

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Assistant Housing Manager

DEPARTMENT: Housing

DIVISION: Planning and Development

GENERAL DESCRIPTION:

Advanced work in the development, implementation and administration of state and federally funded housing assistance programs designed to benefit extremely low to moderate-income households. Work with federal and state regulations regarding administration of housing programs, especially US Department of Housing and Urban Development (HUD) requirements.

ESSENTIAL JOB FUNCTIONS:

1. Assist the Manager in the daily administration and management of the county's Housing Department including implementation of county administrative 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 the Section 8 Housing Choice Voucher Program, the State Housing Initiatives Partnership (SHIP) Program and the Community Development Block Grant (CDBG) Program. This includes all phases of administering the grants.
8. Prepare and submit annual and five year plans and closeout reports for HUD, including budgets and certifications.
9. Maintain purges of and open and close Section 8 waiting list according to federal guidelines.
10. Oversee all components of the Section 8 Housing Choice Voucher program including implementing new rules, regulations and notices as they are enacted.
11. Ensure housing software company sends current updates as required to communicate with HUD and continuously comply with new regulations and notices.
12. Performs all duties necessary in the Manager's absence.

Assistant Housing Manager

13. 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 state and federal housing grants.
- Working knowledge of HUD's online secure systems.
- Knowledge of office practices and procedures.
- Knowledge of mathematics.
- Knowledge of the unit's policies, procedures and practices.
- 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.
- Ability to type at the rate of 60 words per minute.
- Skill in the operation of a PC, keyboard and typewriter.

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 state and federal housing grants.
- Knowledge of Section 8 Housing Choice Voucher program required.

(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.

Rev. 3/10
FLSA Exempt Status

BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION

JOB TITLE: Development Coordinator
DEPARTMENT: Planning Services
DIVISION: Planning and Development

GENERAL DESCRIPTION:

Highly responsible professional, administrative, and technical work in administration and implementation of County's comprehensive plan and land development code, and evaluating and processing development proposals in conformance with County-comprehensive plan, codes and other regulations of the County and applicable cities. Responsibility includes supervising the staff of the Planning Services Department in implementing zoning codes and land use polices, processing applications for land use and zoning changes, permits, development review in accordance with adopted ordinances and codes. Responsible for budget preparation and management for Planning Services Department. Lead Staff member for scheduling and coordinating development projects for the Development Review Committee. Lead Staff member for scheduling and coordinating development projects for the Development Review Committee. Provides support to Planning Technicians in the interpretation and application of the County's adopted comprehensive plan, ordinances and codes. In coordination with Information Technology, Lead Staff member in the implementation of Division's permitting software program.

ESSENTIAL JOB FUNCTIONS:

- 1. Supervises and directs the staff of the Planning Services Department including personnel work schedules, project assignments, budget, and provides technical guidance when necessary. Formatted: Bullets and Numbering
- 4.2. Functions as a Lead Staff member in consultations with the public and other government agencies regarding development. Provides information in response to development inquiries, proposals and applications, including required approval procedures, permits, licenses and inspections. Formatted: Indent: Left: 0.13"
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- 2.3. Advises the public regarding various development alternatives available within the parameters of the County's and cities', which are part of a consolidated city/county planning operation, comprehensive plans and development codes. Formatted: Bullets and Numbering
- 3.4. Coordinates and provides support when needed with to the Building Services Department in the permitting of commercial, office, industrial, and residential subdivision development. Formatted: Bullets and Numbering
- 4.5. Advises applicants in the preparation of applications for development approvals. Accepts applications for comprehensive plan amendments, zoning, subdivision and site plan approvals, and building permits. Reviews applications for accuracy and completeness. Formatted: Bullets and Numbering
- 5.6. Conducts reviews of development applications for compliance and consistency with county and applicable city codes. Prepares written evaluations of development site plans. Formatted: Bullets and Numbering
- 6.7. Prepares reports, and formal recommendations on development applications to other County or applicable city reviewing and approving authorities. Formatted: Bullets and Numbering

Development Coordinator

8. ~~7.~~ WorksCoordinates with Information Technology and consultants to maintain and assure effective operation of the Division's permitting software programcreate easy-to-use interfaces for staff.

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~~7.9.~~ Is rResponsible for Planning Department website material updates and revisions, and for obtaining and implementing updates of data used in Division computer programs.

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8910. Coordinates the development review process by:

- i) Maintaining records indicating the status of ongoing development projects (approvals given, approvals still required, etc.)
- ii) Informing staff and the public as to work, documents, etc. needed to complete the permitting process.
- iii) Maintains records of calls and requests for service from the public.

9.11. Develops and maintains hardcopy and computer files of development activities. Types memos, letters, reports, summaries and statistical lists.

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12. Calculates and inputs road impact fees for non-single-family residential development and provides support to Impact Fee & Assessment Coordinator for fire impact fee calculation and input.

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40-13. Serves on committees, and boards, as appointed, and attends day or night meetings, as required.

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44-14. Serves as Vice-Chairman of the Development Review Committee.

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12. Serves as a back-up during the absence of the Planning Manager.

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15. As needed, processes payroll and purchasing documentation for Planning Department.

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43-16. Regular attendance.

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[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:

- Comprehensive knowledge of real estate development and building construction.
- Extensive knowledge of Sumter County and applicable cities' Comprehensive Plan, Development Code and department procedures for development approvals and permitting.
- Comprehensive knowledge of state and federal regulations related to development in the county.
- Knowledge of telephone etiquette.
- Knowledge of the uses of computers and office equipment.
- Skill in typing, filing and records research techniques.
- Ability to be firm, tactful, and impartial in enforcing codes.
- Ability to read and interpret construction codes, building and engineering plans, specifications and legal descriptions.
- Ability to perform simple and complex algebraic calculations.
- Ability to maintain effective working relationships with developers, county other employees, government agencies, and the general public.
- Ability to comprehend technical reports and terms.
- Ability to prepare and maintain accurate records, document review activities and submit project reports.

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Development Coordinator

- Ability to understand and follow oral and written instructions, and to communicate, both orally and in writing, in a clear, concise and accurate manner.
- Ability to function as a lead worker.
- Ability to work under pressure and meet deadlines.
- Ability to follow through on designated tasks.
- Ability to input and retrieve information from a computer.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma; Associates or Bachelor degree preferred.
- Four (4) years experience in responsible office work
- Two (2) years experience as a Planning Technician II, or equivalent capacity.

(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 work at service counter for extended periods of time.

ENVIRONMENTAL CONDITIONS:

- Primarily works inside in an office environment. Field inspections and site visits required periodically.
- 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

Reviewed-Revised 10/10/11/109

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**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Director of Development Services

DEPARTMENT: Planning and Development

DIVISION: Planning and Development

GENERAL DESCRIPTION:

Highly responsible professional, administrative, and technical work in the management and administration of all activities of the Planning and Development Division.

ESSENTIAL JOB FUNCTIONS:

1. Administers and carries out the directives and policies of the County Administrator and the Board of County Commissioners.
2. Supervises and directs the staff of the Planning and Development Division including personnel work schedules, project assignments, and provides technical guidance when necessary.
3. Administers and implements County's and applicable cities', pursuant to interlocal coordination agreements, comprehensive plans. Plans, develops and conducts special studies relative to land use. Performs research and studies to secure or verify needed planning data. Compiles and maintains current database of statistical and planning data. Correlates a variety of statistical and planning data for various plans, projects and programs. Analyzes planning data and projects development growth.
4. Researches and writes recommendations for revisions to Land Development Regulations and amendments to the Comprehensive Plan.
5. Assists in the review of development plans, plats, and site plans. Confers with planning and building staff members, as well as other government agencies, private citizens and other professionals in development matters.
6. Assists in the preparation of land use controls, regulations and ordinances that conform with the county's and applicable cities', pursuant to interlocal coordination agreements, comprehensive plans and in the interpretation and implementation of such controls to effect development consistency with the comprehensive plan.
7. Serves as a resource person concerning growth management issues and routinely interacts and communicates with the general public and various interest groups. Explains clearly and consisely rules and procedures relating to zoning and land use to elected and appointed officials, the general public, contractors and property owners. Prepares written documents that convey information clearly and professionally.
8. Serves as County's and applicable cities', pursuant to interlocal coordination agreements, floodplain manager.
9. Attends and presents information regarding planning, zoning, and development issues to the Zoning & Adjustment Board and Board of County Commissioners and applicable city governing or advisory bodies, pursuant to intergovernmental coordination agreements.

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. Serves on committees or boards, as appointed. Serves as the Chairman of the Development Review Committee.
12. 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 and experience with comprehensive planning and land development regulations, policies, rules and statutes to operate at a proficient level.
- Knowledge of telephone etiquette.
- Knowledge of the uses of a computer and equipment.
- Knowledge and experience in the use and implementation of geographic information systems.
- Skill in typing, filing and records research techniques.
- Skill in operating 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 acquire sufficient knowledge of property legal descriptions and construction terminology, documents and inspections to operate at a proficient level.
- 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:

- Bachelor degree from an accredited four (4) year college or university in Planning or other related fields, including but not limited to, Public Administration, Political Science, Economics, Social Science, Geography or Environmental Studies. Master degree in one of the above fields is preferred.
- Four (4) years experience in a responsible position in zoning, planning or a closely related field.
- One (1) year experience in use of geographical information systems.
- Five (5) years experience in a supervisory role.

