

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: 2011- 2012 Job Descriptions _____

REQUESTED ACTION: **Approve the job descriptions for various positions under the Board of County Commissioners**

Work Session (Report Only) **DATE OF MEETING:** 9/13/2011
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: _____

BUDGET IMPACT: _____
 Annual **FUNDING SOURCE:** _____
 Capital **EXPENDITURE ACCOUNT:** _____
 N/A

HISTORY/FACTS/ISSUES:
Due to reorganization of various departments and redundancy needs to provide better efficiency for organization. The attached job descriptions are recommended for approval. Approving these job descriptions will allow the BOCC Department to more adequately meet the needs of the citizen of the County.

Job Title: Assistant Library Services Manager

Department: Library Services

Division: Community Services

General Description:

Professional and managerial work in assisting the Library Services Manager in planning, organizing and directing the day-to-day operations of all components of the library system, with direct responsibility for public services.

Essential Job Functions:

- Evaluates the department's policies, procedures and standards to ensure they promote delivery of library services to the community
- Recommends policy change to the Library Services Manager to improve operations and service delivery
- Serves as the Library Services Manager in his/her absence
- Assists in formulating long-term plans for library services to meet the needs of the public
- Assists in planning system growth in facilities, personnel, programs and services
- Leads the public service staff in establishing standards and minimums for collections and services
- Assumes responsibility for specific assignments delegated by the Library Services Manager
- Represents the library system on various community boards, councils, organizations, etc.
- Oversees library operations for public services specific to circulation services
- Leads and supervises the Library Supervisors in establishing procedures using library technology and library computer systems
- Recruits, interviews, manages and trains personnel to build a cohesive team that is responsive to user needs
- Identifies staff training needs and coordinates staff development and training
- In case of emergency or crisis situation, position is required to perform reasonable duties as assigned by immediate supervisor
- Regular attendance

Minimum qualifications:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of library principles, practices and trends
- Knowledge of management principles and techniques
- Knowledge of standard laws and regulations relating to library operations
- Knowledge of effective public relations techniques
- Knowledge of budget evaluation, preparation and control
- Knowledge of the information and recreational needs of the residents of Sumter County
- Knowledge of library automated systems
- Skill in developing and affecting changes in operating policies and procedures
- Skill in staff training and supervision

- Skill in communicating effectively with others both orally and in writing
- Skill in conducting research and analyzing data
- Ability to evaluate community needs, set priorities, and develop methods of providing service
- Ability to evaluate performance of staff
- Ability to plan and organize workload and workload of others
- Ability to interpret library policies and procedures
- Ability to establish and maintain effective communication with staff, the community and public officials

EDUCATION AND EXPERIENCE:

- Graduation from an ALA accredited college or university with a Master of Library Science (MLS) degree
- Three (3) years of full-time professional experience at an administrative level to include a minimum of one (1) year of senior management in a public library
- One (1) year of post MLS professional public library experience is required
- Professional experience within multi- site library systems and cooperative library systems is 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)
- 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.

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Assistant Library Supervisor

DEPARTMENT: Library Services

DIVISION: Community Services

GENERAL DESCRIPTION:

Performs responsible Library 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 and coworkers.

ESSENTIAL JOB FUNCTIONS:

1. Supervises circulation services and circulation staff in the absence of the Library Supervisor and completes or revises staff schedule as requested.
2. Supervises OPS student(s) and ensures timely evaluations of student(s) in the position.
3. Provides information on library programs and services, library circulation policies, fees, and fines.
4. Assists patrons with the use of the computer catalog.
5. Processes applications for library cards, checks library material in and out to reflect accurate patron records.
6. Performs opening and closing procedures as instructed by supervisor. Secures building and collects monies at closing.
7. Accurately re-shelves library material, maintains correct shelf order of all items. Checks shelves for materials on hold or overdue.
8. Assists in planning and implementing library programming.
9. Accesses, inputs and retrieves information from a computer. Inputs various data into computer using word-processing based software and the Library Services materials database.
10. Gives information in person or by telephone to staff and the public, applying knowledge of rules, regulations and procedures of the assigned unit.
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.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic library materials and procedures.

- Knowledge of basic clerical methods and practices.
- Knowledge of basic principles of good public relations.
- Skill in the use of the automated circulation system and other library equipment.
- Skill in exercising courtesy, tact, and discretion in dealing with co-workers, patrons, and other agencies.
- 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 handle a number of different assignments simultaneously.
- Ability to work efficiently and effectively under pressure.
- Ability to plan and organize workload and the workload of others.
- Ability to interpret library policies and procedures.
- 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.
- Two (2) years experience or training in delivery of library services. **OR**
- Graduation from an accredited college or university with an Associate's Degree in Liberal Arts or closely related field.
- One (1) year experience in the delivery of library services.

