippings.
- Heights (up to 35 feet).

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

Revised 5/01/12

**Employee Statement**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**                **Field Supervisor – Road and Bridge**

**DEPARTMENT:**           **Road and Bridge**

**DIVISION:**                **Public Works**

**GENERAL DESCRIPTION:**

Supervisory Field Supervisor work in Public Works construction and maintenance. Employees in this class perform all the duties assigned to Equipment Operators and Laborers in addition to functioning as a supervisor of crews. Leads a crew of 6-8 personnel and manages multiple pieces of heavy equipment to perform assigned tasks on the County rights of way, and elsewhere as assigned. Trains assigned personnel to perform tasks safely.

**ESSENTIAL JOB FUNCTIONS:**

1. Functions as Field Supervisor in road and highway maintenance and construction operations. Supervises the construction, rebuilding and replacing of culverts and drainage structures, patching roads and bridge repair.
2. Reviews the work of crews performing construction and maintenance projects done by draglines, bulldozers, motor graders, trucks, mowing equipment, other earth moving and construction equipment.
3. Contacts public in area where equipment and crews are working making necessary property trespass arrangements. Answers questions regarding information or complaints from the public about projects. Reports actions and more complex public questions to the supervisor.
4. Performs equipment operation and laboring duties when not supervising crews.
5. Manages and evaluates assigned personnel using the County's Employee Performance Appraisal system and forms.
6. Trains crew members in the tasks and proper operation of construction equipment, and maintenance of traffic (MOT) per FDOT standards
7. Maintains time and material records. Receives taskings remotely from Cityworks via field laptops and air card technology, and creates work orders based on same.
7. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
8. Regular attendance.

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

## Field Supervisor – Road and Bridge

- Knowledge of the operation, maintenance, limitations and safety precautions of construction equipment.
- Knowledge of tools and practices used in general laboring work.
- Ability to operate equipment in a safe and efficient manner.
- Ability to understand and follow oral and written instructions.
- Physical strength and ability sufficient to operate heavy equipment.
- Ability to perform manual labor under adverse weather conditions.
- Ability to lead crews and use effective communication skills.
- Ability to receive customer service requests via laptop and air card, and create work orders.
- Ability to communicate via radio, cell phone and email technology.

### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Three (3) years experience in the maintenance or construction of roads and highways, including, experience at a crew leader level.
- One (1) year supervisory experience.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Class "A" Commercial Driver's License within sixty (60) days of employment and a driving record acceptable to insurance provider.

### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Moderate lifting and carrying (up to 50 pounds)
- Reaching
- Climbing
- Pushing
- Walking
- Standing
- Kneeling
- Bending
- Stooping
- Driving and operating equipment

### **ENVIRONMENTAL CONDITIONS:**

- Works outside in various weather conditions with electricity, and uneven surfaces.
- In moving objects or vehicles
- Heights (up to 30 feet)
- Below ground level

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

10/01/12

Field Supervisor – Road and Bridge

**Employee Statement**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Financial Support Specialist

**DEPARTMENT:** Various

**DIVISION:** Various

**GENERAL DESCRIPTION:**

Provides a wide range of financial administrative support functions within the Division. Assists with the annual budget preparation and daily functions including accounts payable and purchasing. This position requires judgment, confidentiality, excellent communication and organizational skills. Works closely with internal departments, outside agencies and the public.

**ESSENTIAL JOB FUNCTIONS:**

1. Prepares purchasing change orders, requisitions and purchase orders and processes financial transactions, purchase requisitions/orders and invoices.
2. Maintains ledgers, reconciles financial records, and prepares purchase orders and purchase vouchers for departments within the Division. Ensures availability of budgeted funds, completes documentation and monitors compliance with purchasing policy.
3. Assists in coordinating the budget and purchasing functions including budget preparation, agenda review and other related projects.
4. Assists in the preparation of various daily and monthly reports.
5. Assists in developing policies, procedures and programs to promote efficient and effective financial operations of the department/division.
6. Conducts research, compiles facts, analyzes data, develops recommendations, observations or summaries and submits written and oral reports as directed.
7. Works closely with the staff in designing various reports including the Annual Report, Annual Budget, and various web-based reports.
8. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
9. Regular attendance.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as requested.)*

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the rules, regulations and procedures of the assigned unit.
- Knowledge of accounts receivable, accounts payable, and general ledger.
- Ability to read and/or prepare a variety of forms and documents including budget requests, various budget-related reports, etc., using proper format.

Financial Support Specialist

- Ability to utilize mathematical formulas; to add, subtract, multiply and divide numbers; to determine percentages and decimals, to analyze statistical data.
- Ability to communicate effectively both verbally and in writing
- Ability to work with people within the organization.
- Ability to review, classify, categorize, prioritize, and/or analyze data and/or information.
- Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form.
- Ability to exercise independent judgment, decisiveness and creativity to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to access, input, and retrieve information from a computer using Microsoft Word and Excel and other programs used for in the Financial Services Department.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to be instructed.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Two (2) years of experience in administration, clerical or financial work, preferably in government.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Light lifting and carrying (up to 30 pounds).
- Ability to operate a computer.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to answer telephone and provide information.

**ENVIRONMENTAL CONDITIONS:**

- Inside in an office environment.
- Works closely with others.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non - Exempt Status

Revised 10/1/12

**Employee Statement**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**           **Housing Coordinator**

**DEPARTMENT:**       **Building Services**

**DIVISION:**           **Development Services**

**GENERAL DESCRIPTION:**

Advanced work in the development, implementation and administration of housing assistance programs designed to benefit extremely low to moderate-income households. Coordinate with private providers, local, federal and state entities regarding administration of housing programs. Reports to the Development Services Director.