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.
- American Institute of Certified Planners (AICP) preferred.

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.
- Ability to work at service counter for extended periods of time.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment. Field inspections and site visits required periodically.

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

FLSA Exempt Status

Revised 10/1/10

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Financial Services Manager
DEPARTMENT: Financial Services Department
DIVISION: Support Services

GENERAL DESCRIPTION:

Highly responsible administrative position serving as an advisor on County financial matters. Responsible for managing various financial components of the County including impact fees and assessments, grants, agreements, purchasing activities and preparing, monitoring, and analyzing the county annual operating and capital budgets. This position requires judgment, confidentiality, excellent communication and organizational skills. Works closely with Human Resources, County Finance and other county departments.

ESSENTIAL JOB FUNCTIONS:

1. Daily administration and management of the Financial Services Department including implementation of budget and purchasing policies and procedures. Supervises the preparation and presentation of the annual operating and capital improvement program budgets. Coordinates development of the county's five year Capital Improvements Plan as it relates to long range financial requirements and funding sources, as well as the inclusion in the department's budget. Acts as Systems Administrator for the budget software.
2. Supervises Financial Services staff and programs.
3. Develops policies and procedures for the efficient administration of the County's financial functions. Monitors Federal, State and Local laws, rules and regulations governing local government budgets and purchasing requirements. Recommends strategies to ensure compliance. Responsible for TRIM compliance.
4. Serves as fiscal consultant for the Department Heads and Division Directors. Assists in analyzing anticipated revenues, expenditures, and other data to ensure development of a balanced budget.
5. Administers the Community Redevelopment Agency program, including review of tax rolls, attending City Council meetings as required and processing and approving payments.
6. Prepares various financial analyses, forecasts and reports, including but not limited to, monitoring items of operating budget, revenues and expenditures, control of personnel, performance measures, periodic statistical reports, capital and operating expenses to aid in long range planning and increasing the efficiency of county operations.
7. Oversees bids and proposal process.
8. Oversees Impact Fees and Assessments Programs and works with staff in developing necessary assessment rolls.
9. Prepares and presents oral and written presentations to the Board of County Commissioners, County Administrator, Divisions and general public as directed.
10. Oversees the administrative functions of the Tourist Development Council including providing the noticing, minutes, review of finances, grant review and recommendations to the TDC.
11. 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.
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.]

Financial Services Manager

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of county government functions and organization.
- Thorough knowledge of business English, spelling, and punctuation.
- 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 and maintain good working relationships with government officials, division directors, department heads, employees, business professionals and the general public.
- Ability to utilize tact and diplomacy to deal effectively with the general public and fellow employees.
- Ability to communicate effectively both orally and in writing.
- Ability to understand and follow complex policies, laws, and directives.
- Ability to work efficiently and accurately in an atmosphere of frequent interruptions.
- Ability to remain calm in stressful situations.
- Ability to access, input, and retrieve information from a computer using Microsoft Word and Excel and other programs used for budget and purchasing.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Finance, Accounting, Public Administration, Business Administration or a closely related field.
- Five (5) years progressively responsible experience in the field of governmental budgeting and purchasing.
- Three (3) years experience in a supervisory role.

(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 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

Reviewed 10/1/10

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Financial Services Support Specialist

DEPARTMENT: Financial Services Department

DIVISION: Support Services

GENERAL DESCRIPTION:

Specialized work involved in the provision of a wide range of financial administrative support functions within the Financial Services Department. Assists with the annual budget preparation and daily functions including accounts payable, contracts, grants 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 budget and purchasing change orders, bids, quotes, requisitions and purchase orders.
2. Processes financial transactions, purchase requisitions/orders and invoices.
3. Assists in coordinating the budget and purchasing functions including budget preparation, agenda review and other related projects.
4. Assists in the preparation of daily and monthly balance reports.
5. Assists in developing policies, procedures and programs to promote efficient and effective financial services operations.
6. Develops spreadsheets and databases for tracking of accounts payable and purchasing records.
7. Conducts research, compiles facts, analyzes data, develops recommendations, observations or summaries and submits written and oral reports as directed.
8. Assists in preparation and delivery of oral and written presentations to the County staff and other groups as directed.
9. Works closely with the staff in designing various reports including the Annual Report, Annual Budget, County Administrator's Annual Budget Letter and various web-based reports.
10. Assists in the bid process as necessary.
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 requested.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the rules, regulations and procedures of the assigned unit.
- 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 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 related experience, 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).
- 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.

Reviewed 10/01/2010

GIS Coordinator

13. Serves on committees or boards, as appointed, and attends day or night meetings as required.

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14. Responsible for payroll and purchasing processing for GIS.

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14-15. Regular attendance.

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MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of various computer platforms (Windows, Macintosh, UNIX, LINUX, etc...)
- Thorough knowledge of the principles, practices and techniques of information technology as related to the GIS functions and database management.
- Proficient in GIS administration, system integration, and the application of all major industry standard GIS applications for the digitizing, storage, retrieval, manipulation and presentation of spatial and tabular data.
- Ability to write reports, business correspondence, policies, procedure manuals, specifications and programs.
- Ability to effectively present information and respond to questions, inquiries, and complaints from managers, customers, regulatory agencies and the general public.
- Ability to read, analyze and comprehend common technical journals.
- Ability to work with and apply mathematical concepts such as probability and statistical implications, fraction, percentages, ratios and proportions and fundamentals of plane and solid geometry and trigonometry to practical situations.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and contend with the abstract and concrete variables.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analysis and complex scientific or technical systems.
- Ability to organize, schedule, coordinate and review the work of subordinate technicians.
- Ability to manage material, analyze a wide range of information and develop appropriate administrative recommendations.
- Ability to initiate a teamwork approach to the job by coordinating with others and considering the entire organizations goals.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in GIS, Geography, Computer Science, or closely related field.
- Five (5) years experience in GIS / Information Technology implementation and administration.
- 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 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 communicate using speech, hearing and vision skills.
- Ability to enter and retrieve data from a computer at a prescribed rate of speed.
- Must be able to sit and view computer display screens for extended periods of time.

GIS Coordinator

ENVIRONMENTAL CONDITIONS:

- Primarily works inside in an office environment in close proximity to others, with limited outside duties

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

| FLSA Non-Exempt Status

| Reviewed 10/1/109

BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION

POSITION TITLE: GIS Technician
DEPARTMENT: Planning Services and Development
DIVISION: Planning and Development Services

GENERAL DESCRIPTION:

Data entry, processing, and analysis position which utilizes the county's Geographic Information System (GIS) and various other data systems and peripheral equipment. Will assist in data entry, data checking, and assigning official addresses.

ESSENTIAL JOB FUNCTIONS:

1. Enter data into tabular databases using interactive data entry tools and Excel.
2. Assist the GIS staff in enhancing, expanding, and developing the GIS Geographic Information System.
3. Duties also include, but are not limited to, attributing, data entry, and editing within a GIS environment (using ESRI's, ArcINFO, and ArcVIEW software products), etc.
4. Works with aerial photography.
3. Maintain databases for GIS; research, analyze and interpret information and material needed for GIS. Review all data for accuracy and quality control; creates, updates and maintains information in GIS format. Creates and manages GIS information including, but not limited to, 911 addresses, street names and centerlines, general infrastructure, boundaries, parcel information, emergency services, environmental features, socio-economic and population data, future land use, and zoning.
5. Assists daily in data entry, data checking, assigning official addresses, and other miscellaneous tasks.
4. As assigned, completes projects related to GIS data development and analysis.
- 6-5. Analyzes legal descriptions for right-of-way, easements and other surveyed property. Checks deeds and locates land by section, township and range, for ownership of property or dedications to the County.
6. Provide GIS services for applicable cities pursuant to intergovernmental coordination agreements.
7. Serves as backup to GIS Coordinator in his absence.
8. Provide assistance to GIS Coordinator in the processing of payroll and purchasing documentation for GIS.
- 7-9. Regular attendance.

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MINIMUM QUALIFICATIONS:

GIS Technician

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the uses of computers and related equipment, and other office equipment.
- Knowledge of and ability to operate GIS software (ESRI ArcMap and related software).
- Skill in typing, filing, and records research techniques.
- Competence with MS Office (Word, Excel, Access), familiarity with computer hardware, and knowledge of operating systems (Windows NT/2000).
- Ability to read and interpret legal descriptions.
- Ability to maintain effective working relationships with county-employees, government agencies, and general public.
- Ability to work independently and to work within a team environment.
- Proficiency in mathematics and data conversion.
- Ability to follow through on designated tasks.
- Ability to access, input, and retrieve information from a computer.

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EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Three (3) years of general clerical experience with computer use.

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)
- Must be able to access file cabinets for filing and retrieval of data.
- Must be able to sit and view computer display screens for extended periods of time.

ENVIRONMENTAL CONDITIONS:

- Primarily works inside in an office environment, with limited outside duties in close proximity to others.

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

FLSA Non-Exempt Status

Reviewed 4/4/11/109

BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION

JOB TITLE: Housing Assistant I

DEPARTMENT: Housing

DIVISION: Community Services Planning and Development

GENERAL DESCRIPTION:

Extensive contact with the public. Advanced clerical work that is performed in accordance with federal regulations, state statutes, local ordinances and other guidelines that pertain to each housing grant.

ESSENTIAL JOB FUNCTIONS:

1. Greets public, answer telephones, and provide general information on request.
2. Prepares, hands out and takes in-applications for the various housing programs and perform interims, recertifications and other appointments as needed.
3. Maintains lists, verifying-verify data, and keeping handouts in stock.
4. Prepares and maintains files by proper color code and checklists for each of the housing programs.
5. Monitors record retention, make logs and disposes of records as necessary.
6. Works closely with lenders and closing agents to complete down payment and closing costs assistance as required by statute.
7. Schedules informal hearings/reviews, take notes documents findings and sends final decision within required time frames.
8. Records and transcribes minutes from various housing meetings and bid openings as needed.
9. Prepares schedule and conductsfor monthly HQS inspections.
10. Creates and maintains office supply inventory.
11. Completes purchase orders, requisitions and monthly bank card purchase reconciliations.
12. Enter all payments into mortgage database and ensure it matches with Finance records.
13. Maintains active weekly calendar of employee's activities for Housing Manager.
14. Regular attendance.

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[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.]

Housing Assistant I

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the rules, regulations and procedures of the assigned unit.
- Knowledge of business English and spelling.
- Knowledge of mathematics.
- Knowledge of office practices and procedures.
- Ability to type at rate of 35 words per minute.
- Ability to access, input and retrieve information from a word processor or computer.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to answer telephone and provide information to the public.
- Ability to work independently.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Two (2) years of general clerical experience.
- Federal and State housing program 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 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 communicate orally.
- Ability to sit at a desk and view a display screen for extended periods of time.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

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

FLSA Non-Exempt Status

Reviewed 10/1/09 Revised 10/1/10

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Housing Services Manager
DEPARTMENT: Housing
DIVISION: Community Services Planning and Development

GENERAL DESCRIPTION:

Highly responsible work in the development, implementation, and administration of state and federally funded housing assistance programs designed to benefit very low to moderate-income households. Maintain up to date budgets for each program within required federal, state, and local guidelines.

ESSENTIAL JOB FUNCTIONS:

1. Administers, oversees, and coordinates operations and activities of the SHIP (State Housing Initiatives Partnership) Program, CDBG (Community Development Block Grant) Program and the HUD (Housing and Urban Development) Section 8 Housing Choice Voucher Program, ensuring compliance with applicable regulations, statutes, standards, and guidelines. This includes all phases of grant administration.
2. Writes and maintains local Housing Administrative Plan for operational practices and update policy and procedures manuals for HUD, SHIP, and CDBG programs.
3. Maintains fiscal and program compliance for each housing program, including annual and closeout reports according to federal and state regulations.
4. Maintains and updates Voucher Programs for the fiduciary obligations of the different housing grants by reviewing, approving and monitoring all expenditures for each housing program. Review, approve, and monitor all expenditures for each housing program to ensure administrative and program funds are expended as required for each grant.
5. Prepares annual Section 8, CDBG, and SHIP budgets for both county and state or federal offices.
6. Performs Housing Quality Control inspections Standards and Quality Control inspections for Section 8; and rehabilitation and new construction inspections for SHIP and CDBG as required.
7. Prepares and resolves Resolve complaints from tenants, landlords, owners, and contractors.
8. Responds to audit and monitoring findings for all housing programs.
9. Conducts staff meetings, trains and evaluates employee performance, approves absences, ensures accuracy of time sheets, and coordinates adequate office and program coverage.
10. Develops and implements written and oral presentations and reports for the Board of County Commissioners, other government officials, HUD, DCA, Florida Housing Finance Corporation, community based organizations, and general public.
11. Investigates and submits applications for new programs and funding availabilities for the county, and works with various agencies throughout the county to

Housing Services Manager

~~41-12. Work with various agencies throughout the county to assist as many individuals as possible and use combined funding in the most efficient manner.~~

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~~42-13. Maintains inventory of county owned properties suitable for use for affordable housing or other community development as required by statute.~~

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~~43-14. Regular attendance.~~

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[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 record keeping systems, general math, business English, spelling, and pertinent technical vocabulary.
- Knowledge of federal, state, and local government and private housing and community development assistance programs.
- General knowledge of housing and community development, including development procedures, techniques and financing.
- General knowledge of building plans, construction, and codes.
- Knowledge of county administrative policies and procedures.
- Ability to administer grant programs in accordance with applicable requirements, including the ability to understand and execute moderately complex oral and written requirements.
- Ability to conceive, plan, and participate in research and planning projects.
- Ability to analyze and interpret complex data, statistics, graphs, and basic research methods to present information, ideas, and recommendations clearly and succinctly in written and oral form.
- Ability to communicate effectively and courteously with housing and community development providers, agencies, groups, tenants, landlords, homeowners, contractors, and the general public in establishing and maintaining an effective working relationship.
- Ability to exercise considerable initiative and independent, sound judgment. The ability to work with minimum supervision to accomplish assigned duties.
- Ability to maintain program accounting system and to plan disbursement of program funds in accordance with approved schedules.
- Considerable skill in the operation of computers and other office machines.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Four (4) years experience in housing assistance programs, affordable housing delivery programs, housing rehabilitation, or equivalent combination of related training and experience. Experience in housing financing or finance leveraging at the local level 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 type at rate of 60 words per minute accurately.

Housing Services Manager

- 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 operate a computer and other office machines.

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.

FLSA Exempt Status

| Reviewed 10/1/09 Revised 10/1/10

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Impact Fees and Assessment Programs Coordinator

DEPARTMENT: ~~County Administration~~ Financial Services

DIVISION: Support Services

GENERAL DESCRIPTION:

Highly responsible administrative, staff assistant position providing coordination of services related to and public contact work in providing information and services regarding Assessment and Impact Fees programs.

ESSENTIAL JOB FUNCTIONS:

1. Functions as liaison between County staff, Commissioners, consultants, Elected Officials' staff, and public regarding Assessment and Impact Fees programs.
2. Reviews and calculates appropriate assessment and impact fees for residential and commercial buildings.
3. Monitors request for waiver of assessment and impact fees.
4. Reviews and makes recommendations to the Board of County Commissioners for credits, rebates, transfers, and refunds.
5. Assist Information Technology with updating Building Services permit fee programs when fee additions or changes are implemented by the Board of County Commissioners.
6. Provides public information relating to the assessment and impact programs for the Sumter County's website.
7. Works with the public to resolve more difficult problems or questions relating to assessments and impact fees.
8. Prepare annual assessment tax roll(s) in accordance with procedures and timelines set forth in Capital Improvement and Essential Services Procedural Assessment Ordinance.
9. Attends Development Review Committee as a non-voting member to establish impact and assessment fees for projects during the review process.
10. Maintain records for County owned real property.
- ~~10-11.~~ Regular attendance.

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[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:

Impact Fees and Assessment Programs Coordinator

- Thorough knowledge of county government functions and organization.
- Thorough knowledge of modern office practices, procedures, and equipment.
- Thorough knowledge of business English, spelling, and punctuation.
- Skill in the use of personal computers
- Ability to establish and maintain good working relationships with government officials, department heads, employees, business professionals and the general public.
- Ability to utilize tact and diplomacy to deal effectively with the general public and fellow employees.
- Ability to communicate effectively both orally and in writing.
- Ability to understand and follow complex policies, laws, and directives.
- Ability to compose letters and reports.
- Ability to analyze statistical data.
- 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 high school or possession of an acceptable equivalency diploma.
- Associate's degree from an accredited college or university.
- Six (6) years experience in progressively responsible work involving staff assistance and advanced clerical-administrative support work.

(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 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

Reviewed 10/1/09 Revised 10/1/10

**BOARD OR SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Information Technology Support Technician II

DEPARTMENT: Information Technology

DIVISION: Planning & Development

Deleted: Administrator

GENERAL DESCRIPTION:

Complex and responsible technical work with personal computers, mid level technician skills with networks and networking telephone communication systems, and various peripheral equipment. Sets up new equipment, installs hardware and software, to include upgrades, troubleshooting, and repair. Assists Network Administrator and Systems Administrator with their daily tasks. Evaluates and recommends department needs for purchases of new hardware and software. Assists in other projects conducted by the Department.

ESSENTIAL JOB FUNCTIONS:

1. Installs and maintains networks and workstations, including such tasks as troubleshooting and repairing hardware, managing hardware, network and software issues.
2. Installs upgrades to existing systems.
3. Troubleshoots equipment and program problems on personal computers and printers.
4. Maintains maintenance program of personal computers.
5. Recommends purchase of computers peripheral equipment, networking equipment, and telephone equipment.
6. Maintains replacement inventory, and software license inventory.
7. Sets up workstations on the network to communicate within the workgroup and domain, and setups up file and printer sharing, and Internet connection, as well as intranet email.
8. Troubleshoots network errors.
9. Monitors, facilitates, and ensures effective network communication across local area network (LAN) and wide area network (WAN).
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 the uses of computers, related equipment and other office equipment.
- Knowledge of personal computer architecture.
- Knowledge of Windows and Microsoft Programs.