(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.

9/13/11

FLSA Non-Exempt Status

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Veterans Service Counselor

DEPARTMENT: Veterans Service

DIVISION: Community Services

GENERAL DESCRIPTION:

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

ESSENTIAL JOB FUNCTIONS:

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

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

Veterans Service Counselor

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

EDUCATION AND EXPERIENCE:

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

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

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

ESSENTIAL PHYSICAL SKILLS:

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

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

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

FLSA Non-Exempt Status

Reviewed 9/13/11

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Emergency Management Specialist

DEPARTMENT: Emergency Management

GENERAL DESCRIPTION:

Assists with the planning and implementation of all aspects of Emergency Management to include preparedness, response, recovery, and mitigation. Assists in the management of department grants to include researching grant opportunities, preparing grant applications, and monitoring approved grants. Functions as the Sumter County's Special Needs Coordinator on behalf of the Emergency Management Director. Functions as the lead Emergency Operations Center (EOC) Commander on behalf of the Emergency Management Director during activation, trainings, and exercises.

ESSENTIAL JOB FUNCTIONS:

1. Performs departmental grants management to include assisting in the writing of grants, tracking grant expenditures, managing records of expenditures and reporting on a monthly, quarterly and annual cycle.
2. Assists in the preparation of the annual budget, reports, and contracts for the department.
3. Maintains ledgers, reconciles financial records, and prepares purchase orders for all competitive and discretionary grants as well as purchases through the general fund budget.
4. Develops, maintains, and coordinates a countywide Special Needs Program for elderly, handicapped and others who might require assistance in an emergency.
5. Functions as the lead EOC Commander on behalf of the Emergency Management Director during activation, trainings, and exercises.
6. Prepares and verifies payroll for the department. Maintains the annual inventory of department equipment
7. Participates in professional activities such as conferences, training and independent study to maintain knowledge of current trends in the emergency management field and to comply with grant requirements.
8. Assists in the development of plans for the Comprehensive Emergency Management Plan, Local Mitigation Strategy, and Post Disaster Redevelopment Plan.
9. Assists in the design, development, and implementation of EOC exercises as well as controlling/facilitating during the exercise and critiquing after the exercise. Assists in assigning responsibility and developing a plan of action based on the after action report from an exercise.
10. The position may entail working operational periods longer than the normal shift during emergencies, trainings and exercises and out of town travel to secure the knowledge gained from state and local conferences, regional and state trainings and exercises.
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.]

Emergency Management Specialist

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of County, State, and Federal Laws and regulation relative to Emergency Management.
- Knowledge of the Incident Command System (ICS) and the National Incident Management System (NIMS).
- Knowledge of the principles of emergency management to include but not limited to preparedness, response, recovery and mitigation.
- Knowledge of office procedures
- Knowledge accounts receivable, accounts payable and general ledger.
- Skills in operating department computer, software, communication devices and other office equipment
- Ability to communicate effectively, both orally and in writing, to understand, issue, and carry out oral and written directions
- Ability to maintain effective relationships with agencies, the public and fellow employees.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Graduation from an accredited college or university with an Associate's Degree in an emergency management discipline.
- Five (5) years of progressive experience in the emergency management field.

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

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Possess and maintain a valid Florida Driver's License and driving record acceptable to insurance provider.
- Must have completed the Federal Emergency Management Agency (FEMA) Professional Development Series courses.
- Certificate of Achievement in the following ICS Courses: I-100, I-200, I-300, I-400, I-700, I-800, L-449 ICS Train the Trainer
- Florida Professional Emergency Manager Certification or obtain within one year of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Light lifting and carrying (up to 30 pounds).
- Walking
- Standing
- Kneeling
- Bending
- Must be able to sit for long periods of time and perform data entry.

Emergency Management Specialist

ENVIRONMENTAL CONDITIONS:

- 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

9/13/11

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Emergency Management Director**

DIVISION: **Support Services**

GENERAL DESCRIPTION:

This is a department head managerial and supervisory position responsible for planning, operations, and administrative work in coordinating and promoting a countywide comprehensive emergency management program. This position organizes plans for emergency preparedness, response, mitigation, and recovery operations for all natural and manmade hazards that affect the county.