**ESSENTIAL JOB FUNCTIONS:**

1. Daily administration and management of the County's housing assistance programs including implementation of County administrative housing policies.
2. Administer and maintain Section 8 Housing Choice Vouchers for the county within federal guidelines.
3. Perform unit inspections under Housing Quality Standards and Quality Control guidelines as required by HUD.
4. Gather and prepare documentation and conduct annual Fair Housing Workshop for lenders, realtors, public officials, landlords and professionals in the community.
5. Gather information to develop, process and maintain Utility Allowance Schedules and Rent Reasonableness System throughout the county.
6. Research and assist in preparing applications for federal, state and private grant and loan assistance to benefit the county's housing and community development programs.
7. Implement and administer funded housing programs, including, but not limited to, the State Housing Initiatives Partnership (SHIP) Program, the Community Development Block Grant (CDBG) Program, and County's Affordable Housing Program. This includes all phases of administering the grants and related funds.
8. Prepare and submit annual reports related to the County's housing activities.
9. Coordinate activities of the County's Affordable Housing Advisory Committee and Community Advisory Task Force.
10. Coordinate housing assistant activities with other governmental (local, regional, state, federal) and private agencies.
11. Assist in County code enforcement activities related to identifying opportunities for funding renovations to substandard housing for owners meeting specific income guidelines.
12. Develop, maintain, and update County's Local Housing Assistance Plan.

## Housing Coordinator

13. Assist the County Planner in the implementation and update of the Housing Element of the County's Comprehensive Plan.
14. Tracking, reporting, and budgeting the financial resources for the county's housing assistance programs.
15. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
16. Regular attendance.

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

### **MINIMUM QUALIFICATIONS:**

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

- Knowledge of business English, spelling and punctuation, in order to prepare documents and compose letters, etc.
- Working knowledge of various local, state and federal housing grants and opportunities.
- Working knowledge of U.S. Housing and Urban Development's online secure systems.
- Knowledge of office practices and procedures.
- Knowledge of mathematics.
- Knowledge of the unit's policies, procedures and practices.
- Skill in the operation of a PC, keyboard and typewriter.
- Ability to establish and maintain effective working relationships with employees and the public.
- Ability to access, input and retrieve information from a computer.
- Ability to communicate using writing, speaking, hearing and visual skills.

#### **EDUCATION AND EXPERIENCE:**

- High school graduation or possession of an acceptable equivalency diploma.
- Three (3) years work experience involving housing programs including the administration, budget preparation and policies pertaining to local, state, and federal housing grants and programs.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.

### **ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment and outside for field inspections of residential units.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

Housing Coordinator

FLSA Non-Exempt Status

Revised 10/01/12

**Employee Statement**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BOARD OR SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Information Technology Systems Administrator

**DEPARTMENT:** Information Technology

**DIVISION:** Support Services

**GENERAL DESCRIPTION:**

Technical, project and supervisory work implementing and maintaining department-specific technologies, responding to service requests and handling of administrative responsibilities. This job includes a full range of problem resolution and technical support services to internal and external customers and coordinating vendor contracts for support of activities for department-specific information technology. Provides recommendations, and support to department management and staff regarding system innovations as well as assist with long-range technology planning, design, and implementation of IT operating plans. Administrates and maintains complex IT systems and processes. Provide professional guidance to supporting vendors and supervisory direction for direct report vendor technicians.

**ESSENTIAL JOB FUNCTIONS:**

1. Service Desk Supervisor responsible for ensuring all Service Desk requests are resolved within the established SLA. Must have solid Tier 1/2 troubleshooting skills for desktops, servers, printers, networks and common applications. Supervises two contract technicians and assists with resolving trouble tickets. Escalates tickets to appropriate Tier/Vendor in timely manner, documenting all troubleshooting steps and keeping the customer informed.
2. Primary System Administrator for 35+ county VM servers. Ensures Microsoft and VMWare best practices are followed. Coordinates server administration with host server contractor. Monitors and assists in troubleshooting server related issues. Authorizes changes to the Server environment.
3. Monitors Network performance via a variety of tools products. Network experience CCNA or higher level of certification desired. Minimum CCENT or Network + or comparable skills required. Configuring, upgrading and troubleshooting routers, switches, access points and firewalls.
4. Administrative duties involve start to finish inventory control including: obtaining purchasing quotes, handling requisitions, purchase orders, deliveries, returns and ensuring budgetary accounts are balanced and not exceeded. Solid administrative record keeping skills and attention to detail required. Assists in preparing department's annual IT budget.
5. Maintains documentation of networks, servers, applications, hardware, software, licensing, ip addresses, circuits, site data, lessons learned, data closet inventories, fiber paths, ensuring digital and hard copies of such data is kept current.
6. Performs routine Cisco VOIP tasks such as configuring new phones, assigning numbers, setting up Voice Mail, resetting passwords and Tier 1 troubleshooting etc.
7. Assists IT Manager as required on any and all assigned tasks and projects. Must be able to fill in for the IT Manager in his absence and learn and perform the duties of that position.

8. Supervises consultants or vendors working on information technology related projects.
9. Designs, develops, coordinates and procures new technological solutions to County processes.
10. Manages information technology projects, including the installation and implementation of systems, infrastructure, hardware and software.
11. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
12. Regular attendance

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

### **MINIMUM QUALIFICATIONS:**

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

- Microsoft Active Directory and Group Policy (MCITP or MSCE preferred)
- Knowledge of all aspects of personal computer maintenance, troubleshooting, and repair. (A+ preferred)
- Able to configure DNS, DHCP, AD, Terminal Services, FTP and Domain Controller server roles.
- Knowledge of Exchange and Microsoft Office products
- Knowledge of Routing and Switching (CCNA or higher preferred).
- Knowledge Cisco Wireless Access Points.
- Knowledge of Network cabling to include CAT 5 installation and termination.
- Knowledge of LAN/WAN connectivity, gbics, sfp, single/multi-mode fiber and associated connector types.
- Ability to work under pressure and meet deadlines.
- Ability to follow through on designated tasks. Must be goal oriented and able to meet deadlines.
- Ability to educate self on new technology.
- Ability to supervise a staff of professional and contract employees.
- Ability to communicate effectively and professionally in written and verbal forms.
- Ability to analyze and troubleshoot network and/or hardware malfunctions and takes corrective action.

#### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited four (4) year college or university with a Bachelor's Degree required. Computer Science, Information Technology, or closely related field preferred, but will consider equivalent IT professional certifications and job experience.
- Four (4) years experience in IT troubleshooting desired; design, analysis, coordination, or systems integration.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Preference give for professional certifications coupled with job experience in the following areas: CCNA, CCNP, CCVP, MCITP, MSCE, Network +, Server +, A+, VCP

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Must be able to lift medium weights (up to 45 pounds)
- Must be able to bend and squat
- Must be able to sit and view computer display screens for extended period of time

**ENVIROMENTAL CONDITIONS:**

- Primarily works inside in an office environment. Frequent field work may be required.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Reviewed 5/15/2012

**Employee Statement**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Maintenance Technician

**DEPARTMENT:** Facilities Maintenance

**DIVISION:** Public Works

**GENERAL DESCRIPTION:**

Performs skilled work in the installation, alteration, servicing, maintaining, and repairing of air conditioning/heating and refrigeration equipment and electrical systems in County owned and leased buildings and structures. Performs skilled work in the maintenance of facilities and county buildings.

**ESSENTIAL JOB FUNCTIONS:**

1. Installs, maintains, troubleshoots, and repairs plumbing, appliances, air conditioning and heating systems, refrigeration systems, and electrical systems
2. Reads blueprints, schematics, or wiring diagrams to determine location, size, capacity, and type of component needed to repair the unit; installs, relocates, maintains, and performs major or minor repairs on all refrigeration/heating and chilling equipment; installs new air conditioning/heating, refrigeration, and heat pump units. Prepares graphic drawings.
3. Replaces or repairs electrical wiring, motors, pumps, and other integrated parts of air conditioning/heating, refrigeration, or heat pump equipment or systems; replaces compressors, condensers, and other equipment as needed; installs, calibrates, maintains, and adjusts electronic or pneumatic control systems or devices.
4. Installs water lines, sewer lines, drainage lines, water intake and drainage lines and pipes; recharges air conditioning/heating systems with refrigerants as necessary; installs, maintains, insulates, and repairs pipes for chilled water and other systems; installs electrical lines from panel to unit to include wiring of components, thermostats, circuit breakers, power distribution switches, and safety devices.
5. Operate power saws, planers, routers, bench grinders, sanders, cement mixers, paint sprayers, pressure cleaning equipment, trenchers, chain saws, trimmers, small trucks and automotive equipment.
6. Prepares layout, selects specified type of lumber and materials to successfully complete tasks assigned. Fits and installs prefabricated window frames, doors, doorframes, drywall, paneling, insulation, floor tile, and carpet.
7. Operates Maintains systems on a routine bases, keeping reports on same.
8. Rewires electrical outlets and fixtures.
9. Installs dedicated electrical circuits for computer equipment.
10. Tests buildings for indoor air quality.
11. Prepares and paints county owned buildings and facilities.
12. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

## Maintenance Technician

### **MINIMUM QUALIFICATIONS:**

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

- Knowledge of HVAC repair and maintenance techniques, methods, rules, and regulations as they relate to energy management systems.
- Knowledge of HVAC hardware, software, and programming systems.
- Knowledge of occupational hazards and necessary safety precautions, applicable codes, or regulations.
- Knowledge of mechanical and electrical trade procedures
- Skill in the operation and maintenance of tools, machinery and equipment of the trades.
- Ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.
- Ability to read and interpret plans and specifications.
- Ability to prepare and maintain accurate records and to make necessary reports.
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to read and plan work from blueprints, schematics, drawings, and wiring diagrams; make inspections for needed repairs.
- Ability to use standard test and hand tools.

#### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Three (3) years progressively responsible experience in the maintenance, and repair of buildings and facilities,.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Air Conditioning or Mechanical License, appropriate EPA License, and Electrical Contractor's License in Sumter County preferred.

#### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Heavy lifting and carrying (up to 100 pounds)
- Distinguish colors
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Climbing
- Ability to work in small areas
- Operation of motor vehicle

#### **ENVIRONMENT CONDITIONS:**

- Works inside and outside in varying weather conditions with noise, slippery surfaces, and uneven surfaces.
- Heights
- Some stressful situations.

Maintenance Technician

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

Revised 10/1/12

**Employee Statement**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Mosquito Control Operations Supervisor

**DEPARTMENT:** Mosquito Control

**DIVISION:** Public Works

**GENERAL DESCRIPTION:**

Performs specialized work involving the supervision of all aspects of mosquito control operations. Under the direction of the Public Works Director is responsible for planning and implementing an approved environmentally safe arthropod control program. Ensures that all federal, state and local rules and regulations pertaining to public health and safety are followed to protect the public from pestilent, venomous and disease-carrying arthropods.

**ESSENTIAL JOB FUNCTIONS:**

1. Coordinates field evaluations of pesticides and application equipment.
2. Supervises and monitors daily operations of Mosquito Control staff. Monitors scheduling, procedures, and quality control for mosquito control activities. Prepares performance evaluations and assists in the hiring process. Trains crew members in the proper safety and operation of department equipment.
3. Ensures all spray equipment is calibrated according to label specifications and that all mandated safety measures are adhered to which govern pesticide application.
4. Maintains records and ensures accurate reporting of all mosquito activities.
5. Prepares for distribution to public and website current information about mosquito diseases, their transmission, and current department activities.
6. Develops for Public Works Director approval goals and objectives for department and monitors progress in achieving them.
7. Monitors budget activity to ensure compliance with appropriated budget.
8. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
9. Regular attendance.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)*

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of proper operating procedures for mosquito control equipment.
- Knowledge of the component parts and maintenance needs of mosquito spraying equipment.
- Knowledge of handling procedures for hazardous materials.
- Knowledge of the operational hazards in the operation of equipment.

## Mosquito Control Operations Supervisor

- Knowledge of entomological principles, practices and techniques as applied to the identification and control of larvae and adult mosquito's.
- Knowledge of the laws, rules and regulations effective for the county and state as they relate to Mosquito Control.
- Ability to plan, assign, instruct, review and evaluate work assignments of personnel.
- Ability to establish and maintain effective working relationships with subordinates, superiors and the general public.
- Ability to resolve problems and make sound decisions.
- Ability to follow complex written and verbal instructions.

### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Minimum of five (5) years experience in mosquito control as Assistant Director or Supervisor of Mosquito Control Program.
- Education or experience in the mixing, handling and application of chemicals/pesticides.
- Minimum of three (3) years experience in mosquito control related activities.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to insurance provider.
- Valid State Certified Director's Certificate or ability to obtain within six (6) months.
- Valid certification in Aquatic Weed Control
- Valid certifications for chemicals being handled and applied.
- Valid certification in Public Health Pest Control.

### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction) for night driving/working
- Acceptable hearing (with or without correction)
- Heavy lifting and carrying (over 50 pounds)
- Physical strength and agility sufficient to perform job requirements.
- Walking
- Pushing
- Pulling
- Standing
- Kneeling
- Bending
- Stooping
- Driving
- Climbing
- Equipment Operation
- Eye, hand, and foot coordination

### **ENVIRONMENTAL CONDITIONS:**

- Works outside in various weather conditions with dust, vibrations and noise.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Mosquito Control Operations Supervisor

Revised 10/1/12

**Employee Statement**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Mosquito Control Technician

**DEPARTMENT:** Mosquito Control

**DIVISION:** Public Works

**GENERAL DESCRIPTION:**

Skilled work in the operation of complex mosquito control equipment.

**ESSENTIAL JOB FUNCTIONS:**

1. Daily check of vehicle.
2. Operates vehicle and mosquito spray equipment.
3. Washes, cleans and performs routine maintenance of equipment.
4. Maintains accurate records.
5. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
6. Regular attendance.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)*

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to learn:

- Proper operating procedures for mosquito control equipment
- Component parts and maintenance needs of mosquito spraying equipment
- Handling procedures for hazardous materials
- Operational hazards in the operation of equipment
- Service equipment
- Ability to understand and carry out oral and written instructions.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to insurance provider.

Mosquito Control Technician

- Must have or be willing to obtain, appropriate certifications for chemicals being handled and applied.
- Within a reasonable time period apply for Public Health Pest Control certification.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction) for night driving/working
- Acceptable hearing (with or without correction)
- Heavy lifting and carrying (over 50 pounds)
- Must have sufficient physical strength and agility to perform job requirements
- Walking
- Pushing
- Pulling
- Standing
- Kneeling
- Bending
- Stooping
- Driving
- Climbing
- Equipment Operation
- Eye, hand and foot coordination

**ENVIRONMENTAL CONDITIONS:**

- Works outside in various weather conditions with dust, vibrations and noise.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

Revised 10/1/12

**Employee Statement**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**                **Public Works Director**

**DEPARTMENT:**        **Public Works**

**DIVISION:**                **Public Works**

**GENERAL DESCRIPTION:**

Highly responsible work in the management and administration of all activities of the Public Works Division.

**ESSENTIAL JOB FUNCTIONS:**

1. Plans, coordinates and directs employees engaged in a wide variety of public works tasks and services, including the maintenance of all County paved and unpaved roads, parks and recreation, mosquito control, facility development, facilities maintenance, and the solid waste facility. Coordinates other projects as assigned by the County Administrator such as stormwater treatment and routing, emergency management, water and sewer projects, and flood mitigation.
2. Responsible for directing and participating in the selection, placement, promotion, training, development, safety, discipline and appraisal of a large staff of employees.
3. Studies departmental organization, personnel distribution and project requirements to effect the most efficient and economical utilization of facilities, personnel and equipment.
4. Administers the program of maintenance of the County's road systems. Responsible for County bridges and drainage systems.
5. Develops and implements programs, practices and procedures for the Public Works Division. Oversees the County's long-range facility master plan.
6. Conducts and attends meetings and conferences to discuss current work problems, policy changes, safety and other related matters.
7. Directs the budget preparation for the department. Administers and prepares cost analysis and operational reports.
8. Prepares procedural and operational recommendations to the Board of County Commissioners.
9. Investigates and resolves public questions or complaints relating to the road, drainage, bridges, parks and recreation, mosquito control, and solid waste disposal within the County.
10. Personally checks field crews, work sites and equipment to determine if projects are progressing in accordance with schedules and specifications.
11. Implements programs and projects relating to the County road system as directed by the Board of County Commissioners.
12. Directs the operation and staff involved in operating a recycling facility, disposal of solid waste, parks and recreation and mosquito control.

13. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
14. Regular attendance.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)*

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of modern techniques, methods, procedures and practices of public works.
- Knowledge of road construction maintenance and construction, parks and recreation, solid waste disposal and mosquito control.
- Ability to plan, direct, supervise, and inspect public works programs and activities.
- Ability to prepare written technical reports, estimates and construction and cost records.
- Ability to plan, assign, instruct, review, and evaluate work assignments of personnel.
- Ability to establish and maintain effective working relationships with subordinates, officials and the general public.
- Ability to develop, prepare, and present long range plans and programs relating to public works.
- Ability to evaluate construction problems and respond to community needs.
- Ability to resolve problems and make sound decisions.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited four (4) year college or university with a Bachelor's Degree in, Engineering, Technical Management or a closely related field.
- Eight (8) years experience in the field of public works including three (3) years in a responsible supervisory position.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to insurance provider.
- State of Florida, Professional Engineer Certification preferred.
- Certification in the National Incident Management System (NIMS) within one-year of employment.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Able to operate motor vehicle and construction equipment.

**ENVIRONMENTAL CONDITIONS:**

- Works outside in various weather conditions with noise and dust.
- In or with moving vehicles

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Public Works Director

Revised 10/1/12

**Employee Statement**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**                **Senior Maintenance Technician**

**DEPARTMENT:**        **Facilities Maintenance**

**DIVISION:**            **Public Works**

**GENERAL DESCRIPTION:**

Performs skilled work in the installation, alteration, servicing, maintaining, and repairing of air conditioning/heating and refrigeration equipment and electrical systems in County owned and leased buildings and structures.

**ESSENTIAL JOB FUNCTIONS:**

1. Installs, maintains, trouble shoots, and repairs air conditioning and heating systems, refrigeration systems, and electrical systems. Monitors HVAC equipment by utilizing Tracer Summit System on a laptop computer.
2. Reads blueprints, schematics, or wiring diagrams to determine location, size, capacity, and type of component needed to repair the unit; installs, relocates, maintains, and performs major or minor repairs on all refrigeration/heating and chilling equipment; installs new air conditioning/heating, refrigeration, and heat pump units.
3. Replaces or repairs electrical wiring, motors, pumps, and other integrated parts of air conditioning/heating, refrigeration, or heat pump equipment or systems; replaces compressors, condensers, and other equipment as needed; installs, calibrates, maintains, and adjusts electronic or pneumatic control systems or devices.
4. Installs water intake and drainage lines and pipes; recharges air conditioning/heating systems with refrigerants as necessary; installs, maintains, insulates, and repairs pipes for chilled water and other systems; installs electrical lines from panel to unit to include wiring of components, thermostats, circuit breakers, power distribution switches, and safety devices.
5. Maintains systems on a routine bases, keeping reports on same.
6. Rewires electrical outlets and fixtures.
7. Installs dedicated electrical circuits for computer equipment.
8. Tests buildings for indoor air quality.
9. Prepares graphic drawings.
10. Adds and deletes security codes for county buildings.
11. Works with contractors on fire alarm and sprinkler systems.
12. Orders and maintains parts for HVAC and electrical systems.
13. Assists in maintenance projects as directed.
14. Regular attendance.

## Senior Maintenance Technician

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

### **MINIMUM QUALIFICATIONS:**

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

- Knowledge of HVAC repair and maintenance techniques, methods, rules, and regulations as they relate to energy management systems.
- Knowledge of HVAC hardware, software, and programming systems.
- Knowledge of occupational hazards and necessary safety precautions, applicable codes, or regulations.
- Knowledge of mechanical and electrical trade procedures
- Ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.
- Ability to read and interpret plans and specifications.
- Ability to prepare and maintain accurate records and to make necessary reports.
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to read and plan work from blueprints, schematics, drawings, and wiring diagrams; make inspections for needed repairs.
- Ability to use standard test and hand tools.

#### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Five (5) years progressively responsible experience in the installation, maintenance, and repair of commercial air conditioning/heating, refrigeration, heat pump equipment controls and systems, and electrical systems.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Air Conditioning or Mechanical License, appropriate EPA License, and Electrical Contractor's License in Sumter County preferred.

### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Heavy lifting and carrying (up to 100 pounds)
- Distinguish colors
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Climbing
- Ability to work in small areas
- Operation of motor vehicle

### **ENVIRONMENT CONDITIONS:**

Senior Maintenance Technician

- Works inside and outside in varying weather conditions with noise, slippery surfaces, and uneven surfaces.
- Heights
- Some stressful situations.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability**

FLSA Non-Exempt Status

Revised 10/1/12

**Employee Statement**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**                **Shop Supervisor**

**DEPARTMENT:**        **Road and Bridge**

**DIVISION:**                **Public Works**

**GENERAL DESCRIPTION:**

Skilled supervisory and mechanical work in operating an equipment maintenance facility.

**ESSENTIAL JOB FUNCTIONS:**

1. Supervises the maintenance and repair of equipment in a garage. Makes duty assignments to mechanics.
2. Works with all types of gasoline and diesel powered equipment.
3. Performs skilled maintenance and repair of all types of automotive and construction equipment.
4. Confers with mechanics and plans daily work program. Adjusts and re-adjusts schedule to meet fluctuations in maintenance needs of equipment. Insures that all safety practices and standards are adhered to in the shop.
5. Checks equipment to ascertain if the repair should be made in the field or in the shop. Makes decisions as to what repairs should be done and where. Decides what parts to replace.
6. Makes periodic checks and final inspections on work. Requisitions parts and materials not carried in stock.
7. Insures that all work is covered by shop work orders as required.
8. Maintains computerized records of repair work, time and materials. Supervises a system for the receipt and issuance of parts and materials.
9. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
10. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
11. Regular attendance.

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of methods, materials and tools of the welding and automotive mechanic trade.
- Knowledge of operating and repair characteristics of automotive and construction equipment.
- Knowledge of occupational hazards and safety precautions.
- Skill in the use of mechanic's tools and equipment.
- Ability to plan and supervise the work of subordinates.

Shop Supervisor

- Ability to communicate effectively both verbally and in writing.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Five (5) years experience as a skilled mechanic
- Three (3) years as a lead worker, supervisor, or foreman.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Class "A" Commercial Driver's License with an endorsement "X" within sixty (60) days of employment and a driving record acceptable to insurance provider.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Heavy lifting and carrying (over 50 pounds)
- Reaching
- Climbing
- Pulling
- Pushing
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Distinguish colors
- Driving
- Equipment Operation to test repairs.

**ENVIRONMENTAL CONDITIONS:**

- Works inside
- Works with noise, dust, fumes, grease or oils, and electrical energy.
- Slippery surfaces
- With moving objects or vehicles

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

Reviewed 10/1/12

**Employee Statement**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**               **Staff Accountant**

**DEPARTMENT:**           **Various**

**DIVISION:**               **Various**

**GENERAL DESCRIPTION:**

Under general supervision, this job performs moderately complex accounting and administrative work according to generally accepted standard accounting principles, established procedures, division/departmental guidelines, internal controls, and regulatory requirements applicable to the work. Employees in this job classification function at a professional level to accomplish assigned functions according to established schedules, calendars and projects of the division/department. Performs related work as directed.

**ESSENTIAL JOB FUNCTIONS**

1. Analysis - Prepares complex schedules, account analysis or other work necessary for monitoring and reporting the status of revenues, expenditures and balances in order for management to monitor fund performance.
2. Budgeting - Assists with the preparing, evaluating, justifying and maintaining annual budgets; assembles and analyzes budget cost accounting records and supporting and statistical data.
3. Financial Data Review - Monitors and reviews accounting records and transaction activities for accuracy; conducts internal audits of departmental policies and procedures; performs special audits as assigned.
4. Grants - Responsible for the administration, facilitation and maintenance of grants under the Sumter County Board of County Commissioners.
5. Contracts – Reviews contract requirements, special provisions, terms and conditions to ensure compliance with appropriate laws, regulations, and county policies and procedures and communicate results.
6. Policies - Assist in training staff in policies and procedures.
7. Projections - Assists in development of revenue and expenditure projections and monitoring budget vs. actual data.
8. Reporting - Generates various system reports or audits calculations and ensures accuracy. Prepares analytical reports for the County.
9. Supervision - May supervise department personnel on a temporary or permanent basis.
10. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
11. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of software applications such as Excel, Word, PowerPoint, Publisher and Crystal Reports.
- Knowledge of county government functions and practices of governmental accounting.
- Ability to multi-task while maintaining high level of concentration and accuracy despite constant interruptions.
- Ability to utilize mathematical formulas; to add, subtract, multiply and divide numbers; to determine percentages and decimals, to analyze statistical data.
- Ability to read and/or prepare a variety of forms and documents including budget requests, various budget-related reports, etc., using proper format.
- Ability to establish effective working relationships with management, employees, employee representatives, business professionals and the general public.
- Ability to utilize tact and diplomacy to deal effectively with general public and fellow employees.
- Ability to communicate effectively both orally and in writing utilizing proper English (grammar, punctuation, spelling, and sentence structure).
- Ability to understand and follow oral and written instruction, complex policies, laws, and directives.
- Ability to work efficiently and accurately in an atmosphere of frequent interruptions.
- Ability to remain calm in stressful situations.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Finance, Accounting, Public Administration,
- Certified Public Accountant (CPA) preferred.
- Two (2) years progressively responsible experience in the accounting.
- Governmental experience with an emphasis in budgeting, preferred.

(Comparable training, education or experience may be substituted for above minimum qualifications).

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to enter and retrieve data from a computer at a prescribed rate of speed.
- Must be able to communicate using speech, hearing, and vision skills.

**ENVIRONMENTAL CONDITIONS:**

- Inside in an office environment.
- Works closely with others.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Revised 10/01/2012

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**               **Staff Engineer - Project Manager**

**DEPARTMENT:**       **Facilities Development/Engineering Branch**

**DIVISION:**             **Public Works**

**GENERAL DESCRIPTION:**

Highly responsible professional and technical work in effectively directing and coordinating building programming, planning, design, construction and renovation of County Buildings. This position is responsible for monitoring construction and contract compliance. This position reports to the Assistant Public Works Director for Engineering.

**ESSENTIAL JOB FUNCTIONS:**

1. Organizes, plans, leads, and controls professional consultants and inspection personnel in the engineering review, planning, financing, acquisition, design, construction, operation, and maintenance of County facilities and related infrastructure..
2. Works directly with outside contractors including, but not limited to: architects, engineers, contractors, and specialists. Reviews engineering plans and studies, checks preliminary and final designs. Acts as liaison between the contractor and County, construction management firm and County, and architect/engineering/specialty firms and County.
3. Coordinates the planning, design, permitting, construction, and renovations of County Buildings and projects. Reviews plans and construction documents during design development. Coordinates bidding requirements and participates in bid reviews and recommendations.
4. Coordinates with Architects and Engineers to develop design solutions to resolve outstanding project related issues. Reviews all drawings and specifications to determine compliance with project related issues.
5. Coordinates with Contractors and Sub-contractors to implement construction activities to resolve outstanding project related issues. Monitor construction activities to ensure compliance with design documents i.e., drawings and specifications. Provide field reports and photographs. Develop and maintain construction schedules. Review applications for payments and issue recommendations.
6. Tracks the progress of construction projects by visiting construction projects at frequent intervals to assure that plans, specifications, codes, and regulations are being observed and followed. For projects behind schedule, plan of action will be devised and recommended for implementation.
7. Supervises the Staff Assistant II. Provides training and assistance to the Staff Assistant II. Assigns projects and evaluates their work performance. Reviews reports and documents for accuracy.
8. Assures the accurate review and interpretation by staff of specifications, plans, service agreements, codes, regulations, permit conditions, standards, and laboratory analysis. Reviews Federal and State regulations, guidelines and publications for information related to facility construction activities.
9. Ensures that actual and pending expenditures do not exceed the budget.
10. Coordinates with regulatory and regional agencies related to engineering projects.

Staff Engineer – Project Manager

11. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by Public Works Director.
12. Regular attendance.

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principles, practices and techniques of surveying, civil engineering, engineering inspections.
- Knowledge of engineering standards, practices and techniques for design, construction, operation, and maintenance of facilities.
- Knowledge of mathematics, through algebra and geometry.
- Knowledge of methods, material and equipment common to public works/civil/environmental engineering projects.
- Knowledge of AIA forms, processes and procedures.
- Ability to read and interpret complex engineering plans and specifications.
- Ability to manage multiple projects simultaneously.
- Ability to make engineering computations quickly and accurately, use of engineering calculator.
- Ability to communicate clearly and concisely both verbally and in writing.
- Ability to understand and follow oral and written instructions.
- Ability to perform specific technical duties.
- Ability to access, input and retrieve information from a computer.
- Ability to supervise the work of Staff Assistant II.
- Ability to utilize Geographic Information Systems.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Construction Management, Engineering Technology, or similar degree.
- Three (3) years experience in project management, construction management, and/or civil engineering.
- Three (3) years supervisory experience.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to insurance provider.
- State of Florida, Professional Engineer Certification preferred.
- Project Management Professional (PMP) certification preferred.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Physical stamina to work outdoors, occasionally under adverse weather conditions.
- Ability to operate a motor vehicle.

**ENVIRONMENTAL CONDITIONS:**

- Works inside

Staff Engineer – Project Manager

- Works outside in varying weather conditions
- In or with noisy conditions

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Revised 10/01/12

**Employee Statement**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**               **Staff Engineer - Stormwater**

**DEPARTMENT:**           **Engineering**

**DIVISION:**               **Public Works**

**GENERAL DESCRIPTION:**

Responsible technical and supervisory work in connection with stormwater engineering, permitting, or surveying performed in the field or office focused on the stormwater program. Serves as a project manager under the Assistant Director for Engineering (ADE) for specific projects within that program and other utility or transportation related projects as assigned by the ADE. Oversees the County's right-of-way and utility permit process.

**ESSENTIAL JOB FUNCTIONS:**

1. Organizes, plans, leads, and controls professional consultants and inspection personnel in the engineering review, planning, financing, acquisition, design, construction, operation, and maintenance of county drainage, stormwater systems, rights-of-way, bridges, and utilities. Provides technical input on the Development Review Committee to assist the County Planning department in review of proposed development and projects.
2. Works directly with outside contractors including, but not limited to: architects, engineers, contractors, and specialists. Reviews engineering plans and studies, checks preliminary and final designs. Acts as liaison between the contractor and County.
3. Tracks the progress of road construction projects by visiting construction projects at frequent intervals to assure that plans, specifications, codes, and regulations are being observed and followed. For projects behind schedule, plan of action will be devised and recommended for implementation.
4. Supervises the Engineering Technician. Provides training and assistance to the Engineering Technician. Assigns projects and evaluates their work performance. Reviews reports and documents for accuracy.
5. Assures the accurate review and interpretation by staff of specifications, plans, service agreements, codes, regulations, permit conditions, standards, and laboratory analysis. Reviews Federal and State regulations, guidelines and publications for information related to road construction and maintenance activities.
6. Coordinates with regulatory and regional agencies related to Stormwater engineering projects.
7. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by Public Works Director.
8. Regular attendance.

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principles, practices and techniques of surveying, civil engineering, road construction, or engineering inspections.

## Staff Engineer - Stormwater

- Knowledge of engineering standards, practices and techniques for design, construction, operation, and maintenance of roads and bridges.
- Knowledge of mathematics, through algebra and geometry.
- Knowledge of methods, material and equipment common to public works/civil/environmental engineering projects.
- Knowledge of State of Florida Department of Transportation standards and specifications for road and bridge construction, latest edition.
- Knowledge of NPDES, NNC, and TMDLs.
- Ability to read and interpret complex engineering plans and specifications.
- Ability to make engineering computations quickly and accurately, use of engineering calculator.
- Ability to communicate clearly and concisely both verbally and in writing.
- Ability to understand and follow oral and written instructions.
- Ability to perform specific technical duties.
- Ability to access, input and retrieve information from a computer, to include the use of Microsoft Word, Excel, and PowerPoint.
- Ability to supervise the work of Engineering Technicians.
- Ability to utilize Stormwater software for calculations to confirm design and to support Public Works operations.
- Ability to utilize Geographic Information Systems.

### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering or related field.
- Three (3) years experience in civil engineering and surveying.
- Three (3) years supervisory experience.
- ACAD experience preferred.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to insurance provider.
- State of Florida, Professional Engineer Certification preferred.

### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Physical stamina to work outdoors, occasionally under adverse weather conditions.
- Ability to operate a motor vehicle.

### **ENVIRONMENTAL CONDITIONS:**

- Works inside
- Works outside in varying weather conditions
- In or with noisy conditions

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Revised 10/01/12

Staff Engineer - Stormwater

**Employee Statement**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**               **Veterans Service Counselor**

**DEPARTMENT:**       **Veterans Service**

**DIVISION:**           **Community Services**

**GENERAL DESCRIPTION:**

Provides clerical and administrative office support in assisting veterans and their dependants in all areas pertaining to their rights and benefits as specified under Federal and State laws.

**ESSENTIAL JOB FUNCTIONS:**

1. Provides administrative support as needed when the Certified County Veterans Officer is providing guidance to area veterans, spouses and dependents on available rights and benefits awarded veterans under federal and state laws.
2. Answers incoming calls and greets the public, providing guidance and assistance, routing calls to appropriate personnel, and taking messages as needed.
3. Performs various administrative/secretarial activities for the assigned office, including preparing, copying and distributing correspondence; sending and receiving e-mail; scheduling Veteran appointments and meetings; establishing and maintaining filing systems; entering data into computer; making copies; sending faxes; maintaining logs; etc.
4. Prepares, processes, composes and tracks various reports and records including requisitions, invoices, travel arrangements, letters, memos, agenda items, mail-outs, etc.
5. Receives, opens, sorts and distributes incoming mail.
6. Provides administrative support to the Certified County Veterans Officer when Veterans, spouses and dependents are applying for benefits and claims.
7. Advise claimants of proper papers and certificates needed for proper application.
8. Regular attendance.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)*

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to exercise good judgment in counseling and in assisting in the solution of veterans' problems
- Ability to enlist and retain the respect, confidence and cooperation of veterans and veteran agencies
- Ability to fill out governmental forms precisely and completely.
- Ability to maintain files.

Veterans Service Counselor

- Ability to establish and maintain effective working relationships with employees, veterans, their dependents, civic groups, community service organizations and the general public.
- Ability to communicate clearly and concisely, orally and in writing.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Two (2) year degree from an accredited college
- One (1) year experience in Social Work with Veterans
- One (1) year experience in Veterans' counseling

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

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to access input and retrieves information from a computer.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

Revised 10/01/12

**Employee Statement**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BOARD OF SUMTERCOUNTYCOMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**               **Veterans Services Office Manager**

**DEPARTMENT:**       **Veterans Services**

**DIVISION:**           **Community Services**

**GENERAL DESCRIPTION:**

Highly responsible for the efficient and effective management and daily operation of the Veterans Services Office (VSO) to ensure services are delivered to veterans, their dependents and widows/widowers.

**ESSENTIAL JOB FUNCTIONS:**

1. Renders service to veterans and their dependents in preparing and filing claim forms.
2. Coordinates the hospital needs and medical care of veterans with hospitals and clinics.
3. Confers with representatives of various Federal, State and local agencies on matters related to veterans' benefits.
4. Performs public relations responsibilities by speaking at various civic and veteran's organizations.
5. Assists other veteran's organizations service officers and post commanders.
6. Performs legislative liaison responsibilities as requested by county or Congressional representatives.
7. Directs and supervises VSO departmental activities, functions, and personnel. Evaluates the work of staff within the department. Prepares and monitors the department's budget. Prepares activity and statistical reports concerning the operations of the department. Makes presentations and recommendations to the division director, advisory councils, Federal, State, and other agencies
8. Contacts employers relative to employment opportunities for veterans or to direct the veteran to the proper agency.
9. Interprets State and Federal laws on veterans' benefits to determine eligibility.
10. Assists in the administration of public assistance programs as directed.
11. Regular attendance.

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of laws, rules, regulations, State and Federal statutes relating to veterans' affairs and public assistance programs.
- Knowledge of modern principles and practices of administration and organization including general budgeting, accounting and personnel techniques and management principles and practices.
- Knowledge of interviewing and counseling techniques.
- Ability to exercise good judgment in counseling and assisting in the solution of veterans' problems.
- Ability to supervise people.
- Ability to interview, counsel and assist clients in preparation of claims.

- Ability to determine priorities, assign work and follow through for proper completion.
- Ability to communicate both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, veterans, their dependents, civic groups and the general public.

**EDUCATION AND EXPERIENCE:**

- Florida Statutes Section 292.11 requires, at a minimum, that this position be filled by a veteran who served as a member of the Armed Forces of the United States during a period of war, as defined in Title 38, USC; who served at least 18 months of active duty; and who was separated from such service under honorable conditions, or the surviving spouse of such a veteran.
- Any honorably discharged wartime veteran who was so discharged for service-connected or aggravated medical reasons before serving 18 months of active duty; who completed a tour of duty other than active duty for training, regardless of the length of the tour; or who satisfied his/her military obligation in a manner other than active duty for training or reserve duty shall be eligible for employment.
- A four (4)-year degree from an accredited college and four (4) years administrative experience.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications. No exceptions can be made for the Florida Statutes.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Must be certified by the Department of Veterans' Affairs, or attend the next available certification course offered by the department and become certified within 90 days of employment.
- Maintain certification as required by FS Section 292.11.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to access file cabinets for filing and retrieval of data.
- Ability to access, input and retrieve information from a computer.

**ENVIRONMENTAL CONDITIONS:**

- Generally works inside in an office environment involving some travel to homes and meeting places.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status

Revised 10/01/12

**Employee Statement**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date