Information Technology Support Technician II

- Knowledge of Basic Networking Environments to include current MS OS.
- Knowledge of Network cabling to include CAT 5 installation and termination.
- Knowledge of LAN/WAN connectivity.
- Skilled in all aspects of personal computer maintenance, troubleshooting, and repair.
- Skilled in network technician duties.
- Ability to learn web page creation and updating.
- Ability to learn database creation.
- Ability to learn call accounting program.
- Ability to read and interpret operating manuals
- Ability to maintain effective working relationships with Department Director, county employees, government agencies, and the general public.
- Ability to prepare and maintain accurate records, document activities, and submit reports.
- Ability to understand and follow oral and written instructions and to communicate, both orally and in writing, in a clear, concise, and accurate manner.
- Ability to work under pressure and meet deadlines.
- Ability to follow through on designated tasks.
- Ability to educate self on new technology.

EDUCATION AND EXPERIENCE:

- Associates degree in the computer field
- Two (2) years technical training
- Three (3) years experience in responsible computer work.

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

LICENCES, 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)
- 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, with limited outside duties.

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

FLSA Non-Exempt Status

Reviewed 10/1/10

**BOARD OR SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Information Technology Systems Coordinator

DEPARTMENT: Information Technology

DIVISION: Planning & Development

Deleted: Support Services

GENERAL DESCRIPTION:

Technical work implementing and maintaining department-specific technologies. 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 as required.

ESSENTIAL JOB FUNCTIONS:

1. Coordinates technology administration between departments and vendors, including the creation and administration of procedures governing the use of County owned and shared technology assets.
2. Serves as a liaison between departments and IT contractual services
3. Reviews 3rd party plans and creates updated plans, identifying proposed technology system changes/upgrades and maintains related documentation.
4. Consults with management and users to determine technology needs and presents solutions to management.
5. Forecasts programs costs and expenses for the purpose of preparing annual and long-term budget proposals. Assists in preparing department's annual technology budget.
6. Installs and maintains networks and workstations, including such tasks as organizing and configuring network resources and managing hardware and software issues.
7. Ensures that technology system-level activities are consistent with the identified needs of end-users and are compatible with department and County-wide technology initiatives.
8. Ensures integration of current and planned automation systems, ensuring interface and integration with vendors, and partners where applicable.
9. Assist with evaluation and procurement of 3rd party technology profession services and contracts.
10. Troubleshoots equipment and program problems on personal computers, printers and telephones.
11. Maintains voice mail and call accounting programs.

12. Recommends purchase of computers, peripheral equipment, networking equipment, and telephone equipment.
13. Sets up workstations on the network to communicate within the workgroup and domain, and setups up file and printer sharing, and Internet connection, as well as intranet email.
14. Monitors, facilitate, and ensure effective network communication across local area network (LAN) and wide area network (WAN).
15. 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 the uses of computers, related equipment and other office equipment.
- Knowledge of applying new technologies, soft skills, and procedures
- Knowledge of personal computer architecture.
- Knowledge of Windows and Microsoft Programs.
- Knowledge of Networking Environments to include current Microsoft Operating System.
- Knowledge of Networking Protocols examples (TCP/IP, NETBEUI, etc.)
- Knowledge of Network cabling to include CAT 5 installation and termination.
- Knowledge of routers, switches, and hubs installation and configuration.
- Knowledge of LAN/WAN connectivity.
- Knowledge of web page creation and updating
- Skilled in all aspects of personal computer maintenance, troubleshooting, and repair.
- Skilled in network technician and administration duties.
- Ability to learn database creation.
- Ability to learn call accounting program.
- Ability to learn basic telephone maintenance and voice mail maintenance.
- Ability to read and interpret operating manuals
- Ability to maintain effective working relationships with Department Director, county employees, government agencies, and the general public.
- Ability to prepare and maintain accurate records, document activities, and submit reports.
- Ability to understand and follow oral and written instructions and to communicate, both orally and in writing, in a clear, concise, and accurate manner.
- Ability to work under pressure and meet deadlines.
- Ability to follow through on designated tasks.
- Ability to educate self on new technology.

EDUCATION AND EXPERIENCE:

- 6+ years of experience in analysis, coordination, or design of Information Technology systems or controls; or
- Associate's degree in Information Technology or related field, or,
- 2 year technical training diploma or certification in Information Technology that includes computer technology courses and triaging and 4 years of experience as described above; or
- Bachelor's degree in Information Technology or related field and 2 years of experience as describe above.

(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.
- MCSE or CCNA desired

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, with limited outside duties.

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

FLSA Non-Exempt Status

Reviewed 10/01/10

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BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION

JOB TITLE: Librarian
DEPARTMENT: Library Services
DIVISION: Community Services

GENERAL DESCRIPTION:

Professional library work providing internal and external customers with assistance in finding information on a wide range of subjects utilizing a variety of library resources related to reference service, reader's advisory, research, and library instruction; selecting children's, young adult, and adult materials.

ESSENTIAL JOB FUNCTIONS:

1. Instruct library patrons on the use of the online library catalog and databases, the Internet, and library equipment.
2. Provides direct informational, reference, and reader's advisory services to the public. Interviews customers, in person, by mail, electronic means, or telephone to determine the nature of inquiry and the appropriate, most likely resources for locating information requested.
3. Uses the online catalog, databases and Internet to assist customers in finding library materials. Advises customers in the selection of reading materials and information sources pertaining to their needs. Provides information and referral to facilitate customer access to other community resources, libraries, and service agencies. Recommends websites for business, academic, and other information inquiries.
4. Troubleshoots library equipment. Diagnoses and reports equipment problems.
5. Evaluates library material using collection development criteria to determine usefulness of titles and updates or replaces titles. Surveys the collection to identify areas in which additional materials are needed. Evaluates damaged material to determine repair or replacement. Reviews new materials.
6. Develops, plans, and implements age-appropriate library programs for the general public and special groups on topics to meet community needs and interests. Includes setting goals and objectives, researching topic, planning for use of resources, materials preparation, and program presentation and evaluation. Plans, schedules, and presents library tours. Confers with teachers, parents, and community groups to plan and implement library programs.
7. Communicates and carries out policies, procedures, and established practices of the Sumter County Library System. Performs opening and closing duties and functions as lead worker in Library Supervisor's absence when required.
8. 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.
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 duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and experience with principles and methods of professional library services and library cooperation.

Librarian

- Knowledge of a wide range of literature and the ability to share this knowledge.
- Knowledge of reader interests and the ability to recommend titles and assist library users in selecting age-appropriate materials.
- Skill with personal computers, including word-processing and spreadsheet software programs.
- Ability to work a flexible schedule which includes days, evenings, and weekends.
- Ability to function independently without constant direct supervision and use independent judgment to resolve customer concerns when appropriate.
- Ability to set priorities and meet multiple deadlines.
- Ability to conduct research and advanced search methodologies.
- Ability to remain calm in stressful situations and adapt to interruptions, changes, disorder, and shifting needs with losing efficiency, effectiveness, or composure.
- Ability to develop and present instruction, training, and programs for library users and groups.
- Ability to speak, read, write, and understand English and follow oral and written instructions.
- Ability to communicate clearly and concisely both orally and in writing with individuals or small groups.

EDUCATION AND EXPERIENCE:

- A Masters Degree in a Library Science program from a college or university accredited by the American Library Association
- Two (2) years public library experience that includes customer service, program planning and implementation, and extensive use of computer technologies.

(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)
- Moderate lifting and carrying (up to 50 pounds)
- Reaching
- Walking
- Standing
- Sitting
- Kneeling
- Bending
- Stooping
- Ability to sit at a desk and view a display screen for extended periods of time.

ENVIRONMENTAL CONDITIONS:

- Work in a climate controlled environment, primarily working with the public.

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

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FLSA Exempt Status

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Library Services Manager

DEPARTMENT: Library Services

DIVISION: Community Services

GENERAL DESCRIPTION:

Highly responsible administrative and management work in directing and coordinating all phases of Library services under the jurisdiction of the Board of County Commissioners.

ESSENTIAL JOB FUNCTIONS:

1. Serves as administrator for the Sumter County Library System, a cooperative of community libraries.
2. Plans, organizes, directs and implements the operation and administration of branch libraries and bookmobile.
3. Functions as liaison and fosters cooperation between all governing agencies, local advisory boards and library staff of the member libraries.
4. Prepares applications and documentation to qualify and receive state, federal, and private assistance; administers all state, federal and private grants
5. Develops, implements and updates an annual plan of service and a single long range plan of service for the Sumter County Library System in cooperation with representatives from the participating libraries.
6. Responsible for Library Services budget preparation, maintenance and control. Prepares a single budget for library service to residents of participating local governments and organizations and administers the budget for the Sumter County Library System.
7. Develops system-wide policies in cooperation with representatives from participating libraries and recommends policies to the Library Advisory Board for approval by the Board of County Commissioners.
8. Manages the integrated library system that provides system-wide access to materials, programs, and services through participating libraries.
9. Prepares, evaluates, analyzes and maintains statistical/financial reports. Provides monthly and yearly reports reflecting the activities and statistics in all participating libraries.
10. Develops a training program for library staff, advisory boards and others responsible for the provision of county wide library service in the participating libraries.
11. Develops and implements service programs consistent with the strategic plans and the purposes of the county library system.
12. Informs County Administration of changes in state and federal regulations and appropriations and local concerns affecting Library Services.

Library Services Manager

13. Serves as the State Division of Library and Information Service primary contact for the Sumter County Library System and prepares reports for the Division as required.
14. Participates in professional activities to maintain knowledge of current trends in librarianship and related fields.
15. Regular travel in the service area required.
16. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to perform reasonable duties as assigned by immediate supervisor.
17. Regular attendance.

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[These 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:

- Comprehensive knowledge of public library governance, services and management including planning, budgeting and evaluation.
- Knowledge of Florida Library governance structure.
- Knowledge and experience with principles and methods of professional library services.
- Experience in developing and implementing administrative procedures and evaluating their effectiveness.
- Ability to motivate and supervise.
- Ability to develop and present training for staff, boards, and volunteers.
- Familiarity with personal computers, including word-processing software and spreadsheet programs.
- Knowledge of principles and practices of library cooperation.
- Ability to speak, read, write and understand English.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to type a minimum of 35 words per minute.

EDUCATION AND EXPERIENCE:

- A Masters Degree in a Library Science program from a college or university accredited by the American Library Association
- Five (5) years of full-time professional experience at an administrative level to include a minimum of two (2) years of senior management in a public library
- Two (2) years of post MLS professional library experience is required.
- Professional experience within multi- site library systems and cooperative library systems is preferred.

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(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 hearing (with or without correction)

Library Services Manager

- Acceptable vision (with or without correction)
- Able to operate a motor vehicle.
- Must be able to communicate using speech, hearing and vision skills.

ENVIRONMENTAL CONDITIONS:

- Primarily works in a climate controlled office environment
- Some travel to other locations out-of-doors visiting County staff, public and field projects.

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

Reviewed 10/0910

FLSA Exempt Status

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Maintenance Supervisor

DEPARTMENT: Construction/Facilities Development and Maintenance

DIVISION: Administrator Support Services

GENERAL DESCRIPTION:

Responsible supervisory work in directing a program of care, maintenance and repair of building and facilities.

ESSENTIAL JOB FUNCTIONS:

1. Supervises and participates in the work of skilled and semi-skilled personnel engaged in maintenance and repair including plumbing, painting, carpentry, heating and air conditioning, electrical systems and fixtures, and all other Building components in the remodeling and renovation of County-owned / leased buildings and facilities. This involves instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities, budget preparation and monitoring, and allocating personnel.
2. Establish and maintain daily inspection of buildings for cleanliness and repair needs.
3. Reads and interprets building construction drawings, specifications, materials, equipment and fixture product/catalog information sheets in order to investigate and resolve problems pertaining to building maintenance issues. Tracks maintenance productivity.
4. Makes recommendations pertaining to the need for contracted services. Responsible for the supervision of service contracts.
5. Procures and controls the use of supplies and equipment.
6. Maintain facilities protocol in terms of routine, periodic, preventative and emergency maintenance records and makes reports as required.
7. Confers with department heads regarding their maintenance needs and problems. Communicates with occupants of the area being serviced in terms of scope of work and the estimated timeline of services.
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 the methods, techniques, tools and materials used in the building trades.
- Knowledge of the occupational hazards associated with various trades work and the pertinent safety precautions.
- Knowledge of the materials commonly used in the care and maintenance of grounds and buildings.

Maintenance Supervisor

- Skill in the use of computers and computer software programs, including Microsoft Word and Excel programs.
- Ability to layout work and instruct skilled and semi-skilled workers in a variety of maintenance activities.
- Ability to maintain records, prepare written technical reports, estimates, and cost records using mathematical functions, calculation of ratios, rates and percents.
- Ability to establish and maintain good working relationships with associates and the general public.
- Ability to read and interpret sketches and blueprints.
- Possession of effective supervisory ability.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma
- Four (4) years experience in general building maintenance and repair, including some experience as a trade's foreman or in a similar supervisory capacity.

(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 communicate both orally and in writing.
- Heavy lifting and carrying (up to 100 lbs)
- Reaching
- Climbing
- Walking
- Standing
- Driving

ENVIRONMENTAL CONDITIONS:

- Works inside and outside with: solvents, electrical energy, uneven surfaces, in and with moving objects and equipment, heights (up to 50 feet)

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

FLSA Exempt Status

Reviewed 10/1/10

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Maintenance Technician
DEPARTMENT: Transit
DIVISION: ~~Community Services~~ Public Works

GENERAL DESCRIPTION:

Performs skilled vehicle maintenance, troubleshooting, and repair on county vehicles. Acts as Technician in charge of the Maintenance Unit for Sumter County Transit.

ESSENTIAL JOB FUNCTIONS:

1. Performs general maintenance on vehicles such as fuels, oil, water, air, brake fluid; tires, filters, windshield wipers when required; performs major repairs on vehicles such as brakes, air conditioning, fan belts, alternators, fuel pumps, bearings, etc.
2. Performs regularly preventive maintenance checks on county vehicles.
3. Performs minor body work on Transit vehicles.
4. Performs periodic and routine maintenance including, but not limited to: fueling, cleaning, repairing and adjusting of fuel injection systems carburetors, checks and replaces spark plugs, ignitions points, distributors, coils, alternators, lights and batteries. Inspects, repairs and adjusts other parts as required.
5. Coordinates vehicle maintenance being accomplished by outside sources for repairs such as major body work, warranted repairs by vendors, etc.
6. Performs on-site vehicle repairs for road service calls or vehicle towing if necessary and possible.
7. Maintains vehicle maintenance records. Prepares and processes reports on completed work. Invoices division departments for maintenance work performed.
8. Performs vehicle cleaning and detailing of county vehicles.
9. Installs and operates two-way radio and mechanical equipment on vehicles.
10. Procures, inventories and controls the use of vehicle supplies and equipment.
11. Ensures vehicle compound, Division office, and Transit grounds remain clean and orderly.
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:

Maintenance Helper-Mechanic/Technician

- Knowledge of routine maintenance of vehicles.
- Knowledge of various types of vehicle makes and models in order to perform some major types of repairs.
- Knowledge of the requirements set forth in Rule Chapter 14-90, F.A.C..
- Knowledge of safety regulations and highway laws relating to the operation of type 1 and type 2 buses.
- Knowledge of the practices applied to the safe and skillful operation and care of light motor vehicles.
- Knowledge of and has mastered the methods, procedures, tools, and equipment used when performing vehicle inspections.
- Ability to safely operate motor vehicles under all weather and other driving conditions.
- Ability to communicate effectively, both orally and in writing, and to understand, issue and carry out oral and written directions.
- Ability to exercise initiative and independent judgment and to work with only moderate supervision to accomplish assigned duties.
- Ability to enforce safety rules, tactfully and firmly with employees and the public.
- Ability to follow safety training instructions and highway safety rules and laws.
- Ability to adhere to a drug free workplace.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- At least one year's training and/or experience as a mechanic in a vehicle maintenance program, and has sufficient general knowledge of buses owned and operated by a bus transit system to recognize deficiencies or mechanical defects.

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

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Class "BC" Driver's License with no air brake restriction and passenger endorsement, within ninety (90) days of employment, and a driving record acceptable to insurance provider.
- CPR and First Aid qualified within ninety (90) days of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Moderate lifting and carrying (up to 50 pounds)
- Push heavy loads
- Distinguish colors
- Walking
- Standing
- Kneeling
- Bending
- Able to lie down on one's back underneath buses with arms extended upward.
- Must be able to operate appropriate motor vehicles.

ENVIRONMENTAL CONDITIONS:

- Primarily works outside in varying weather conditions with noise, odors, dust, fumes, gases, grease and oils present. Limited office duties.

| Maintenance Helper-MechanicTechnician

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

Rev. 05/07

FLSA Non-Exempt Status

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Maintenance Technician II
DEPARTMENT: Construction/Facilities Development and Maintenance
DIVISION: Administrator Support Services

GENERAL DESCRIPTION:

Performs skilled work in the maintenance of facilities and county buildings.

ESSENTIAL JOB FUNCTIONS:

1. Assists in training and working with maintenance helpers as necessary.
2. Performs skilled work in jobs related to construction, maintenance and repair of buildings, facilities and grounds.
3. Installs and maintains plumbing fixtures and appliances.
4. Replaces or repairs all components and valves of bathroom, kitchen and plumbing fixtures.
5. Installs water lines, sewer lines and drainage lines around county owned buildings and facilities.
6. Operate power saws, planers, routers, bench grinders, sanders, cement mixers, paint sprayers, pressure cleaning equipment, trenchers, chain saws, trimmers, small trucks and automotive equipment.
7. Prepares layout, selects specified type of lumber and materials to successfully complete tasks assigned.
8. Fits and installs prefabricated window frames, doors, doorframes, drywall, paneling, insulation, floor tile, and carpet.
9. Constructs forms and pours concrete.
10. Ability to perform minor electrical work.
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.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE AND ABILITIES:

- Knowledge of principles, practices, methods, materials and tools of several trades.
- Knowledge of the occupational hazards and safety precautions of the trades.
- Ability to follow oral and written instructions.

Maintenance Technician II

- Ability to apply all applicable safety measures.
- Ability to work cooperatively with other employees.
- Skill in the operation and maintenance of tools, machinery and equipment of the trades.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Three (3) years experience in the building trades.

(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)
- Heavy lifting and carrying (up to 100 pounds)
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Climbing
- Ability to work in small areas
- Operation of motor vehicles

ENVIRONMENT CONDITIONS:

- Works inside and outside in varying weather conditions with noise, slippery surfaces, and uneven surfaces.
- With moving objects.
- Poor lighting.
- Odors, dust, fumes, gases, smoke, grease and oils present.

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

FLSA Non-Exempt Status

Reviewed 10/1/10

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Maintenance Technician III

DEPARTMENT: Construction/Facilities Development and Maintenance

DIVISION: Administrator Support Services

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, troubleshoots, and repairs 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.
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. Assists in maintenance projects 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 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:

- Air Conditioning or Mechanical License, appropriate EPA License, and Electrical Contractor's License in Sumter County preferred.
- 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)
- 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

Maintenance Technician III

ENVIRONMENT CONDITIONS:

- 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

Reviewed 10/1/10

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Maintenance Technician IV

DEPARTMENT: Construction/Facilities Development and Maintenance

DIVISION: Administrator Support Services

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.

Maintenance Technician IV

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 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:

- Air Conditioning or Mechanical License, appropriate EPA License, and Electrical Contractor's License in Sumter County preferred.
- 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)
- Heavy lifting and carrying (up to 100 pounds)
- Distinguish colors
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Climbing
- Ability to work in small areas

Maintenance Technician IV

- 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.

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

FLSA Non-Exempt Status
10/1/10

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS

JOB DESCRIPTION

JOB TITLE: Office Supervisor

DEPARTMENT: Transit

DIVISION: Community Services Division

GENERAL DESCRIPTION:

Supervises, directs and evaluates office staff. Performs advanced clerical, fiscal, and backup job tasks in support of Sumter County Transit's (SCT) operations. Assists the Transit ~~Coordinator~~ Manager in performing administrative duties in a coordinated public transportation system. This position reports directly to the Transit ~~Coordinator~~ Manager.

ESSENTIAL JOB FUNCTIONS:

1. Assists the Transit ~~Coordinator~~ Manager in all daily operations. Serves as back up to the Transit ~~Coordinator~~ Manager in her/his absence and to all office positions, including dispatch, call intake, reservations, etc.
2. Supervises, directs, and evaluates office staff ensuring timely performance appraisal submission, verifying and preparing bank deposits, develops and monitors work and training schedules for all Transit employees.
3. Compiles information and assists in the preparation of Federal and State Grants for operating expenses and capital equipment.
4. Compiles information, prepares monthly internal reports and prepares monthly Federal, State and Local Invoices.
5. Compiles information and assists in the budget process.
6. Serves as Assistant Program Manager for the department's Drug Alcohol Prevention Program.
7. Serves as backup to Safety Officer, attends meetings and provides input at Quarterly Staff Meetings.
8. Assists in the preparation of the Annual Operating Report (AOR), System Safety Program Plan (SSPP), Transportation Disadvantaged Service Plan (TDSP), Operations Manual, Memorandum of Agreement (MOA), Drug and Alcohol Program plan, and contracts for the Transit Department.
9. Participates in all special events as assigned.
10. Serves as Emergency Management Dispatcher in accordance with ESF 1 functions and duties as assigned.
11. Performs specialized and technical clerical and recordkeeping work with minimum supervision.
12. 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
13. 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 and spelling.
- Knowledge of mathematics.
- Knowledge of office practices and procedures.
- Ability to proficiently operate a personal computer, other office machines and a two-way radio.
- Ability to communicate orally and in writing.
- Knowledge of Excel, Microsoft Word, Outlook, Internet, WinTrip and Access computer software.
- Knowledge of routine maintenance of vehicles.
- Knowledge of county road system.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Minimum one (1) year supervisory experience.
- Minimum two (2) years general clerical 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 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, input and retrieve information from a word processor or 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 to the public.

ENVIRONMENTAL CONDITIONS:

- Inside in an office environment.

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

FLSA Exempt Status

| Revised wed 10/1/0910

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Planner
DEPARTMENT: Planning Services
DIVISION: Planning and Development

GENERAL DESCRIPTION:

Responsible professional and technical position involving direct participation in the preparation of planning studies and reports, and preparation and implementation of growth management measures relative to transportation systems, land use, population, utility systems, community facilities, housing, recreation, environment, and other community concerns. Considerable knowledge and judgment in project-specific technical planning matters are exercised.

ESSENTIAL JOB FUNCTIONS:

1. Plans, develops and conducts special studies relative to land use. Researches and/or conducts field surveys/interviews to secure or verify needed planning data. Compiles and maintains current database of statistical and planning data. Correlates a variety of statistical and planning data for various plans, projects and programs. Analyzes planning data and projects development growth.
2. Prepares and/or reviews a variety of regulatory ordinances, reports, maps, charts, graphs and other media related to county planning activities.
3. Reviews, analyzes and obtains proper interpretation, where necessary, of the laws, rules and regulations affecting planning functions.
4. Prepares or amends comprehensive planning elements and land development codes based on data analysis and applicable law.
5. Assists in the review of development plans, plats, and site plans. Confers with planning and building staff members, as well as other government agencies, private citizens and other professionals in development matters.
6. Assists in the preparation of land use controls, regulations and ordinances that conform with the county's comprehensive plan and in the interpretation and implementation of such controls to effect development consistency with the comprehensive plan.
7. Assists with coordinating county plans and programs with other intra-county departments/divisions and with other counties, cities, and regulatory agencies
8. Assists in providing public information for the preparation and promotion of county economic and physical development plans and programs.
9. Works with other staff members and County and State agencies, boards and committees in coordinating and implementing planning activities.
10. Presents recommendations on land use and zoning issues to the Zoning & Adjustment Board and Board of County Commissioners.
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 the principles, practices and techniques of land use development and public planning.
- Knowledge of laws and regulations relating to planning and land use and specific knowledge of laws and regulations relating to work program areas.
- Knowledge of statistics, graphs, and basic research methods employed in compiling, assimilating, evaluating, and presenting planning data.
- Skill in the operation of computers, including geographic information systems, and other office machines
- Ability to research, investigate, experiment, detect, inspect and verify complex data and situations, then recognize, analyze and recommend planning solutions to growth management problems.
- Ability to plan, prioritize and organize work assigned in the most effective and cost efficient manner for the duties involved.
- Ability to work independently or in cooperation with others.
- Ability to establish and maintain an effective working relationship with the general public, public officials, fellow employees and others.
- Ability to communicate clearly and succinctly, both orally and in writing, information, ideas, and recommendations.
- Ability to develop land use regulations and perform creative writing tasks.
- Ability to exercise initiative and independent judgment, interpret applicable regulations, and to work with minimum supervision to accomplish assigned duties.
- Ability to read and interpret land, aerial and related planning maps and other documents.

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited four (4) year college or university in planning or other related fields such as public administration, political science, economics, social science, environmental sciences/studies, geography or statistics, with course work in land use or urban planning
- A minimum of two (2) years of local government or private sector land use/urban planning experience, including use of geographic information systems.

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

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Certification by American Institute of Certified Planners preferred.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to communicate using speech, hearing, and vision skills.
- Ability to work under stress with time constraints.
- Ability to operate a personal computer.

ENVIRONMENTAL CONDITIONS:

- Primarily works inside an office environment with intermittent, and out of doors.

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

Rev. 10/10

FLSA Exempt Status

BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION

JOB TITLE: Planning Technician
DEPARTMENT: Planning Services
DIVISION: Planning and Development

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 and building permits in accordance with adopted procedures, ordinances and codes.

ESSENTIAL JOB FUNCTIONS:

1. 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.
2. Must have the ability to explain clearly and consisely rules and procedures relating to zoning and land use to the general public, contractors and property owners.
3. Accepts applications for zoning changes and use permits, and building permits for the County and applicable cities, pursuant to intergovernmental coordination agreements. Reviews forms for accuracy, explains permit procedures, fees and determines missing documents; enters information into the computerDivision's permitting software program.
- 3-4. 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.
- 4-5. 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.
- 5-6. Explains and answers questions for developers, contractors and home owners regarding application process for obtaining the permits and other procedures.
- 6-7. As required, serves as secretary to the Zoning and Adjustment Board, creating agendas, taking and writing minutes of the meetings, and such other duties. Is responsible for accuracy of applications and supporting materials.
- 7-8. As required, assists the Development Review Coordinator in evaluating development projects and in preparing recommendations and reviews and serves as Development Review Committee secretary.
- 8-9. Assists in maintaining detailed computerized records of department activities and actions of the boards. Types memos, letters, reports, summaries and statistical lists. Operates computer entering and retrieving a variety of data. Assists in working withUtilizes GIS data and mapping.
10. Provides support and backup to Building Services Department.
11. As needed, processes payroll and purchasing documentation for Planning Department.
- 10-12. Regular attendance.

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Planning 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 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.
- Ability to gain knowledge of the codes and ordinances related to the land use, zoning, development review and building permit process and building inspections.
- 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 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 type at 40 words per minute accurately.
- 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.

ENVIRONMENTAL CONDITIONS:

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

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

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Planning Technician

FLSA Non-Exempt Status

Reviewed ~~104/1/109~~

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Procurement Coordinator

DEPARTMENT: Financial Services Department

DIVISION: Support Services

GENERAL DESCRIPTION:

Highly responsible administrative position involved in the coordination, development, implementation and maintenance of budgeting, purchasing, grants and agreements functions. This position requires judgment, confidentiality, excellent communication and organizational skills. The position works closely with Human Resources, County Finance, and other county departments.

ESSENTIAL JOB FUNCTIONS:

1. Assist in providing various financial analysis, reports, forecasts, evaluation of budget estimates and justification statements, to aid in long range planning. Performs in-depth review, study, and analysis according to direction. Conduct research, compile facts, analyze data, develop recommendations, observations or summaries and submit written and oral reports as directed.
2. Performs a variety of financial and accounting assignments of complexity and difficulty from inception of demand through completion with little or no supervision.
3. Coordinates developing, implementing and maintaining departmental goals, objectives, policies, and procedures.
4. Serves in an advisory capacity to assist departments in implementation and compliance with established budget and purchasing policies and procedures.
5. Manages the RFP process to include directing and coordinating all phases of the process. Modifies and finalizes specifications for bid document incorporation, coordinates public bid openings; tabulates and analyzes bids, review bids with department personnel to determine the recommendation of the most reasonable and responsive bidder to the Sumter County Board of County Commissioners.
6. Assists in preparation and delivery of oral and written presentations to the County staff and other groups as directed.
7. Responsible for the administration, facilitation and maintenance of grants and contracts for all divisions under the Sumter County Board of County Commissioners and select grants under non-BOCC agencies such as the Sheriff's Department and the Tourist Development Council.
8. Fills in for the Impact Fees and Assessments Coordinator when necessary.
9. When directed, supervises the Financial Services Department in the absence of the Department.
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. Assist with the administrative functions of the Tourist Development Council including providing the noticing, minutes and grant review.
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 requested.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the rules, regulations and procedures of the assigned unit.
- 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 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 establish and maintain good working relationships with government officials, division directors, department heads, employees, business professionals and the general public.
- 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 financial services.
- 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.
- Associate's degree from an accredited college or university.
- Four (4) years of related experience in progressively responsible work, preferable 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).
- 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.

Procurement Coordinator

ENVIRONMENTAL CONDITIONS:

- Inside office environment.
- Works closely with others.

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

FLSA Exempt Status

Reviewed 10/01/2010

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Project Manager

DEPARTMENT: ~~County Administration~~ Facilities Development and Maintenance

DIVISION: ~~County Administrator~~ Support Services

GENERAL DESCRIPTION:

Highly responsible professional, supervisory, and technical work in effectively directing and coordinating building construction and renovation of County Buildings. This position is responsible for monitoring construction and contract compliance. Supervises activities of staff engaged in construction, renovation, and maintenance of County buildings.

ESSENTIAL JOB FUNCTIONS:

1. Works directly with outside contractors including, but not limited to: architects, engineers, contractors, construction trades, and specialists. Reviews studies, checks preliminary and final designs. Acts as liaison between the contractor and County.
2. 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.
3. 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.
4. 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.
5. 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.
6. Ensures that actual and pending expenditures do not exceed the budget. Reports to the County Administrator/Board on a regular basis.
7. Interface project related issues between BOCC departments, i.e., Building Department and Fire Services Department to ensure code compliance and permitting requirements.
8. Manages the process of project closeout, and acceptance of buildings into County ownership. Maintains all project warranties and required inspections for the term of those contracts.
9. Investigates reports of faulty workmanship or materials in new construction, renovations, and maintenance; takes appropriate action under the terms of warranties and guarantees.
10. Addresses safety issues and insures that concerns are communicated and resolved in a timely and efficient manner.
11. Reviews and approves all pay applications for building project engineers, consultants, designers, and contractors.

Project Manager

12. Supervises the Facilities Maintenance Department. Prepares and monitors annual budget for County building operations. Responsible for contract compliance for contracts involving County Buildings.
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 site, architectural, building, mechanical, and electrical plans and specifications, contract compliance, building trades, construction schedules, and construction/renovation estimating.
- Knowledge of all applicable codes at County, State, and Federal levels.
- Knowledge of building construction principles and practices
- Knowledge of the methods, techniques, tools and materials used in the building trades.
- Knowledge of the occupational hazards associated with various trades work and the pertinent safety precautions.
- Ability to review and comprehend site plans and building plans, and to relate those documents to on-site construction activities.
- Ability to inspect structures in the process of being constructed to determine adherence to specifications and ordinances.
- Ability to communicate both orally and in writing.
- Ability to provide clear, verbal and written instructions and reports.
- Ability to establish and maintain effective working relations with contractors, vendors, County employees, and the public.
- Proficient in computer skills using Microsoft Word and Excel programs
- Ability to read and interpret sketches and blueprints.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Construction Engineering, Construction Management, Building Construction, or related field is preferred, but equivalent field experience may be substituted.
- Five (5) years experience in building construction of large commercial or industrial projects. On-site experience in supervising commercial, industrial, or public projects, including permitting, construction scheduling, site development and building construction.

(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)
- Heavy lifting and carrying (over 100 lbs)
- Reaching
- Climbing
- Walking
- Standing

Project Manager

- Stooping
- Driving
- Sitting

ENVIRONMENTAL CONDITIONS:

- Works inside and outside with: solvents, electrical energy, uneven surfaces, in and with moving objects and equipment, heights.

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

FLSA Exempt Status

Reviewed 10/1/10

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Senior Programmer Analyst Coordinator

DEPARTMENT: Information Technology

DIVISION: Planning & Development

Deleted: Support Services

GENERAL DESCRIPTION:

Advanced technical work implementing and maintaining department-specific software technologies through design, systems analysis, and programming. 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 software innovations as well as assist with long-range technology planning, design, and implementation of IT software operating plans. Administrates and maintains complex software. Provide professional guidance to supporting vendors as required.

ESSENTIAL JOB FUNCTIONS:

1. Designs and develops computer programs that automate specific business processes. Tests, maintains, and modifies internal and third party software.
2. Makes logical and physical changes to computer databases/schemas and application programs.
3. Designs, models, documents, constructs, and executes data conversions and migrations utilizing departments data warehouses and software tools and third party software. Creates and executes test plans to insure high quality systems.
4. Recommends purchase of computers, peripheral equipment, and software and coordinates a plan for application software updates and upgrades.
5. Troubleshoots internal and third party bug fixes and enhancement request.
6. Designs and administers web pages for the Board's site.
7. Coordinates technology administration between departments and vendors, including the creation and administration of procedures governing the use of County owned and shared software assets.
8. Serves as a liaison between departments and IT Programming contractual services.
9. Reviews 3rd party plans and creates updated plans, identifying proposed software system changes/upgrades and maintains related documentation.
10. Consults with management and users to determine software needs and presents solutions to management.
11. Assists with implementation of new software solutions and plans.

Senior Programmer Analyst Coordinator

12. Forecasts programs costs and expenses for the purpose of preparing annual and long-term budget proposals. Assists in preparing department's annual software budget.
13. Installs and maintains vendor related software, including such tasks as organizing and configuring related resources and managing in-house and vendor related software issues.
14. Ensures integration of current and planned automation systems, ensuring interface and integration with vendors, and partners where applicable.
15. Assist with evaluation and procurement of 3rd party software profession services and contracts.
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:

- Considerable knowledge of programming languages used by the organization and the SDLC.
- Considerable knowledge of the uses of computers, related hardware and office equipment.
- Knowledge and use of personal computer architecture and networking.
- Knowledge and use of the MS Windows OS and Microsoft Server Programs.
- Ability to visualize and document the flow of data through the system and deal with abstractions in order to develop a sequence of operations to solve data processing tasks.
- Ability to read and interpret operating manuals.
- Ability to maintain effective working relationships with department directors, county employees, government agencies, and the general public.
- Ability to prepare and maintain accurate records, document activities and submit project reports.
- Ability to understand and follow oral and written instructions, and to communicate, both orally and in writing, in a clear, concise and accurate manner.
- Ability to work under pressure and meet deadlines.
- Ability to follow through on designated tasks.

EDUCATION AND EXPERIENCE:

- Associate of Science degree in Computer Science or a directly related field.
- Five (5) years of programming experience.

(A comparable amount of training, education or experience may be considered 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)
- 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 periods of time

Senior Programmer Analyst Coordinator

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

Reviewed 10/01/10

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Technical Services Assistant

DEPARTMENT: Library Services

DIVISION: Community Services

GENERAL DESCRIPTION:

Performs technical computer entry including routine and difficult cataloging, copy cataloging and reclassification of all library materials in all formats (print and non-print) using MARC formats, AACR2, Dewey, and Library of Congress Subject Headings in a network web-oriented environment. Assists with coordination of centralized purchasing of office and operating supplies for all libraries within the system.

ESSENTIAL JOB FUNCTIONS:

1. Performs routine, difficult and complex cataloging and reclassification of all library materials, including original cataloging.
2. Performs copy cataloging of all print and non-print materials.
3. Assists the Technical Services Coordinator in the maintenance of the automated system, including statistical data.
4. Assists in maintaining the online catalog through corrections, revisions, as well as updates and updates.
5. Assists with the centralized purchasing and processing of all materials, office and operating supplies for the Library System branch and member libraries.
6. Assists with distribution of daily, monthly, and annual reports to member libraries for the Library System.
7. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to perform reasonable duties as assigned by immediate supervisor.
- 7.8. Regular attendance.

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(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 duties as assigned.)

MINIMUM QUALIFICATIONS:

- Knowledge of cataloging principles and procedures including AACR2 (Anglo-American Cataloging Rules, Revised), Dewey Decimal Classification, Library of Congress Subject Headings, MARC formats (Machine Readable Cataloging), Cataloging of print and non print materials.
- Knowledge in application of technology to technical services.
- Ability to use computer and network applications in libraries.
- Ability to use an online cataloging system.
- Ability to use network applications in libraries.
- Ability to work cooperatively with diverse staff in branch and member libraries.

Technical Services Assistant

- Ability to work with and communicate effectively with general public and vendors or other business professionals by telephone and in person.
- Ability to communicate both orally and in writing, and to understand and carry out oral and written directions.
- Ability to utilize tact and deal effectively with the general public, library staff and supervisory personnel under difficult or stressful situations.
- Ability to prioritize, organize, exercise initiative, independent judgment and to work with only moderate supervision to accomplish assigned duties in a very fast-paced environment.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Associates Degree preferred
- One (1) year experience with a library consortium or cooperative library services.

(A comparable amount of training, education or experience may be considered 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)
- Must be able to carry 30 lbs.
- Must be able to bend and squat.
- Must be able to sit and view computer display for extended periods of time.

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.

| Revised 10/0910

FLSA Non-Exempt Status

BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION

JOB TITLE: Technical Services Coordinator

DEPARTMENT: Library Services

DIVISION: Community Services

GENERAL DESCRIPTION:

This position is responsible for the technical services operations of Library Services to accomplish the cataloging, processing and distribution of all materials for the library system. Directly supervises technical services support staff. Serves as automated systems support coordinator, and works directly with Information Technology to implement the Technology Plan for Library Services.

ESSENTIAL JOB FUNCTIONS:

1. Develops, processes and implements activities related to technical services, including cataloging and reclassification, receipt, processing and distribution of all library materials; holds and interlibrary loans; and all related functions.
2. Oversees enhancement of library cataloging practices and procedures.
3. Responsible for achieving the best possible use efficiency of the integrated Library System: maintains authority records, quality control of online catalog data input, and corrections and updates revisions and upgrades to the database. Performs automated system trouble-shooting procedures. Functions as liaison with the vendor for the optimum operation of the integrated library system.
4. Responsible for developing and implementing circulation procedures and ensuring that all library circulation practices are in alignment with adopted policies and procedures.
- 5.4. Assists the Library Services Manager in the development and management of the department's Technology Plan.
- 6.5. Trains, supervises and evaluates the Technical Services support staff.
- 7.6. Trains all Library Services staff and volunteers on the use of the integrated Library System for circulation functions.
- 8.7. Assists with specific aspects of library acquisitions.
- 9.8. Prepares documentation and reports.
9. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to perform reasonable duties as assigned by immediate supervisor
10. Regular attendance.

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[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:

Technical Services Coordinator

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of technical services program development and implementation, including cataloging principles and procedures.
- Knowledge of principles, theories and concepts of library science.
- Knowledge of contemporary concepts and principles of library technical service practices.
- Ability to plan, direct and train staff in the work of technical library services.
- Knowledge in application of technology to technical services.
- Ability to use an online cataloging system.
- Knowledge in computer skills; automation systems; the Internet; and software applications.
- Ability to communicate effectively, both orally and in writing, and to understand issues and carry out oral and written directions.
- Ability to serve the public with friendliness, courtesy, tact, and diplomacy.
- Ability to maintain fiscal and administrative records and to prepare reports.
- Ability to prioritize, organize, exercise initiative, meet deadlines, and work effectively under limited supervision in a fast-paced environment.

EDUCATION AND EXPERIENCE:

- ALA-accredited MLS degree or any combination of course work in library science or closely related field;
- Library and supervisory experience, or training that equals three (3) years within the last five (5) years.
- Experience in cataloging and use of an integrated library system is required.

[A comparable amount of training, education or experience may be considered 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).
- Moderate pushing, lifting and carrying (up to 50 pounds).
- Reaching
- Walking
- Standing
- Sitting
- Kneeling
- Bending
- Stooping
- Crouching
- Ability to sit at a desk and view a display screen for extended periods of time.

ENVIRONMENTAL CONDITONS:

- Primarily works inside in a climate controlled environment; travel to other locations several times a week.

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

Effective 4/28/08

FLSA Exempt Status

Technical Services Coordinator

Revised 10/1/10

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Technical Services Support Technician

DEPARTMENT: Library Services

DIVISION: Community Services

GENERAL DESCRIPTION:

Advanced clerical work that is performed in accordance with prescribed and well established procedures in the Technical Services processing area of Library Services.

ESSENTIAL JOB FUNCTIONS:

1. Receives and pre-processes library materials orders in preparation for cataloging area.
2. Completes post-processing and distribution of library materials received from cataloging area.
3. Sorts, files and/or pulls from files, materials and documents such as correspondence, reports, purchase orders, statistical records, and other records according to number, name, alphabet, invoices and group code and/or other prescribed procedures. ← Formatted: Bullets and Numbering
- 4.3. Maintains records, statistical data, and reports as assigned by Technical Services Coordinator. ← Formatted: Bullets and Numbering
5. Accesses, inputs, and retrieves information from a computer. Inputs various data into computer using word processing based software and the Library Services materials database. ← Formatted: Bullets and Numbering
- 6.4. Gives/Provides information in person or by telephone to staff and the public, applying knowledge of rules, regulations and procedures of the Library Services Department. Processes incoming and outgoing mail. ← Formatted: Bullets and Numbering
5. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to perform reasonable duties as assigned by immediate supervisor. ← Formatted: Bullets and Numbering
7. Operates office machines such as adding machines, fax, copiers and other general office machines with such accuracy as can be acquired from their use on the job. ← Formatted: Bullets and Numbering
- 8.6. Regular attendance. ← Formatted: Bullets and Numbering

[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 duties as assigned.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of business English, spelling, and basic mathematics.
- Skill in data entry and spreadsheets.
- Ability to organize and prioritize work.
- Ability to use computer and network applications.
- Ability to access, input, and retrieve information from a word processor or computer.
- Ability to access file cabinets for filing and retrieval of data.

Technical Services Support Technician

- Ability to answer telephone and provide information to the public and library staff.
- Ability to effectively work and communicate with diverse staff, public, and vendors.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- One (1) year of general clerical 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 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 communicate using speech, vision and hearing skills.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to bend, squat, walk, stand, kneel, stoop, reach, push and pull.
- Moderate lifting and carrying up to 50 pounds.

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.

Revised 10/0910

FLSA Non-Exempt Status

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Youth Services Coordinator

DEPARTMENT: Library Services

DIVISION: Community Services

GENERAL DESCRIPTION:

This position is responsible for ~~planning, coordinating, and directing~~ implementing programs of service to children and their families; provides support to those working with youth; develops and proposes service programming, policies and procedures; monitors the quality and effectiveness of existing programs and practices; and maintains close contact with all Sumter County Library System (SCLS) staff involved with children's collections and services to ensure administration of quality service.

ESSENTIAL JOB FUNCTIONS:

1. Supervises part-time staff library assistants, volunteers and program workers involved in Youth Services. Provides general information, advice, support, training and development to all staff in SCLS libraries working with youth and their families to ensure the administration of quality services.
2. Develops, proposes and implements activities related to youth services, including materials selection and collection development, policies and procedures, Summer Reading Program and other special programs. Prepares related progress reports, compiles, tabulates, analyzes statistics, and submits recommendations to the Library Services Manager for new and revised programs of service.
3. Examines, interprets and anticipates community needs and ~~works with SCLS libraries to develop~~ collections, programs and services for the youth population.
4. Promotes and publicizes SCLS programs and events for children and their families; consult with staff in SCLS libraries on effective promotional activities, and coordinate the representation of SCLS at events for children and families.
5. Actively pursues funding opportunities for library youth services, and assists in the application and administration of grants to support special projects or programs for the Library Services Department.
6. Assists in developing the Library Services Department budget and expenditure of funds for youth services.
7. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to perform reasonable duties as assigned by immediate supervisor.
- 7.8. Regular attendance.

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[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:

Youth Services Coordinator

- Knowledge of children's services program development and implementation, including materials selection, collection development and public needs.
- Knowledge of principles, theories and concepts of library science.
- Basic knowledge of contemporary concepts and principles of library youth services practices, including emergent and family literacy.
- Knowledge in computer skills, automation systems, and the Internet.
- Knowledge of early childhood development, including language and brain development.
- Ability to organize work, set priorities, use time effectively, work independently, work well under pressure, and meet deadlines.
- Ability to effectively communicate orally and in writing.
- Ability to plan, direct and coordinate the work of staff and volunteers.
- Ability to serve the public with friendliness, tact, and diplomacy.
- Ability to maintain fiscal and administrative records and to prepare reports.

EDUCATION AND EXPERIENCE:

- ALA-accredited MLS degree OR any combination of course work in library science or closely related field;
- Library and supervisory experience; or training that equals three (3) years within the last five (5) years.
- Experience working with children and conducting programming is required.

[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)
- Moderate pushing, lifting and carrying (up to 50 pounds)
- Reaching
- Walking
- Standing
- Sitting
- Kneeling
- Bending
- Stooping
- Crouching
- Ability to sit at a desk and view a display screen for extended periods of time.
- May work in an area accessible only by stairs

ENVIRONMENTAL CONDITIONS

- Primarily works in a climate controlled environment; travel to other locations several times a week.

FLSA Exempt Status

Reviewed sed 10/1/0910