ESSENTIAL JOB FUNCTIONS:

1. Perform the duties as required by Florida Statute, Chapter 252, Florida Administrative Code Chapter 9G-6, 44 Code of Federal Regulations Part 13, Sumter County Code of Ordinances, Sumter County Board of County Commissioners (BOCC) Policies and Regulations.
2. Develop, administer and maintain the policies, procedures, and programs necessary for a comprehensive emergency management department including but not limited to the local comprehensive emergency management plan (CEMP) and continuity of operations plan (COOP).
3. Coordinate the emergency management plan with local, state, and federal agencies.
4. Develop, maintain, and coordinate an effective countywide alert and notification program.
5. Develop, maintain, and coordinate a countywide special needs program for the elderly, disabled, and others with special needs in an emergency.
6. Develop, maintain, and coordinate a countywide evacuation plan.
7. Develop, maintain, and coordinate a countywide all hazards emergency sheltering plan.
8. Develop, maintain, and coordinate a comprehensive resource program that involves pre-disaster, systematic identification of resource requirements, shortfalls, and inventories.
9. Manage emergency management grants, budgets, and expenditures to ensure full compliance of the grant documents and balanced budgets. Provide monthly reports as required.
10. Provides weekly briefings (or more frequent briefings as required by the County Administrator or determined by the Emergency Management Director) to the County Administrator and the emergency service functions (ESF) related to but not limited to threat level conditions for Sumter County and the data/trend information related to each (i.e. hurricanes, wildfires, terrorism, etc.).
11. Provides recommendations for action to the respective ESF agencies based on the current threat levels conditions.
12. Ensures all department vehicles and personnel are in compliance with State of Florida Statutes and Rules as well as Sumter County BOCC Policy.
13. Ensures the Emergency Operations Center and any back-up Emergency Operations Center is fully operational at all times to support all emergency service functions to include but not limited to computer, audio/visual, telephone, and radio equipment and any associated software.

Emergency Management Director

14. Evaluates department employee performance and assures that employees meet required standards. Assures that employees meet the required standards of dress, appearance, and conduct.
15. Travels to and participates in educational and public information programs of the department. Attends and/or conducts training, emergency management exercises, and administrative meetings as required.
16. Maintains accurate and complete records as well as provides ongoing status reports of all functions and projects as assigned to include but not limited to National Incident Management System (NIMS) compliance documentation, interstate and intrastate agreements, grant contracts, and other service related contracts.
17. Other duties as assigned by County Administrator
18. 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 administrative and management concepts and practices.
- Knowledge of modern business methods and procedures as applied to county government.
- Knowledge of Emergency Management process and practices.
- Skill in the use of computers and various computer software products.
- Ability to remain calm in stressful emergency situations.
- Ability to understand and follow oral and written instructions quickly.
- Ability to establish and maintain effective working relationships with employees and management as necessitated by the work.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively perform prolonged and strenuous work under adverse emergency conditions involving physical and mental stress.
- Ability to think clearly and use independent judgment in routine and non-routine situations which may occur.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a Bachelor's Degree in an emergency management related discipline
- Minimum of ten (10) years of progressive experience in the emergency management or related field such as a Company Officer in a State of Florida Fire Department.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Possess and maintain a valid Florida Driver's License and driving record acceptable to insurance provider.
- Certificate of Achievement in the following ICS Courses: I-100, I-200, I-300, I-400, I-700, I-800, L-449 ICS Train the Trainer
- Florida Professional Emergency Manager Certification within one year of employment
- Completion of Federal Emergency Management Agency (FEMA) Professional Development Series courses and the Advanced Development Series courses within one year of employment

ESSENTIAL PHYSICAL SKILLS:

Emergency Management Director

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Must be able to communicate using speech, hearing, and vision skills.
- Moderate lifting and carrying (up to 45 pounds)
- Sitting
- Walking
- Standing
- Kneeling
- Bending
- Must be able to operate a motor vehicle.

ENVIRONMENT CONDITIONS:

- A considerable amount of time is spent working inside an office environment
- Some outside activity will occur subject to weather conditions associated with gathering information and creating reports in the field.

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

FLSA Exempt Status

9/13/11

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Deputy Chief - Fire Marshal

DEPARTMENT: N/A

DIVISION: Fire and Emergency Medical Services

GENERAL DESCRIPTION:

Highly technical and administrative position with responsibilities that encompass fire safety, code compliance, public education, hazardous materials management, fire cause / origin and arson investigation, building and construction inspections and plan review for compliance with the Florida Fire Prevention Code and ordinances. Responsible for the enforcement of all laws, ordinances and regulations related to the protection of lives and property from fire. This position also has responsibility of and serves as the Division's Safety Officer, including oversight of the safety committee; accident investigation of personnel injuries and damage to Division equipment and apparatus. Establishes and maintains communication and positive working relations with internal and external customers of the division. May be required to assume the duties and responsibilities of the Chief.

ESSENTIAL JOB FUNCTIONS:

1. Schedules and supervises fire prevention activities including inspection of new and existing residential, commercial, industrial and institutional structures, as well as construction and remodel sites for compliance with applicable laws and regulations. Performs the most complex inspections.
2. Supervises activities related to plans review of building suppression and detection systems, review of developments and subdivisions. Coordinates and performs required plans review functions. Calculates water fire flows for building requirements. Issues warnings and citations for fire code violations; issues burn permits
3. Supervises the enforcement of laws, ordinances and regulations pertaining to the prevention and control of fire; the protection of life and property from fire, explosion or panic, the installation and maintenance of fire control and fire safety appliances and the transportation, storage and handling of combustible materials which create fire hazards. Drafts policies, reviews fire investigation programs and procedures.
4. Supervises and schedules the inspection of fire hydrants, automatic fire sprinkler systems and other elements of a fire protection system.
5. Prepares and maintains a variety of reports, records and files related to assigned activities and personnel including emergency incidents, fire prevention, fire investigations, and bureau equipment maintenance. Supervises the maintenance of local fire loss cause and investigation records, and similar data obtained from state and national records including fire deaths and injuries.
6. Supervises and performs public education in fire prevention for schools, community groups and other organizations or institutions.
7. Communicates with administrators, the public, and outside organizations to coordinate activities, resolve issues and conflicts, and exchanges information.

Deputy Chief - Fire Marshal

8. Provides oversight and support to the Division's Safety committee; makes recommendations for changes/improvements to enhance safety throughout the Division, and to insure compliance with State and Federal safety standards. Serves as the Division's Safety Officer.
9. Performs accident investigations on incidents that involve injury to Division personnel; damage to apparatus, vehicles and equipment assigned to the Division.
10. Supervises and performs activities required to comply with the Small Quantity Hazardous Waste verification, and the "302 facilities" Hazard Analysis programs.
11. Performs emergency management support activities as required to support Sumter County Emergency Management.
12. Responds to major fires and other emergencies, including medical of a significant nature. Must be able to perform all key functions of Incident Command; be in compliance with and understand the National Incident Management System (NIMS) and assume the role of Incident Commander as needed. Will direct Firefighters during mitigation of emergency and non-emergency situations. May serve in other functional areas within the Incident Command System; i.e., Branch, Group, Division, Safety Officer or similar positions.
13. Carries pager and/or radio and responds to scenes after hours as required.
14. Regular attendance and the ability to work evenings, nights and holidays as required.

[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:

- Thorough knowledge of the principles and practices of effective supervision and administration as it applies to the fire service.
- Knowledge of principles, methods and practices of fire loss prevention management.
- Knowledge of hazardous chemicals and related characteristics for a wide variety of flammable and explosive materials and objects.
- Knowledge of Fire prevention, suppression and investigation principles, procedures, methods, practices and techniques and related ordinances and regulations and equipment.
- Knowledge of telephone etiquette.
- Knowledge of the Florida Statutes and Rules, as well as local ordinances and codes pertaining to Pre-hospital Emergency Medical Services, fire department operation, membership, personnel, training and employment requirements.
- Knowledge of Firefighting Strategies and Tactics
- Knowledge of building construction and how it affects fire behavior.
- Knowledge of the use of the Florida Fire Incident Reporting System and related software.
- Skill in codes, ordinances and records research techniques.
- Ability to analyze effectiveness of Departmental operations, to diagnose its problems, and to correlate its development with changing conditions within the community.
- Ability to operate office equipment.
- Ability to work effectively with the public, co-workers, and related agencies.
- Ability to communicate effectively both orally and in writing.
- Ability to work under pressure and meet deadlines.
- Ability to follow verbal and written instructions.
- Ability to follow through on designated tasks.
- Ability to access, input and retrieve information from a computer.

Deputy Chief - Fire Marshal

- Ability to research applicable Statutes, Rules, Codes & Standards, both electronically ("on-line") and in traditional (book or pamphlet) format.
- Ability to use and operate protective respiratory equipment, including Self Contained Breathing Apparatus.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Bachelor's degree in Fire Science or other approved concentration.
- Completion of Firefighter Minimum Standards as per Florida Statute 633.35, possessing a current Certificate of Compliance.
- Minimum of four (4) years experience as a Fire Inspector in a State of Florida Fire Department.
- Minimum of eight (8) years experience as a Fire Officer.

[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.
- Florida Certified Firefighter II as per Florida Statute 633.35.
- Florida Certified Fire Officer I
- Florida Certified Fire Inspector II
- Florida Certified Fire Investigator I
- Florida Certified Fire Instructor III
- NIMS I-100, I-200, I-300, I-400, I-700 and I-800
- FDSOA Incident Safety officer certification (within 12 months of appointment).

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, view a display screen and input data.
- Ability to distinguish odors.
- Heavy lifting and carrying (over 100 pounds)
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Climbing
- Digging
- Walking
- Standing
- Climbing ladders
- Pushing, pulling and prying motions using fire service tools
- Able to wear and function while wearing a Self-contained breathing apparatus and fire protective clothing
- Ability to pass "PPE" mask fit test procedure.
- Ability to pass SCFR's Physical Ability test.
- Operation of motor vehicle

Deputy Chief - Fire Marshal

ENVIRONMENT CONDITIONS:

- Works inside and outside in various weather conditions with noise, slippery surfaces, and uneven surfaces.
- Heights (up to 100 feet)
- May be exposed to stressful and hazardous situations.

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

FLSA Exempt Status

Revised 9/13/11

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

POSITION TITLE: Lieutenant

DEPARTMENT: N/A

DIVISION: Fire and Emergency Medical Services

GENERAL DESCRIPTION:

Responsible, professional and technical position responsible for the direct supervision of assigned station personnel engaged in firefighting, EMS, and related operations. The duties performed require the application of technical and supervisory skills including decision-making, initiative, and leadership within established Departmental/Divisional Policies, Procedures, and Practices and County Policies and Procedures. Reports to, and may assume role of Battalion Chief in their absence. Required to wear Department uniform and to carry a pager on and off duty. The person in this position is accountable for the fulfillment of all duties and authority commensurate with assigned responsibilities.

ESSENTIAL POSITION FUNCTIONS:

1. Assumes command of and responsibility for fire and other emergency scenes until otherwise relieved of command by a higher-ranking officer.
2. Directs modern firefighting methods and techniques to extinguish a fire efficiently, to provide for the safety of personnel, and to rescue and give emergency medical treatment to persons trapped or injured in fires or other emergencies.
3. Responsible for the cleanliness and maintenance of fire stations, its apparatus, equipment, and records.
4. Meets with on-coming or off-going personnel to discuss events of the previous day, status of emergency vehicles, condition of facility, and changes in operating procedures, upcoming events, and other related shift exchange information.
5. Inspects personal protective equipment of assigned personnel for safety and adequacy.
6. Develops schedules and work programs for assigned personnel with due regard to the equal division of work, wherever possible.
7. Participates in vehicle maintenance, equipment inventories, daily facility maintenance, and other Station duties as required.
8. Makes initial determination as to possible origin and cause of fire, works with Fire Inspector/Investigator on final cause determination.
9. Coordinates, prepares, and participates in daily training schedules for assigned personnel consisting of topics such as multi-company, single company, in-house self study, EMS, fire evolution, building inspections, area familiarization, hydrant testing, map updates, equipment study, incident command, resource management, fire ground accountability, and other similar programs.

Fire Lieutenant

10. Coordinates, prepares, delivers, and participates in public education programs such as engine demonstrations, station tours, smoke detector installations, static displays and other programs that may be coordinated, and scheduled by the Division.
11. On a shift-by-shift basis, evaluates the performance of assigned personnel on all aspects of their jobs such as emergency calls, public relations, Tactical Surveys, Station duties, fire scene efficiency, interpersonal relationships with fellow employees, management, and the general public to who fire rescue services are provided.
12. Prepares and maintains Divisional records and reports according to established record keeping policies and procedures; reviews completed Fire, EMS, and Departmental reports for thoroughness and completeness.
13. Coordinates and participates in special projects such as hose testing, Tactical Surveys, map books, station maintenance and upkeep, hydrant testing/maintenance, among others.
14. May be required to prepare and submit detailed monthly reports to the Battalion Chief listing the accomplishments of the station and/or assigned personnel.
15. Coordinates and participates with assigned personnel in the Division's Physical Fitness Program.
16. May assume responsibilities of the Battalion Chief in their absence.
17. Ability to manage and motivate assigned personnel to maximize the efficiency and effectiveness of the delivery of all services by the Division and to promote team unity.
18. Demonstrates thorough knowledge of, and enforces, all Division Policies and Procedures and the BOCC's Personnel Policies and Procedures.
19. On a bi-annual basis provides an objective review of assigned personnel to the Battalion Chief for consideration in preparation of Employee Performance Appraisals.
20. Strives to maximize effective communications between assigned personnel, management, other employees throughout the County, and the general public.
21. Performs other job related duties that are consistent with assigned Division responsibilities.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be a non-smoking/non-tobacco using person, both on and off the job at time of employment and maintain the same status throughout the term of employment.
- Shall successfully pass Division required written or oral examinations prior to employment.
- Considerable knowledge of pre-hospital patient care for Basic Life Support and Advanced Life Support (if Paramedic) methods and procedures.
- Considerable knowledge of fire suppression and prevention methods, tools, equipment and appliances, procedures and techniques.
- Ability to understand and follow oral and written instructions quickly. Ability to establish and maintain effective working relationships with employees and management as necessitated by the work.

Fire Lieutenant

- Ability to communicate clearly and concisely, both orally and in writing.
- Must possess adequate computer skills.
- Ability to effectively perform prolonged and strenuous work under adverse emergency conditions involving physical and mental stress.
- Ability to efficiently operate the wide variety of firefighting equipment utilized within the Division.
- Ability to think clearly and use independent judgment in routine and non-routine situations which may occur.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Associate's Degree in an approved emergency services related field from a regionally accredited college or university within twenty-four (24) months of appointment.
- Minimum three (3) years service as a firefighter.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Possession and maintenance of a valid Florida Driver's License and driving record acceptable to insurance provider.
- Possession and maintenance of a current State of Florida Firefighter Minimum Standards Compliance Certificate.
- Possession and maintenance of a current State of Florida EMT or Paramedic Certification.
- Possession and maintenance of a current American Heart Association (or approved equivalent) CPR card, and ACLS card if paramedic.
- Florida Fire Officer I Certification.
- Florida Fire Instructor I Certification preferred.
- Florida Pump Operator Certification.
- NIMS I-100, I-200, I-300, I-700

ESSENTIAL PHYSICAL SKILLS:

- Must be able to wear all assigned bunker gear and perform related emergency scene duties in an effective and efficient manner.
- Job tasks require frequent lifting and carrying of heavy weights (forty-five (45) pounds and over), climbing, good vision, good hearing, ability to distinguish odors, the ability to walk, run, drive vehicles, crawl, stoop, push, jump, grasp hoses, grasp and manipulate small objects, work on unsteady footing, and use other emergency and firefighting equipment as required.
- Must be able to effectively communicate, both orally and in writing.

Fire Lieutenant

- Must be able to utilize a computer and/or typewriter keyboard and be able to proficiently navigate the Mobile Data Terminals (MDT) installed in response vehicles.
- Must be able to pass a physical examination by the County's contracted physician as prescribed by the Florida Firefighters Statute 633.34 and NFPA 1582.
- Ability to pass SCFR's Physical Ability test.
- Ability to pass "PPE" mask fit test procedure.

ENVIRONMENTAL CONDITIONS:

- A considerable amount of time is spent working inside station facilities and in the field.
- Work is frequently performed in emergency conditions which may often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, around loud noises, charged or oxygen deficient atmospheres, downed power lines, in and among moving vehicles, and in varying and inclement weather, among others.
- Normally works a 24 hours on duty, 48 hours off duty shift.

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

FLSA Non-Exempt Status
9/13/11

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Assistant Planning & Development Director

DEPARTMENT: Planning and Development

DIVISION: Planning and Development

GENERAL DESCRIPTION:

Under the general supervision of the Planning & Development Director, this is a management and administrative position responsible for supporting the economic development functions of the County and the general operations of the Planning & Development Division.

ESSENTIAL JOB FUNCTIONS:

1. Administers and carries out the directives and policies of the Director, County Administrator and the Board of County Commissioners.
2. Assists the Director in the supervision and direction of the staff of the Planning and Development Division including personnel work schedules, project assignments, and provides technical guidance when necessary.
3. Develops, implements, and updates standard operating procedures for the functions of the Division, assists the Director in the preparation of Division's work program.
4. Coordinates activities of the Division with cities, state, and federal agencies. Serves as a liaison between the County and organizations directly involved in economic development activities.
5. Develops and implements work plans related to economic development activities. Monitors the progress of economic development programs and various local economic indicators.
6. Produces regular status reports for the Director and County Administrator regarding economic development activities and opportunities.
7. Develops and directs programs to encourage the growth of existing businesses in the county and attract new businesses to the county.
8. Assists the Director in the preparation and implementation of the Division's budget.
9. Prepares special reports, studies, and other documents as required by the Director.
10. Provides assistance to the public regarding functions of the Division.
11. Serves on committees or boards, as appointed.
12. Serves as acting Director during the absence of the Director.
13. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned.

Assistant Planning & Development Director

14. Regular attendance including public meetings outside of standard work hours.

[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 and experience in building permitting and inspection process and code enforcement.
- Knowledge and experience in housing programs.
- Knowledge and experience in economic development activities and programs.
- 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, Public Administration, Political Science, Economics, Social Science, Geography or other related field.
- Master's degree in one of the above fields is preferred.
- Four (4) years experience in a responsible position in planning, zoning, building, economic development, public administration, business administration, community development, real estate development, or closely related field.
- 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.
- American Institute of Certified Planners (AICP) preferred.
- Florida Certified Public Manager (CPM) preferred.
- Other licenses or certifications in fields related to this position may be considered.

ESSENTIAL PHYSICAL SKILLS:

Assistant Planning & Development Director

- 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

9/13/11

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Development Coordinator

DEPARTMENT: Development 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, code of ordinances and evaluating and processing development proposals in conformance with comprehensive plan, codes and other regulations of the County and applicable cities. Responsibility includes supervision of the Development Technicians in implementing codes and land use polices, processing applications for land use and zoning changes and approvals, building permits, and development review in accordance with adopted ordinances and codes. Responsible for budget preparation and management for Development Services Department.

Lead Staff member for scheduling and coordinating development projects for the Development Review Committee. 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 Development Technicians including personnel work schedules, project assignments, budget, and provides technical guidance when necessary.
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, and inspections.
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.
4. Coordinates and provides support when needed to the Building Services Department in the permitting of commercial, office, industrial, and residential subdivision development.
5. Assures the proper coordination of activities of the Development Technicians related to support of the Zoning & Adjustment Board, Development Review Committee, Code Enforcement Special Master, and Contractor/Licensing Board.
6. 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.
7. Conducts reviews of development applications for compliance and consistency with county and applicable city codes. Prepares written evaluations of development site plans.
8. Prepares reports, and formal recommendations on development applications to other County or applicable city reviewing and approving authorities.

Development Coordinator

9. Coordinates with Information Technology and consultants to maintain and assure effective operation of the Division's permitting software program
10. Responsible for Division website material updates and revisions.
11. 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.
12. Develops and maintains hardcopy and computer files of development activities. Types memos, letters, reports, summaries and statistical lists.
13. Calculates and inputs road and fire impact fees for non-single-family residential development.
14. Serves on committees and boards, as appointed, and attends day or night meetings, as required. Serves as Vice-Chairman of the Development Review Committee.
15. As needed, processes payroll and purchasing documentation for Development Services Department.
16. Coordinates with Staff Assistant to prepare reports and documents related to tracking revenue and expenditures for budget management by supplying monthly reports regarding code enforcement activity.
17. 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:

- Comprehensive knowledge of real estate development and building construction.
- Extensive knowledge of Sumter County and applicable cities' Comprehensive Plan, Development Code and procedures for development approvals and permitting.
- Comprehensive knowledge of state and federal regulations related to development.
- 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, 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.
- 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.

Development Coordinator

- 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 the processing and review of development projects, zoning and land use approvals, and building permitting.
- Two (2) years experience in a supervisory role.
- Experience in the calculation and implementation of impact fees.
- Experience in code enforcement and contractor licensing activities.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License 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.

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

FLSA Exempt Status

9/13/11

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Development Technician
DEPARTMENT: Development 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, building permits, code enforcement, and contractor licensing in accordance with adopted procedures, ordinances and codes.

ESSENTIAL JOB FUNCTIONS:

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

11. Assists the Building Services, inspection staff and general public with identifying violations and maintaining contact with contractors and complainants. Coordinates with Building Services at time of permit issuance to ensure compliance of the licensed contractor and coordinates the necessary inspections to complete the code complaint process. Works closely with inspectors in daily operations of code compliance activities.
12. Prepares correspondence, memoranda, reports, records, orders, executive summaries, and other office documents. Performs routine office duties including, but not limited to, research and retrieval of records.
13. Creates and maintains specialized office files relating to Licensing and Code Enforcement. Files letters, reports, code liens, and related technical information in the prescribed manner. Assembles information for others use.
14. Acts as Division's Records Retention representative.
15. Knowledge of Operation and use of scanning equipment and archival procedures.
16. Provide back up support for the processing of payroll and purchasing documentation for the Division.
17. Regular attendance.

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

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

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

EDUCATION AND EXPERIENCE:

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

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

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

ESSENTIAL PHYSICAL SKILLS:

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

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

9/13/11

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Housing Coordinator

DEPARTMENT: Building Services

DIVISION: Planning and Development

GENERAL DESCRIPTION:

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

ESSENTIAL JOB FUNCTIONS:

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

Housing Coordinator

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

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

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

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

EDUCATION AND EXPERIENCE:

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

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

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

ESSENTIAL PHYSICAL SKILLS:

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

ENVIRONMENTAL CONDITIONS:

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

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

9/13/11

FLSA Non-Exempt Status

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Technician
DEPARTMENT: Mosquito Control
DIVISION: Public Works

GENERAL DESCRIPTION:

Skilled work in the operation of complex mosquito control equipment.

ESSENTIAL JOB FUNCTIONS:

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

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

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to learn:

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

EDUCATION AND EXPERIENCE:

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

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

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

Mosquito Technician

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

ESSENTIAL PHYSICAL SKILLS:

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

ENVIRONMENTAL CONDITIONS:

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

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

FLSA Non-Exempt Status

Reviewed 9/13/11

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Parks Operations Coordinator

DEPARTMENT: Parks and Recreation

DIVISION: Public Works

GENERAL DESCRIPTION:

Performs skilled and semi-skilled Crew Supervisory and Administrative tasks including coordinating staff assignments, general and specialized maintenance, repair and minor construction for all grounds, fields, courts, buildings and other parks facilities.

ESSENTIAL JOB FUNCTIONS:

1. Functions as supervisor of the maintenance, repair and construction operations for all park facilities.
2. Plans, coordinates, and supervises department personnel in the maintenance, construction, and repair of parks, and the development and implementation of long range plans for those facilities. Conducts inspections of park areas to ensure quality of maintenance. Trains crew members in the proper safety and operation of department equipment.
3. Performs all job functions of the Parks Caretaker position when not supervising crews, including basic carpentry, electrical, irrigation, masonry, painting and plumbing work. Administers chemicals, insecticides and herbicides.
4. Coordinates with the Assistant Public Works Director on budget preparation and monitoring. Obtains price quotes, and orders supplies, equipment, materials, etc.
5. Makes recommendations to the Assistant Public Works Director of ways to improve efficiency or working conditions for future projects, equipment purchases, etc.
6. Prepares, monitors, and tracks agreements, reports and records including time, payroll, maintenance, inventory, cost reports, status reports, applications, contract agreements, job descriptions, surveys and correspondence with local and state agencies. Reports and documents damage from vandalism, weather, and facility users.
7. Conducts monthly inspections of playgrounds and park facilities to ensure that safety standards are met and monitors routine maintenance and progression of assigned projects.
8. Monitors contracted grounds maintenance and cleaning services performed on parks properties and facilities and communicates deficiencies to Assistant Public Works Director.
9. Coordinates and communicates work assignments directly with Boot Camp Squad Officer.
10. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
11. Regular attendance.

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

Parks Operations Coordinator

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

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

EDUCATION AND EXPERIENCE:

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

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

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

ESSENTIAL PHYSICAL SKILLS:

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

ENVIRONMENTAL CONDITIONS:

- Works inside and outside in varying and sometimes extreme weather conditions.

Parks Operations Coordinator

- Exposure to chemicals, insecticides, herbicides, solvents, oils, etc.
- Exposure to clay, dirt, dust and grass clippings.
- Heights (up to 35 feet).

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

FLSA Non-Exempt Status

9/13/11

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Parks Technician

DEPARTMENT: Parks and Recreation

DIVISION: Public Works

GENERAL DESCRIPTION:

Performs skilled and semi-skilled work in connection with the maintenance and upkeep of all grounds, fields, courts, buildings and other parks and recreational facilities.

ESSENTIAL JOB FUNCTIONS:

1. Performs skilled and semi-skilled work in the maintenance of parks and associated buildings.
2. Performs basic carpentry, irrigation, masonry, plumbing, painting, and electrical work.
3. Assists in training other employees and workers as assigned. Acts as lead worker in the absence of the Crew Leader.
4. Performs general building maintenance, repair, and custodial work.
5. Builds and repairs a variety of fences.
6. Administers over the counter chemicals, insecticides, and herbicides as needed.
7. Operates equipment as required to perform job functions.
8. Performs preventative maintenance on playground equipment, tools, equipment and vehicles.
9. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
10. Regular attendance.

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

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of grounds keeping practices and principles.
- Knowledge of principles and methods of operating equipment used for parks building and office repair, carpentry, custodial, basic electrical, irrigation, masonry, plumbing, painting, and related work.
- Ability to communicate effectively, both orally and in writing, to understand, issue, and carry out oral and written directions.
- Ability to effectively lead others.
- Ability to perform heavy manual labor.
- Ability to learn maintenance procedures for equipment.
- Ability to deal tactfully with the public in providing information and with the enforcement of county regulations.

Parks Technician

- Ability to become certified, receive training or obtain membership in areas as assigned.
- Ability to operate light to heavy equipment, trucks, mowers and tractors.

EDUCATION AND EXPERIENCE:

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

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Class "A" Commercial Driver's License or ability to obtain within 180 days of employment and a driving record acceptable to insurance provider.
- Valid State of Florida, Department of Agriculture, Lawn and Ornamental (L & O) Pest Control Certificate issued by the Bureau of Entomology and Pest Control or ability to obtain within 180 days of employment.
- Community CPR and First Aid Certification or ability to obtain within 180 days of employment.
- