

2009-2010

Classification and
Compensation Schedule

2009-2010 CLASSIFICATION AND AUTHORIZED POSITION SCHEDULE

<i>Department</i>	<i>Dept. Staffing</i>	<i>Position Title</i>	<i>Pay Range</i>	<i>Authorized Positions</i>
Community Services Division				
<i>Animal Control</i>	7	Kennel Worker	11	3
		Officer	13	2
		*Kennel Coordinator	15	1
		*Animal Control Officer Coordinator	17	1
<i>Community Svcs Admin.</i>	3	Finance Coordinator	17	1
		*Comm. Svcs Admin. Coord.	21	1
		*Director of Community Services	33	1
<i>County Probation</i>	5	Staff Assistant I	13	1
		Staff Assistant II	15	1
		Officer	20	2
		*Program Coordinator	23	1
<i>Housing</i>	3	Housing Assistant I	16	1
		*Assistant Housing Manager	23	1
		*Housing Services Manager	27	1
<i>Library</i>	32	Technical Services Support Tech	10	1
		Library Assistant (PT)	11	1
		Library Assistant	11	17
		Clerk/Driver I (PT)	12	1
		Clerk/Driver I	12	1
		Technical Services Assistant	15	2
		*Library Supervisor	20	6
		*Technical Services Coordinator	23	1
		*Youth Services Coordinator	23	1
		*Library Services Manager	31	1
<i>Transit</i>	27	Transit Courier	9	1
		Office Assistant (PT)	10	1
		Driver (PT)	10	1
		Driver I	10	15
		Driver II	11	1
		Clerk/Driver I	12	3
		Maintenance Technician	15	1
		Transportation Clerk	15	1
		*Operations Supervisor	17	1
		*Office Supervisor	17	1
		*Transit Coordinator	23	1
<i>Veterans Services</i>	6	Office Assistant I	10	1
		Veterans Counselor I	14	3
		*Veterans Service Officer	21	1
		*Veterans Service Office Manager	25	1
County Administrator Supervised				
<i>Facilities Development and Maintenance</i>	9	Staff Assistant II	15	2
		Maintenance Technician II	17	3
		Maintenance Technician III	19	1
		Maintenance Technician IV	21	1
		*Maintenance Supervisor	22	1
		*Project Manager	31	1
<i>Fire Services</i>	29	Firefighter	10	18
		Firefighter - Fleet Maint. Tech	10	1
		Staff Assistant I	13	2
		Administrative Assistant - FS	20	1
		Shift Commander - Fire/ALS	22	3
		Fire/Plans Examiner II	26	1
		*Deputy Fire Chief - Administrative	28	1
		*Deputy Fire Chief - Operations	28	1
		*Fire Services Chief	30	1

<i>Department</i>	<i>Dept. Staffing</i>	<i>Position Title</i>	<i>Pay Range</i>	<i>Authorized Positions</i>
<i>Information Technology</i>	5	Staff Assistant I	13	1
		IT Support Technician II	21	1
		IT Support Technician III	23	1
		Training and Support Coordinator	23	1
		Programmer Analyst	27	1
<i>Planning & Development Division</i>				
<i>Building Services</i>	15	Building Support Technician	16	4
		Licensing/Code Enforcement Coordinator	17	1
		Building Inspector V	28	5
		Plans Examiner III	28	1
		Plans Examiner IV	29	1
		*Chief Plans Examiner	30	1
		*Chief Building Inspector	30	1
		*Building Official	33	1
<i>Planning Services</i>	9	Office Assistant I	10	1
		Planning Technician	16	2
		GIS Technician	16	1
		Senior Planning Technician	17	1
		Senior GIS Technician	20	1
		Development Coordinator	23	1
		*GIS Coordinator	29	1
		*Planning Manager	31	1
<i>Public Works Division</i>				
<i>Mosquito Control</i>	3.5	Technician I	13	2
		Staff Assistant II	15	0.5
		*Operations Coordinator	23	1
<i>Parks & Recreation</i>	8.5	Parks Groundskeeper	10	2
		Parks Caretaker	11	1
		Staff Assistant II	15	0.5
		Park Technician I	17	4
		Crew Leader	19	1
<i>Road & Bridge</i>	44	Inventory Technician I	10	1
		Maintenance Worker	10	3
		Sign Shop Technician	11	1
		Equipment Operator I	14	10
		Staff Assistant II	15	4
		Equipment Operator II	16	5
		Equipment Svcs Technician III	17	1
		Inventory Technician III	17	1
		Staff Assistant III	17	2
		Working Foreman	17	2
		Traffic Engineering Technician	18	2
		Engineering Technician	19	1
		Senior Equipment Operator	19	2
		Senior Mechanic	20	1
		Working Foreman - Equip. Op.	20	1
		Shop Foreman	22	1
		*Chief Engineering Technician	23	1
		*Road & Bridge Superintendent	26	1
*PW Administrative Coordinator	28	1		
*Asst. PW Director - Engineering	33	1		
*Asst. PW Director - Operations	33	1		
*Director of Public Works	36	1		
<i>Solid Waste</i>	9	Equipment Operator I	14	1
		Equipment Operator II	16	3
		Mechanic	17	1
		Staff Assistant III	17	1
		Senior Equipment Operator	19	2
		*Operations Coordinator	20	1

Sumter County BOCC
SALARY SCHEDULE - 2009-2010

<i>JOB TITLE</i>	<i>Empl No</i>	<i>PAYROLL PERIODS</i>	<i>RATE</i>	<i>ANNUAL RATE</i>
COUNTY COMMISSIONERS				
Commr/District No. 1	486	FIRST PR	389.72	47,407.00
		25 PRs	1,818.35	
		LAST PR	1,558.53	
Commr/District No. 2	667	FIRST PR	389.72	47,407.00
		25 PRs	1,818.35	
		LAST PR	1,558.53	
Commr/District No. 3	808	FIRST PR	389.72	47,407.00
		25 PRs	1,818.35	
		LAST PR	1,558.53	
Commr/District No. 4	2	FIRST PR	389.72	47,407.00
		25 PRs	1,818.35	
		LAST PR	1,558.53	
Commr/District No. 5	487	FIRST PR	389.72	47,407.00
		25 PRs	1,818.35	
		LAST PR	1,558.53	

NOTE: SALARY SET BY FLORIDA STATUTES

2009-2010 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: Animal Control</i>			<i>Division: Community Services</i>			
1 Kennel Worker	Legrand	650	10.71	22,362.48		11
2 Kennel Worker	Miller	751	10.16	21,214.08		11
3 Kennel Worker	Tillis	776	10.16	21,214.08		11
4 Kennel Coordinator	Gift	807	11.98	25,014.24		15
5 Officer	Belancin	754	11.20	23,385.60		13
6 Officer	Hibbert	786	11.20	23,385.60		13
7 AC Officer Coordinator	Taberner	502	15.50	32,364.00		17

2009-2010 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: Community Services Administration</i>			<i>Division: Community Services</i>			
1 Finance Coordinator	Schlek	746	13.63	28,459.44		17
2 Administrative Coordinator	Nelson	088	17.63	36,811.44		21
3 Director of Community Services	Barsell	772	41.93	87,549.84		33

2009-2010 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: County Probation</i>			<i>Division: Community Services</i>			
1 Staff Assistant I	Lineberry	617	11.81	24,659.28		13
2 Staff Assistant II	Hall	121	16.14	33,700.32		15
3 Probation Officer	Story	658	16.32	34,076.16		20
4 Probation Officer	Thorpe	755	15.77	32,927.76		20
5 Program Coordinator	Smith, L	120	23.02	48,065.76		23

2009-2010 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: Housing</i>			<i>Division: Community Services</i>			
1 Housing Assistant I	Purvis	251	14.25	29,754.00		16
2 Asst Housing Manager	Lafferty	151	22.03	45,998.64		23
3 Housing Services Manager	Young, K	124	28.85	60,238.80		27

2009-2010 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: Library Program</i>			<i>Division: Community Services</i>			
1 Technical Services Support Tech	Jones	615	10.00	20,880.00	<i>Based on 1560 hours per year</i>	10
2 Library Assistant PT	Tyson	544	10.16	15,849.60		11
3 Library Assistant FT	Jones, Rhonda	480	9.86	20,587.68		11
4 Library Assistant FT	Peca	668	9.86	20,587.68		11
5 Library Assistant FT	Saldivar	743	9.86	20,587.68		11
6 Library Assistant FT	Smith, Ryan	000	9.86	20,587.68		11
7 Library Assistant FT	Stark	000	9.86	20,587.68		11
8 Library Assistant FT	Goodell	237	10.16	21,214.08		11
9 Library Assistant FT	Buschena	720	10.46	21,840.48		11
10 Library Assistant FT	Martin	461	10.76	22,466.88		11
11 Library Assistant FT	Spriet	000	11.04	23,051.52		11
12 Library Assistant FT	Horodysky	684	11.37	23,740.56		11
13 Library Assistant FT	Vacant	720	10.46	21,840.48		11
14 Library Assistant FT	Vacant	461	10.76	22,466.88		11
15 Library Assistant FT	Vacant	684	10.97	22,905.36		11
16 Library Assistant FT	Vacant	000	11.54	24,095.52		11
17 Library Assistant FT	Cummings	697	11.22	23,427.36		11
18 Library Assistant FT	Johnson	736	10.16	21,214.08		11
19 Library Assistant FT	Soto	739	10.16	21,214.08	<i>Based on 1040 hours per year</i>	11
20 Clerk/Driver PT	Vacant	000	10.35	10,764.00		12
21 Clerk/Driver FT	Weishaupt	750	10.66	22,258.08		12
22 Technical Services Assistant	McCorkle	341	11.98	25,014.24		15
23 Technical Services Assistant	Neumann	548	13.07	27,290.16		15

2009-2010 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
24 Library Supervisor	Brinson, M	550	16.67	34,806.96		20
25 Library Supervisor	Lee	624	16.63	34,723.44		20
26 Library Supervisor	Vacant	000	15.29	31,925.52		20
27 Library Supervisor	Rooney	000	22.04	46,019.52		20
28 Library Supervisor	Stocomb	000	15.29	31,925.52		20
29 Library Supervisor	Vacant	000	15.29	31,925.52		20
30 Technical Services Coordinator	Barnes	200	24.43	51,009.84		23
31 Youth Services Coordinator	Colon	507	22.94	47,898.72		23
32 Library Services Manager	Shifflett	000	33.87	70,720.56		31

2009-2010 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: Transit</i>			<i>Division: Community Services</i>			
1 Courier	Vacant	000	8.94	18,666.72	<i>Based on 1040 hours per year</i>	9
2 Office Assistant (PT)	Szakonyi	655	9.67	10,056.80		10
3 Driver I	Schuh	766	9.67	20,190.96		10
4 Driver I	Thom	728	9.68	20,211.84		10
5 Driver I	Vacant	000	9.39	19,606.32		10
6 Driver I	Mullan	726	9.72	20,295.36		10
7 Driver I	Boone	069	14.96	31,236.48		10
8 Driver I	Correll	552	10.27	21,443.76		10
9 Driver I	Fenne	059	11.29	23,573.52		10
10 Driver I	Arnold, W	675	9.86	20,587.68		10
11 Driver I	Franklin	239	12.33	25,745.04		10
12 Driver I	Hakenewerth	377	11.76	24,554.88		10
13 Driver I	Harris	195	13.63	28,459.44		10
14 Driver I	Pruitt	613	10.20	21,297.60		10
15 Driver I	Ray	475	10.73	22,404.24		10
16 Driver I	Rutherford	070	14.93	31,173.84		10
17 Driver I	Weatherford	424	11.29	23,573.52		10
18 Driver I	Heine	725	9.72	20,295.36		10
19 Driver II	Smith, D	072	15.67	32,718.96		11
20 Clerk/Driver I	Angelo	635	11.21	23,406.48		12
21 Clerk/Driver I	Smith, M	254	13.41	28,000.08		12
22 Clerk/Driver I	Vacant	000	15.77	32,927.76		12
23 Transportation Clerk	Colyer	604	11.99	25,035.12		15

2009-2010 Salary Schedule

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24 Maintenance Technician	Winn	210	12.97	27,081.36		15
25 Operations Supervisor	Brannen	080	17.87	37,312.56		17
26 Office Supervisor	Field	809	16.61	34,681.68		17
27 Transportation Manager	Vacant	000	19.50	40,716.00		25

2009-2010 Salary Schedule

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<i>Department: Veterans Services</i>			<i>Division: Community Services</i>			
1 Office Asst. I	Johnson	556	9.73	20,316.24		10
2 Veterans Service Counselor	Alfrey	361	13.32	27,812.16		14
3 Veterans Service Counselor	Smith, Deb	510	13.35	27,874.80		14
4 Veterans Service Counselor	Cheek	693	11.81	24,659.28		14
5 Veterans Service Officer	Dobson	483	18.34	38,293.92		21
6 Veterans Service Office Manager	Harrop	773	20.15	42,073.20		25

2009-2010 Salary Schedule

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<i>Department: Facilities Development & Maintenance</i>			<i>Division: County Administrator Directed</i>			
1 Staff Assistant II	Akins, M	529	13.91	29,044.08		15
2 Staff Assistant II	Rutter	543	13.99	29,211.12		15
3 Maintenance Tech II	Fudge	154	16.18	33,783.84		17
4 Maintenance Tech II	Sowell	030	19.01	39,692.88		17
5 Maintenance Tech II	Rushing, R	623	14.35	29,962.80		17
6 Maintenance Tech III	Thamey	132	19.68	41,091.84		19
7 Maintenance Tech IV	Wilkes	373	20.78	43,388.64		21
8 Maintenance Supervisor	Cobb	707	26.85	56,062.80		22
9 Project Manager	Conway	630	41.49	86,631.12		31

2009-2010 Salary Schedule

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<i>Department: Fire Services</i>			<i>Division: County Administrator Directed</i>			
1 Firefighter	Hibbs	601	11.22	23,427.36		10
2 Firefighter	Helbig	369	12.09	25,243.92		10
3 Firefighter	Hoogewind	625	12.09	25,243.92		10
4 Firefighter	Hurst	288	12.12	25,306.56		10
5 Firefighter	Burris, C	425	12.76	26,642.88		10
6 Firefighter	Lovett	575	12.43	25,953.84		10
7 Firefighter	Haugabrook	758	11.56	24,137.28		10
8 Firefighter	Miles	659	12.10	25,264.80		10
9 Firefighter	Jacques	618	12.10	25,264.80		10
10 Firefighter	Foster	278	13.19	27,540.72		10
11 Firefighter	Sickman	297	12.10	25,264.80		10
12 Firefighter	Thalgott	367	13.18	27,519.84		10
13 Firefighter	Vacant	000	9.39	19,606.32		10
14 Firefighter	Vacant	000	9.39	19,606.32		10
15 Firefighter	Vacant	000	9.39	19,606.32		10
16 Firefighter	Vacant	000	9.39	19,606.32		10
17 Firefighter	Vacant	000	9.39	19,606.32		10
18 Firefighter	Vacant	000	9.39	19,606.32		10
19 Firefighter - Fleet Maintenance Tech	Blockyou	399	12.75	26,622.00		10
20 Staff Asst. I	Harrell	374	12.99	27,123.12		13
21 Staff Asst. I	Parks	438	11.54	24,095.52		13
22 Admin. Asst. FS	Alderman	168	18.44	38,502.72		20
23 Shift Commander	Hanson	363	17.97	37,521.36		22
24 Shift Commander	Tucker	306	18.54	38,711.52		22

2009-2010 Salary Schedule

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25 Shift Commander	Torchia	300	19.04	39,755.52		22
26 Fire Plans Examiner/Inspector	Richards	752	23.87	49,840.56		26
27 DCF-Admin	Burris, B	362	27.01	56,396.88		28
28 DCF-Ops	Greek	741	26.98	56,334.24		28
29 Fire Chief	Gulbrandsen	247	35.82	74,792.16		30

2009-2010 Salary Schedule

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<i>Department: Building Services</i>			<i>Division: Planning & Development</i>			
1 Bldg Support Tech	Coleman	433	14.78	30,860.64		16
2 Bldg Support Tech	Helms	225	14.71	30,714.48		16
3 Bldg Support Tech	McClain	207	18.15	37,897.20		16
4 Bldg Support Tech	Oliver	023	19.98	41,718.24		16
5 Licensing/Code Enforcement Cord.	Akins, A	105	21.94	45,810.72		17
6 Bldg Inspector V	Ausley	094	33.80	70,574.40		28
7 Bldg Inspector V	James	066	33.67	70,302.96		28
8 Bldg Inspector V	Kaman	037	32.65	68,173.20		28
9 Bldg Inspector V	Shady	696	30.31	63,287.28		28
10 Bldg Inspector V	Timpanaro	703	28.77	60,071.76		28
11 Plans Examiner III	Romboll	753	29.16	60,886.08		28
12 Plans Examiner IV	Wilcox	734	30.20	63,057.60		29
13 Chief Plans Examiner	Dixon	614	33.42	69,780.96		30
14 Chief Building Inspector	Hartman	437	34.22	71,451.36		30
15 Building Official	Kegan	412	38.30	79,970.40		33

** Inspector Classifications are eligible for 2.5% Incentive for Each Additional Certification*

***Inspector Class levels are adjusted as needed.*

2009-2010 Salary Schedule

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<i>Department: Planning</i>			<i>Division: Planning & Development</i>			
1 Office Assistant I	Russell	665	9.73	20,316.24		10
2 Planning Technician	Cassels	071	18.32	38,252.16		16
3 Planning Technician	Gill	531	15.69	32,760.72		16
4 GIS Technician	Wielan	227	16.75	34,974.00		16
5 Senior Planning Technician	Steele	242	17.67	36,894.96		17
6 Sr. GIS Technician	Gant	086	22.67	47,334.96		20
7 Development Coordinator	Webb, A	170	22.20	46,353.60		23
8 GIS Coordinator	Young, B	719	29.92	62,472.96		29
9 Planning Manager	Cornelius	631	39.65	82,789.20		31

2009-2010 Salary Schedule

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<i>Department: Mosquito Contol</i>			<i>Division: Public Works</i>			
1 Mosquito Tech I	Bass	627	13.01	27,164.88		13
2 Mosquito Tech I	Fussell	671	10.87	22,696.56		13
3 Staff Assist II	Muecke	173	15.98	33,366.24		15
4 Operations Coordinator	Wiley	122	20.82	43,472.16		23

2009-2010 Salary Schedule

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<i>Department: Parks & Recreation</i>			<i>Division: Public Works</i>			
1 Groundskeeper	Bresnahan	656	10.60	22,132.80		10
2 Groundskeeper	Oxendine, P	460	10.57	22,070.16		10
3 Caretaker	Parker	415	13.26	27,686.88		11
4 Park Technician I	Hamm, G	414	14.70	30,693.60		17
5 Park Technician I	Rushing, F	632	14.35	29,962.80		17
6 Park Technician I	Sorter	504	14.05	29,336.40		17
7 Park Technician I	Wilson, J	419	13.83	28,877.04		17
8 Crew Leader	Root	214	18.51	38,648.88		19

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<i>Road & Bridge</i>			<i>Division: Public Works</i>			
1 Inventory Tech I	Rice	073	13.68	28,563.84		10
2 Maintenance Worker	Sousa	452	11.26	23,510.88		10
3 Maintenance Worker	Whitelaw	774	11.34	23,677.92		10
4 Maintenance Worker	Murphy	802	9.39	19,606.32		10
5 Sign Shop Tech	Beasley	233	12.58	26,267.04		11
6 Equip Op I	Carrel	102	16.65	34,765.20		14
7 Equip Op I	Davis, W.	020	19.15	39,985.20		14
8 Equip Op I	Hunnewell	114	16.59	34,639.92		14
9 Equip Op I	Jordan	221	13.47	28,125.36		14
10 Equip Op I	Lee, A.	463	13.50	28,188.00		14
11 Equip Op I	Riley	142	16.59	34,639.92		14
12 Equip Op I	Rulz	305	14.14	29,524.32		14
13 Equip Op I	Seay, G.	241	16.11	33,637.68		14
14 Equip Op I	Seay, S.	050	16.81	35,099.28		14
15 Equip Op I	Walsh	455	12.72	26,559.36		14
16 Staff Assist II	Bryant, C	403	14.86	31,027.68		15
17 Staff Assist II	Davis, S.	400	14.63	30,547.44		15
18 Staff Assist II	Segrest	705	14.27	29,795.76		15
19 Staff Assist II	Belcher	731	13.59	28,375.92		15
20 Equip Op II	Beckelheimer	011	18.86	39,379.68		16
21 Equip Op II	Brady	184	15.91	33,220.08		16
22 Equip Op II	Hamm, T.	198	16.84	35,161.92		16
23 Equip Op II	Hayes	018	20.42	42,636.96		16

2009-2010 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
24 Equip Op II	Wilson, L.	028	20.82	43,472.16		16
25 Staff Assist III	Comis	143	18.70	39,045.60		17
26 Staff Assist III	Kelley, C	244	16.17	33,762.96		17
27 Equip Svc Tech III	Edwards	337	17.50	36,540.00		17
28 Inventory Tech III	Eldridge	243	19.74	41,217.12		17
29 Working Foreman	Parker	199	17.20	35,913.60		17
30 Working Foreman	Vacant	000	27.32	57,044.16		17
31 Traffic Engineering Technician	McClain	083	19.57	40,862.16		18
32 Traffic Engineering Technician	Wells	119	18.81	39,275.28		18
33 Sr Equip Op	Johnson	145	19.52	40,757.76		19
34 Sr Equip Op	Lee, T.	085	19.53	40,778.64		19
35 Engineering Technician	Oxendine, E.	049	20.59	42,991.92		19
36 Senior Mechanic	Lovett	110	20.99	43,827.12		20
37 Working Foreman-EO	Ramsey	009	22.88	47,773.44		20
38 Shop Foreman	Brown	046	25.77	53,807.76		22
39 Chief Engineering Technician	Parrett	016	28.19	58,860.72		23
40 Road and Bridge Superintendent	Wilson, M.	015	30.30	63,266.40		26
41 PW Administrative Coord	Wamock	060	30.40	63,475.20		28
42 Assist PW Director - Operations	Jackson	131	37.42	78,132.96		33
43 Assist PW Director - Engineering	Stevens	664	44.79	93,521.52		33
44 PW Director	Kuhl	732	48.27	100,787.76		36

2009-2010 Salary Schedule

Job Title	EMP	Empl No	Hourly Base Rt	Annual	Notes:	Range
Department: Solid Waste			Division: Public Works			
1 Equipment Operator I	Naegele	256	14.31	29,879.28		14
2 Equipment Operator II	Bryant, M.	201	16.43	34,305.84		16
3 Equipment Operator II	Nix	235	17.85	37,270.80		16
4 Equipment Operator II	Simons	042	19.97	41,697.36		16
5 Mechanic	Seay, W.	381	16.76	34,994.88		17
6 Staff Assistant III	Stokes	097	17.52	36,581.76		17
7 Senior Equipment Operator	Boyd	063	20.34	42,469.92		19
8 Senior Equipment Operator	Moody	064	20.34	42,469.92		19
9 Operations Coordinator	Wise	160	21.09	44,035.92		20

2009-2010 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: County Administration</i>			<i>Division: Support Services</i>			
1 Staff Assistant I	Morrison	512	14.56	30,401.28		13
2 Staff Assistant III	Douglas	157	16.29	34,013.52		17
3 Staff Assistant III	Strone	704	15.05	31,424.40		17
4 Budget/Purchasing Support Specialist	Parker	503	19.98	41,718.24		17
5 Budget and Purchasing Coordinator	Taylor	101	20.71	43,242.48		19
6 Impact Fee/Assessment Coord.	Chavez	136	22.86	47,731.68		23
7 Budget/Purchasing Manager	Bisner	000	29.24	61,053.12		28
8 Asst County Administrator	Howell	013	51.29	107,093.52		37
9 County Administrator	Arnold, B	595	64.49	134,655.12		39

2009-2010 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: Human Resources</i>			<i>Division: Support Services</i>			
1 Staff Assistant I	Zapata	521	12.98	27,102.24		13
2 Human Resources Specialist	Hunt	219	19.37	40,444.56		18
Human Resources/Administrative						
3 Services Manager	Fields	108	25.82	53,912.16		28

2009-2010 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rt</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: Information Technology</i>			<i>Division: Support Services</i>			
1 Staff Assistant I	Fitzpatrick	633	14.58	30,443.04		13
2 IT Support Technician II	Brinson, J	391	20.34	42,469.92		21
3 Training & Support Coordinator	Hunt	250	21.12	44,098.56		23
4 IT Support Technician III	Robinson	084	25.56	53,369.28		23
5 Programmer Analyst	Watson	775	22.21	46,374.48		27

2009-2010 Salary Schedule

<i>Job Title</i>	<i>EMP</i>	<i>Empl No</i>	<i>Hourly Base Rf</i>	<i>Annual</i>	<i>Notes:</i>	<i>Range</i>
<i>Department: Risk Management</i>			<i>Division: Support Services</i>			
1 Risk Management Specialist	Webb, P	517	14.32	29,900.16		17
2 Employee Benefit Specialist	Young, C	426	20.12	42,010.56		19
3 Risk Manager	Hart	206	25.06	52,325.28		28

Schedule "A"

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

Rate is based on job skill level and employee experience.

- 2) **Rate of pay for authorized overtime (non-exempt employees only):** Hourly rate of pay plus 50% of hourly rate of pay for each hour worked in addition to 40 hours per week.
- 3) **Group insurance** will be offered to all employees who are employed in regular positions working 20 hours per week or more.
- 4) **Fulltime.** Fulltime employees are defined as employees who work 35 or more hours per week.
- 5) **Introductory Period (probationary) Adjustment.** Employee will receive an increase in base pay of 3% upon successfully completing the initial introductory period.
- 6) **Cap-out pay** – When the pay rate exceeds the maximum range amount, the employee will be eligible for a cost-of-living increase only, with the exception of contract employees. Pay rates of employees hired through contracts are not bound by the maximum pay range assigned because of the unique circumstance of their hiring.
- 7) **Promotions.** Promotions will be recommended by Division Directors to the County Administrator. The minimum increase for a promotion is 5%. The maximum increase is the percentage equal to the percentage between the current job classification range and the recommended job classification range measured from minimum of the recommended job range. The Division Director's pay-rate recommendation will be based on experience the employee is bringing to the new job classification and responsibility required in the new job classification. The County Administrator may approve variances from the standard promotion guidelines as outlined above.
- 8) **Educational Increases.** An employee who earns a degree after being employed by the Board of Sumter County Commissioners may receive an increase if recommended by Division Director to the County Administrator when employees complete studies through college institutions and other agencies that provide education. The college institution or agency must be accredited by an accrediting agency or state approval agency recognized by the U.S. Secretary of Education. The education or certification must be related to the employee's employment with the Board. Life Experience and Honorary Degrees are excluded from this provision. A list will be developed and approved by the County Administrator that lists education levels and certification that qualify for educational increase. The list will be attached to this document and shall be updated periodically.

Educational Increase Schedule

Degree	Abbreviation	Increase
Associate in Arts	AA	2.5%
Associate in Science	AS	2.5%
Bachelor of Fine Arts	BFA	2.5%
Bachelor of Arts	BA	2.5%
Bachelor of Science	BS	2.5%
Master's Degree		5.0%
Doctor's Degree		5.0%

Procedure:

To receive the pay increase, the employee will submit proof of their degree award to the Human Resources Department. The pay increase will become effective the first day of the beginning the next payroll period after filing of the proof. The Human Resources Department will process the request for increase and notify the employee's department of the pay rate change accordingly.

Bradley Arnold - County Administrator

Date

Schedule "B"

Classification	Minimum Licenses Required (Core)	Range #	Pay Rates
Bldg. Inspector I	One Standard Inspector License.	24	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Bldg. Inspector II	Two Standard Inspector Licenses or the One & Two Family Inspector License.	25	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Bldg. Inspector III	Three Standard Inspector Licenses or the One & Two Family Inspector plus one Standard Inspector License.	26	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Bldg. Inspector IV	Four Standard Inspector Licenses or the One & Two Family Inspector plus two Standard Inspector Licenses.	27	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Bldg. Inspector V	Five Standard Inspector Licenses or the One & Two Family Inspector plus three Standard Inspector Licenses.	28	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Chief Inspector	Standard Inspector Licenses in categories (Building, plumbing, mechanical, residential and commercial electrical) Plans examiner licenses preferred.	30	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Plans Examiner I	One Standard Plans Examiner License or the One & Two Family Plans Examiner License.	25	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Plans Examiner II	Two Standard Plans Examiner Licenses or the One & Two Family Plans Examiner License plus one Standard Plans Examiner License.	26	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Plans Examiner III	Three Standard Plans Examiner Licenses or the One & Two Family Plans Examiner license plus two Standard Plans Examiner Licenses.	28	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Plans Examiner IV	Four Standard Plans Examiner Licenses.	29	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Chief Plans Examiner	Standard Plans Examiner Licenses. (building, electrical, mechanical and plumbing) Provisional or Standard Inspector Licenses preferred.	30	Hire rate starts between Minimum and Mid-point of range based on certifications and experience.
Building Official	Meet minimum requirements of F.S.468 for Building Code Administrator and obtain Standard or Provisional license from state BCA/B.	33	Additional individual trade inspector and plans examiner licenses, education and experience will be considered in determining salary.

Notes:

1. New employees will serve a minimum 6-month probationary period. Upon obtaining the required core licenses and the recommendation by the Building Official, they will be given regular status plus a 3% pay increase.
2. Existing employees who have obtained all required core licenses, and upon recommendation by the Building Official, may be promoted to Inspector II, III, IV or V position. No probationary period is required.
3. Existing employees who have obtained all required core licenses, upon recommendation by the Building Official, may be promoted to Plans Examiner II, III or IV position. No probationary period is required.
4. Those persons interested in achieving additional licenses, not listed below, based upon approval by the Building Official may qualify for a 2.5% salary increase.

Building Inspector License Categories:

- Building Inspector
- Mechanical Inspector
- Plumbing Inspector
- Residential Electrical Inspector
- Commercial Electrical Inspector
- One & Two Family Inspector

Plans Examiner License Categories:

- Building Plans Examiner
- Mechanical Plans Examiner
- Plumbing Plans Examiner
- Electrical Plans Examiner
- One & Two Family Plans Examiner

Schedule "C" – Full-time Firefighter Certification Incentive

Classification	Certification	Range	Pay Rates
FF-1 Certification	Minimum Required for Entry Level Firefighter – must be FF-2 Certified within First Year of Employment to remain employed as a Full-Time Firefighter as per F.S.S. 633.35. All requirements of F.S.S.633.34 must be met	10	10.16 / hr. – Probationary Full-Time Firefighter
FF-2 Certification	The Minimum Standard required for continued employment as a Full-Time Firefighter in the State of Florida, per F.S.S. 633.35. Must be attained within 12 months of start date with employer, per F.S.S. 633.35	10	11.22 / hr. – Full-Time Firefighter
EMT - Certification	Certified as an Emergency Medical Technician in the State of Florida	10	0.53 / hr. over base as either a FF-1 or FF-2 – EMS Incentive Level 1
Paramedic Certification	Certified as a Paramedic in the State of Florida and be approved by the Medical Director for Sumter County Fire Rescue	10	\$6000 per year paid in 26 equal payments as Paramedic Incentive
Driver – Engineer	Serving as Driver – Engineer and fulfilling all requirements of this position including State Certification of same within 12 months.	10	0.32 / hr. over base as either a FF-1 or FF-2 – D/E Incentive
Jr. Company Officer	Serving as first level supervisor – Lieutenant and fulfilling all requirements of this position including State Certification as Fire Officer 1 within 30 months.	10	0.64 / hr. over base as either a FF-1 or FF-2 – Junior Co. Officer Incentive
Sr. Company Officer	Serving as second level supervisor, a senior level Co. Officer – Captain and fulfilling all requirements of this position including State Certification, as Fire Officer 1 within 30 months.	10	1.06 / hr. over base as either a FF-1 or FF-2 – Senior Co. Officer Incentive
Captain	Serving as an EVT and fulfilling all requirements of this position including State Certification as Emergency Vehicle Technician within 12 months	10	0.53 / hr. over base as either a FF-1 or FF-2 – Fleet Maint. Tech. Incentive
Emergency Vehicle Technician - EVT			

- FF-1 and FF-2 Certification:** State of Florida FF-1 Certification is the minimum required certification for entry level Full-time Firefighter. All new employees will serve a minimum 6-month Introductory Period. State of Florida FF-2 Certification is required within 12 months of employment date as a Full-time Firefighter. Upon obtaining the required FF-2 Certification and with the recommendation of the Fire Chief, Full-time Firefighter employees will graduate to the FF-2 Certification hourly rate. If a Full-time Firefighter has NOT attained the required FF-2 Certification by the end of his / her 6-month Introductory Period, and provided he / she is enrolled and actively participating in a program of instruction in Firefighter Standards approved by the State of Florida that will allow him / her to become FF-2 Certified within the next six months, then that Firefighter's Introductory Period may be extended an additional 6 months with the recommendation of the Fire Chief.
- Under no circumstances will a Full-time Firefighter employee be employed beyond 12 months without State of Florida Firefighter 2 (FF-2) Certification.
- EMT Certification:** Full-time Firefighter employees who are also a State of Florida Certified Emergency Medical Technician will be eligible for EMS Incentive Level 1, with the recommendation of the Fire Chief.
- Paramedic Certification:** Full-time firefighting personnel of any rank, certified in the State of Florida as a Paramedic and qualified by the Medical Director for Sumter County Fire Rescue will be eligible for the Paramedic Incentive with approval of the Fire Chief and County Administrator.
- Driver – Engineer:** Full-time Firefighter employees who are serving as a Driver – Engineer (D/E) on a regular basis and are so assigned by the Fire Chief, are eligible for Driver – Engineer (D/E) Incentive, providing that they successfully fulfill all requirements of the position as determined by the Fire Chief, and have completed the State of Florida Bureau of Fire Standards and Training curriculum for Driver – Engineer or Driver – Operator, including State Certification as same within 12 months of the assignment to Driver – Engineer, with the recommendation of the Fire Chief. D/E Incentive is NOT cumulative with either Jr. Company Officer – Lieutenant, or Sr. Company Officer – Captain incentives.
- Jr. Company Officer – Lieutenant:** Full-time Firefighter employees who are serving as a Junior Company Officer (Jr.C.O.) – Lieutenant (Lt.) on a regular basis and are so assigned by the Fire Chief, are eligible for Jr. C.O. Incentive, providing that they successfully fulfill all requirements of the position as determined by the Fire Chief, and have completed the State of Florida Bureau of Fire Standards and Training curriculum for Fire Officer 1 (F.O.1), including State Certification as same within 30 months of the assignment to Jr. C.O. – Lieutenant, with the recommendation of the Fire Chief. Jr. C.O. – Lieutenant Incentive is NOT cumulative with either Driver / Engineer or Sr. C.O. – Captain incentives.
- Sr. Company Officer – Captain:** Full-time Firefighter employees who are serving as a Senior Company Officer (Sr.C.O.) – Captain (Capt.) on a regular basis and are so assigned by the Fire Chief, are eligible for Sr. C.O. Incentive, providing that they successfully fulfill all requirements of the position as determined by the Fire Chief, and have completed the State of Florida Bureau of Fire Standards and Training curriculum for Fire Officer 1 (F.O.1), including State Certification as same within 30 months of the assignment to Sr. C.O. – Captain, with the recommendation of the Fire Chief. Sr. C.O. – Captain Incentive is NOT cumulative with either Driver / Engineer or Jr. C.O. – Lieutenant incentives.
- Emergency Vehicle Technician – EVT:** Full-time Firefighter Employees who are serving as an Emergency Vehicle Technician (EVT) on a regular basis and are so assigned by the Fire Chief will be eligible for EVT Incentive, providing that they successfully fulfill all requirements of the position as determined by the Fire Chief, and have attained State Certification as an Emergency Vehicle Technician within 12 months of assignment.

**2009-2010 Range Minimums and Maximums
Board of Sumter County Commissioners**

Based on 2088 Hours

Range #	Minimum		Mid-Point		Maximum	
	Hourly Rate	Annual Rate	Hourly Rate	Annual Rate	Hourly Rate	Annual Rate
1	6.04	12,611.52	7.82	16,328.16	9.60	20,044.80
2	6.34	13,237.92	8.21	17,142.48	10.08	21,047.04
3	6.66	13,906.08	8.63	18,009.00	10.59	22,111.92
4	6.99	14,595.12	9.05	18,896.40	11.11	23,197.68
5	7.34	15,325.92	9.51	19,846.44	11.67	24,366.96
6	7.71	16,098.48	9.99	20,848.68	12.26	25,598.88
7	8.10	16,912.80	10.49	21,903.12	12.88	26,893.44
8	8.51	17,768.88	11.02	23,009.76	13.53	28,250.64
9	8.94	18,666.72	11.58	24,168.60	14.21	29,670.48
10	9.39	19,606.32	12.16	25,390.08	14.93	31,173.84
11	9.86	20,587.68	12.77	26,663.76	15.68	32,739.84
12	10.35	21,610.80	13.41	27,989.64	16.46	34,368.48
13	10.87	22,696.56	14.08	29,388.60	17.28	36,080.64
14	11.41	23,824.08	14.78	30,850.20	18.14	37,876.32
15	11.98	25,014.24	15.52	32,395.32	19.05	39,776.40
16	12.58	26,267.04	16.29	34,013.52	20.00	41,760.00
17	13.21	27,582.48	17.11	35,715.24	21.00	43,848.00
18	13.87	28,960.56	17.96	37,500.48	22.05	46,040.40
19	14.56	30,401.28	18.86	39,369.24	23.15	48,337.20
20	15.29	31,925.52	19.80	41,342.40	24.31	50,759.28
21	16.05	33,512.40	20.79	43,399.08	25.52	53,285.76
22	16.85	35,182.80	21.82	45,560.16	26.79	55,937.52
23	17.69	36,936.72	22.91	47,836.08	28.13	58,735.44
24	18.57	38,774.16	24.05	50,216.40	29.53	61,658.64
25	19.50	40,716.00	25.26	52,732.44	31.01	64,748.88
26	20.48	42,762.24	26.52	55,373.76	32.56	67,985.28
27	21.50	44,892.00	27.85	58,140.36	34.19	71,388.72
28	22.58	47,147.04	29.24	61,053.12	35.90	74,959.20
29	23.71	49,506.48	30.71	64,112.04	37.70	78,717.60
30	24.90	51,991.20	32.25	67,327.56	39.59	82,663.92
31	26.15	54,601.20	33.87	70,710.12	41.58	86,819.04
32	27.46	57,336.48	35.56	74,249.28	43.66	91,162.08
33	28.83	60,197.04	37.34	77,955.48	45.84	95,713.92
34	30.27	63,203.76	39.20	81,849.60	48.13	100,495.44
35	31.78	66,356.64	41.16	85,931.64	50.53	105,506.64
36	33.37	69,676.56	43.22	90,232.92	53.06	110,789.28
37	35.04	73,163.52	45.38	94,743.00	55.71	116,322.48
38	36.79	76,817.52	47.65	99,482.76	58.50	122,148.00
39	38.63	80,659.44	50.03	104,452.20	61.42	128,244.96
40	40.56	84,689.28	52.53	109,672.20	64.49	134,655.12
41	42.59	88,927.92	55.16	115,163.64	67.72	141,399.36
42	44.72	93,375.36	57.91	120,916.08	71.10	148,456.80
43	46.96	98,052.48	60.82	126,981.72	74.67	155,910.96
44	49.31	102,959.28	63.86	133,329.24	78.40	163,699.20
45	51.78	108,116.64	67.06	140,010.84	82.33	171,905.04

2010 BOCC EMPLOYEE HOLIDAY SCHEDULE

Jan 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January

- 1 New Year's Day*
- 18 Martin Luther King Jr.*

Jul 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

- 2 Good Friday*

Feb 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

May

- 31 Memorial Day*

Aug 2010						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July

- 5 Independence Day Holiday*

September

- 6 Labor Day*

Mar 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

- 11 Veteran's Day*
- 25 Thanksgiving Day*
- 26 Thanksgiving Holiday*

Sep 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December

- 24 Christmas Eve*
- 27 Christmas Day Holiday*

Apr 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Oct 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

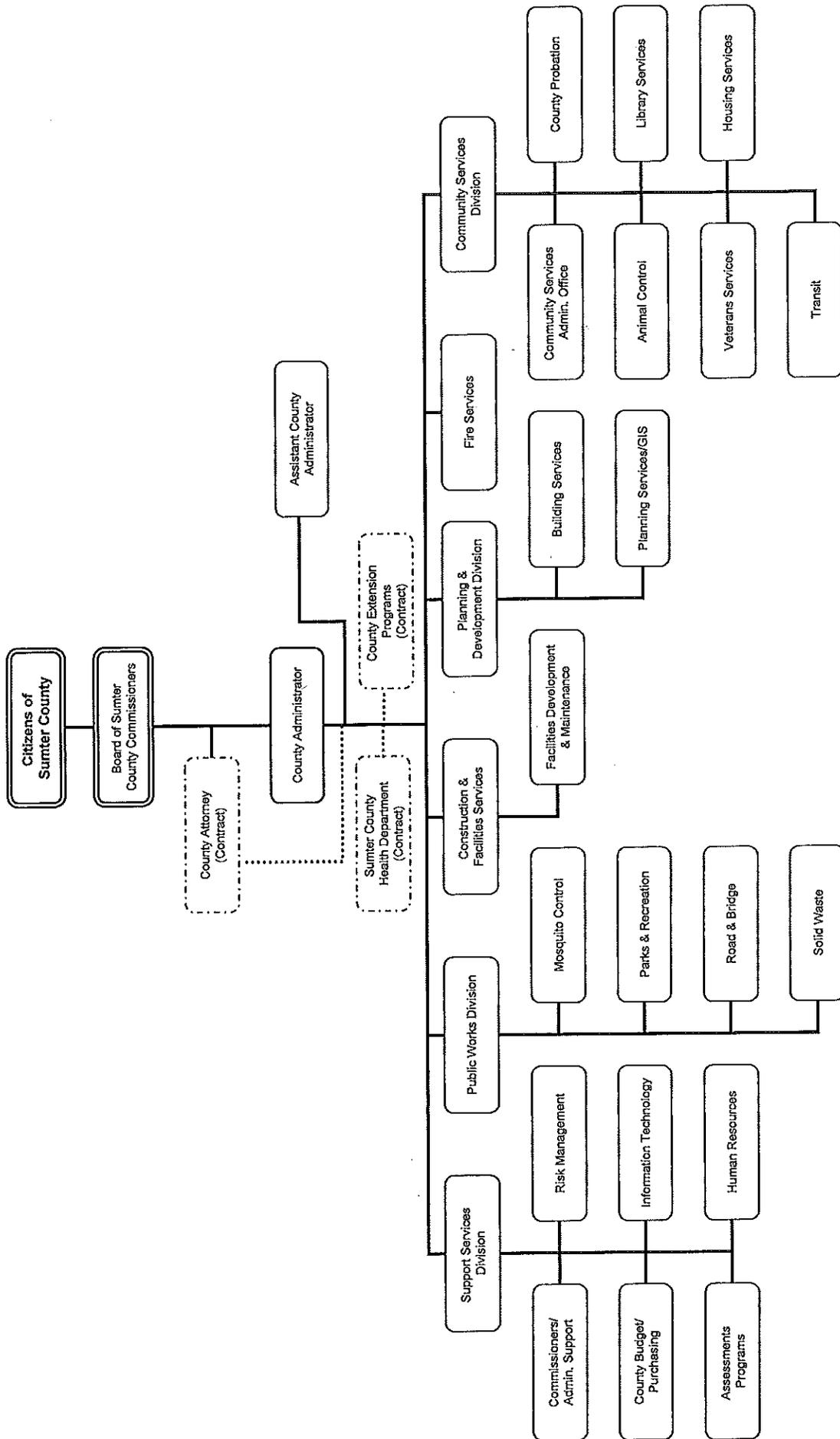
May 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Nov 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jun 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Dec 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sumter County Organization Chart



Schedule "G"

MANAGEMENT LEVELS
BOARD OF SUMTER COUNTY COMMISSIONERS

1. Level One Managers:
 - a. County Administrator
 - b. Assistant County Administrator
 - c. Director – The head of a division. Position designation based on supervision of three or more distinct departments, and/or supervision of 50 or more employees.
 - d. Assistant Director – Position designation based on supervision of three or more distinct departments, and/or supervision of 50 or more employees. Position is responsible to the director of the division.
 - e. Designated Level One Managers are: Director of Public Works, Assistant Director of Public Works – Operations, Assistant Director of Public Works - Engineering, Director of Community Services, and Fire Chief.
 - f. Level One Managers will be eligible to participate in the Florida Retirement Senior Management Program subject to the rules and regulations of the Florida Retirement System.

2. Level Two Managers:
 - a. Department Superintendent, Department Manager, Department Supervisor, Department Administrator - Position is designated based on supervision of a single department or two departments having distinct and unique responsibilities.

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Animal Control Officer

DEPARTMENT: Animal Control

DIVISION: Community Services

GENERAL DESCRIPTION:

Responsible for enforcement of ordinances governing the care and keeping of domestic animals and livestock in an effort to maintain public safety and welfare. Responsible for responding to service calls and providing professional customer service, individual and public animal code education, capturing and transporting stray, vicious and/or diseased animals to the animal shelter, issuing citations and testifying in court as necessary, and performing related tasks as assigned. Respond to call-outs for emergency disaster relief assistance.

ESSENTIAL JOB FUNCTIONS:

1. Assists the public in resolving problems and answers questions relating to animal control, Sumter County Ordinances and state law; enforces ordinances, rules, regulations and laws.
2. Works closely with law enforcement, Health Department, City and County agencies and veterinarians. Maintains records of animals receiving rabies shots by local veterinarians. Assists law enforcement personnel in situations involving animals as requested.
3. Captures and transports stray, sick, injured or potentially rabid animals to the shelter for appropriate processing, care and treatment, and quarantine if necessary. Issues notice or citation for violations of ordinances governing the care and keeping of animals. Picks up and disposes of dead animals on roadways.
4. Conducts investigations and performs follow-up as needed; determines appropriate court action if any; assists in the preparation for court cases and court activities as needed. Investigates reports of animal abuse and files charges as appropriate. Prepares records, reports, files and notes to document potential violations for case presentation. Appears in court to submit documents, evidence, affidavits, and case summaries for the enforcement and prosecution of civil/criminal infractions of animal laws.
5. Maintains and sanitizes equipment used in animal control including vehicle assigned. Maintains accurate records of daily work activities.
6. Assists with feeding and care of confined animals and cleaning and maintenance of kennels as needed.
7. Patrols areas of the County on foot or in assigned vehicles to detect violations of laws and ordinances pertaining to animal control.
8. Administers chemical immobilization procedures in the capture of animals.
9. Euthanizes sick and/or dangerous animals in the field in accordance with procedures and assists kennel technicians with euthanasia of animals as needed.
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.

Animal Control Officer

11. Regular attendance. Works varying locations within the county and varying assignments; irregular hours, on-call or call back status, irregular schedules, holiday, weekends and emergencies. Shall be available for rotating twenty-four hour, seven days a week as scheduled.

[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 State and County animal control ordinances, regulations, animal care procedures and policies of the Community Services Division, and Board Of County Commissioners (BOCC)
- Knowledge of chemical capture, trapping, ensnaring, handling, transporting, and caring for animals and sufficient knowledge to distinguish between various breeds of animals for proper identification.
- Knowledge of animal behavior sufficient to recognize normal and abnormal behavior in domestic and wild animals.
- Ability to use a computer.
- Ability to work alone and to establish and maintain effective working relationships with members of the general public, co-workers, volunteer organizations, elected and appointed officials, as well as members of a diverse cultural background.
- Ability to deal with and educate the public and enforce laws impartially, firmly and tactfully.
- Ability to maintain sanitary conditions of kennels, vehicles and equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare written reports.
- Ability to interpret or use a variety of instructions, legal or public rights terminology and language, animal behavior and animal diseases.
- Ability to offer accurate testimony in court proceedings, civil actions and before hearing officers.
- Ability to inspect items for proper length, width and shape.
- Ability to coordinate hands and eyes rapidly and accurately in using machinery and equipment.
- Ability to deal with people and animals under stress.
- Ability to respond on scene to after hours and weekend calls within thirty (30) minutes.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- One (1) year of college or vocational education in animal control, public safety, law enforcement, code enforcement or a related field preferred.
- Two (2) years of related training and/or experience in handling, trapping, ensnaring and transporting domestic animals.

[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.
- Must possess and maintain certification as Certified Animal Control Officer or obtain certification by taking next scheduled State Animal Control Officers School.
- Must possess and maintain certification as Euthanasia Technician or obtain certification by taking next scheduled State certified euthanasia course.
- Must possess and maintain certification for Chemical Capture, or obtain certification by taking next scheduled State certified chemical capture course.
- Must possess and maintain certification for Bite Stick, or obtain certification by taking next scheduled State certified bite stick course.
- Must possess and maintain certification for Pepper Spray, or obtain certification by taking next scheduled pepper stick course.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Heavy lifting and carrying (over 50 lbs)
- Reaching
- Pulling
- Climbing
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Stooping
- Jumping
- Running
- Must be able to drive a truck.

ENVIRONMENTAL CONDITIONS:

- Works inside and outside in varying weather conditions with noise and dust;
- Works on uneven, slippery surfaces and heights;
- Works with animals, including flea infested areas, dead and diseased animals;
- Works with moving objects and vehicles;
- Works in stressful situations.

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

Revised 10/09

FLSA Non-Exempt Status

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Fire Plans Examiner/Inspector

DEPARTMENT: Fire Rescue/Services

DIVISION: Administrator

GENERAL DESCRIPTION:

Requires advanced technical knowledge of fire life safety codes as related to building construction and the installation of fire protection systems. Interprets and applies the Florida Fire Prevention Code and the Sumter County Fire prevention Ordinance to new construction. Provides fire plan review and inspection of all new construction work as required by F.S.633. Conducts annual fire inspections of existing structures as required under the direction of the Fire Marshall of the Authority Having Jurisdiction. Works under the direct supervision of the Fire Marshall and in conjunction with the Sumter County Building Department and the Villages Fire Department. This position requires a high degree of public trust and confidence.

ESSENTIAL JOB FUNCTIONS:

1. Reviews all construction plans for compliance to fire and life safety codes as related to buildings other than one and two family residential. Explains procedures, fees and enters data into computer. Performs inspections for fire and other related life safety situations.
2. Maintains department records and activity related to fire and life safety.
3. Works under the direction of the Fire Marshall and in conjunction with the Sumter County Building Department, Building Departments of local cities and the Fire Marshall for the Villages Fire Department.
4. Assists the Fire Marshall with fire investigations as directed.
5. Assists with fire suppression activities as needed
6. Maintains close contact with State agencies related to fire and life safety.
7. 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.
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 telephone etiquette.
- Skill in typing, filing and records research techniques and operating office equipment.
- Ability to acquire knowledge of the Florida Statutes and Rules, as well as local ordinances and codes.

Fire Plans Examiner/Inspector

- Ability to acquire sufficient knowledge of the processing of fire applications for permitting and of inspections to operate at a proficient level.
- Ability to read, review, and apply all applicable fire codes to construction documents.
- Ability to acquire sufficient knowledge of construction to operate at a proficient level.
- Ability to work effectively with the public, co-workers, and related agencies.
- 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 retrieves information from a computer.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Completion of fire science programs.
- Continuing education requirements set forth by the State Fire Marshall's office.
- Three (3) years experience as a certified Fire Safety Inspector I and plans examiner or Florida Certified Firefighter I or Florida Certified Firefighter II.
- Additional certifications for fire sprinkler systems, fire alarm systems and hood fire suppression systems desired.

(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 driving record acceptable to insurance provider.
- Fire Safety Inspector I Certification
- Fire Fighter I certification

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 communicate using radios and cell phones.
- 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 wear and perform work while wearing personal protection equipment (respirator, helmet, hearing protection, boots, gloves, and protective clothing.
- Moderate lifting and carrying (up to 50 pounds)
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Climbing (includes ladders up to 100 feet in height).
- Walking
- Standing
- Can distinguish colors
- Operation of motor vehicle

ENVIRONMENT CONDITIONS:

Fire Plans Examiner/Inspector

- Works inside, outside, and at construction sites in varying weather conditions with noise, slippery surfaces, and uneven surfaces.
- Heights (up to 200 feet)
- Some stressful situations.

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

FLSA Non-Exempt Status

Revised 10/1/09

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Kennel Technician**

DEPARTMENT: **Animal Control**

DIVISION: **Community Services**

GENERAL DESCRIPTION:

Responsible for maintaining daily shelter operations, caring for impounded animals, and providing assistance to field officers. Performs technical and clerical duties in support of the kennel.

ESSENTIAL JOB FUNCTIONS:

1. Receives and processes animals brought to the kennel for impoundment; picks up stray animals as required.
2. Redeems animals to proper owners; processes unclaimed animals for adoption. Assists members of the public searching for lost animals or seeking to adopt animals
3. Performs routine inspections of animals and their cages to monitor food consumption, behavior, symptoms of disease, and condition of confined animals for health and safety purposes.
4. Feeds and waters animals daily and maintains sanitary eating and drinking conditions for animals. Procures transports, unloads and stores food supplies, disinfectants, and animal care equipment. Provides basic animal care, including bathing, feeding, and observing animal behavior; transports animals to veterinarians' offices for medical testing and treatment as necessary.
5. Assists with administration of animal medications, routine vaccinations, heartworm testing, electronic implant scanning, euthanasia, and controlled substances to animals.
6. Cleans and disinfects kennels and cages, including cleaning food bowls and litter pans, sweeping and using high-pressure water hose to clean floors and walls. Performs repair and routine maintenance of kennels, cages, exercise pens, and other facilities.
7. Assists with preparation and shipment of animal heads for rabies laboratory testing; includes cutting and sawing through specimens and packaging for shipment.
8. Performs other routine clerical duties as required, including answering the telephone, preparing records and reports, entering and retrieving computer data, copying and filing documents.
9. Receives complaints of dogs, cats or other animals creating nuisances and notifies appropriate county personnel for investigation and response.
10. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
11. Regular attendance. Works varied schedules, holidays, weekends and emergencies, on-call or call-back status; may work varying locations and assignments as needed to assist officers.

[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 sufficient to distinguish between various breeds of animals for proper identification.
- Knowledge of procedures for humane animal care, capture, and restraint.
- Knowledge of animal behavior sufficient to recognize normal and abnormal behavior in domestic and wild animals.
- Ability to gain knowledge of State and County animal control ordinances, regulations and animal care procedures.
- Ability to gain knowledge of trapping, ensnaring, handling, transporting, caring for animals.
- Ability to work with the public.
- Ability to communicate tactfully and effectively with members of the general public.
- Ability to respond on scene to after hours and weekend calls within thirty (30) minutes.
- Ability to read and comprehend instructions, correspondence and memos.
- Ability to write correspondence and reports.
- Ability to effectively present information in one-on-one and small group situations, and to other employees in the organization.
- Ability to carry out detailed written or oral instructions.
- Ability to deal with animals and people under stress.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Experience in handling, trapping, ensnaring, transporting, caring and identifying domestic animals.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Must possess and maintain certification as Euthanasia Technician or obtain certification by taking next scheduled State certified euthanasia course.
- Must possess and maintain certification for Bite Stick, or obtain certification by taking next scheduled course.
- Must possess and maintain certification for Pepper Spray, or obtain certification by taking next scheduled course.
- Must have taken or must take Sumter County Sheriff's Office inmate training class within 3 months of hire.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Moderate lifting and carrying. (Up to 45 pounds)
- Distinguish colors
- Reaching
- Pulling
- Walking
- Standing
- Kneeling
- Bending
- Stooping
- Jumping
- Running
- Must be able to drive a truck.

Kennel Technician

ENVIRONMENTAL CONDITIONS:

- Works inside and outside in varying weather conditions with noise and dust.
- Works on uneven, slippery surfaces and heights.
- Works with animals, including flea infested areas, dead and diseased animals.
- Works with moving objects and vehicles.
- Works in stressful situations.

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

10/09

FLSA Non-Exempt Status

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

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

GENERAL DESCRIPTION:

Performs responsible clerical work including the circulation of library materials, the registration of library patrons, and the furnishing of information to library users. This position requires considerable contact with the public.

ESSENTIAL JOB FUNCTIONS:

1. Provides information on library programs and services, library circulation policies, fees, and fines.
2. Assists patrons with the use of the computer catalog.
3. Processes applications for library cards, checks library material in and out to reflect accurate patron records.
4. Performs opening and closing procedures as instructed by supervisor.
5. Accurately re-shelves library material, maintains correct shelf order of all items. Checks shelves for materials on hold or overdue.
6. Assists in planning and implementing library programming.
7. Accesses, inputs, and retrieves information from a computer. Inputs various data into computer using word-processing based software and the Library Services materials database.
8. Gives information in person or by telephone to staff and the public, applying knowledge of rules, regulations and procedures of the assigned unit.
9. Regular attendance.

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

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic library materials and procedures.
- Knowledge of basic clerical methods and practices.
- Knowledge of keyboarding and computer data entry.
- Ability to work with the public of all ages in a courteous and respectful manner.
- Ability to read numbers and letters rapidly and accurately.
- Ability to sort and file alphabetically and numerically.
- Ability to learn computerized programs.

Library Assistant

- Ability to communicate effectively, both orally and in writing, and to understand and carry out oral and written directions.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- One (1) year related experience or training.

(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.

Revised 10/09

FLSA Non-Exempt Status

**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 LC 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.
4. Assists in maintaining the online catalog through corrections, as well as updates.
5. Assists with the centralized purchasing of all office and operating supplies for branch and member libraries.
6. Assists with distribution of daily reports to member libraries.
7. 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 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.
- 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.

Technical Services Assistant

- 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 10/09

FLSA Non-Exempt Status

**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.
4. Maintains records, statistical data, and reports as assigned by Technical Services Coordinator.
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.
6. Gives 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.
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.
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 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.
- 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.

Technical Services Support Technician

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.

10/09

FLSA Non-Exempt Status

**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 LC Subject Headings in a network web-oriented environment.

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.
4. Assists in maintaining the online catalog through corrections, as well as updates.
5. Assists with the centralized purchasing of all office and operating supplies for branch and member libraries.
6. Assists with distribution of daily reports to member libraries.
7. 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 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.
- 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.

Technical Services Assistant

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 10/09

FLSA Non-Exempt Status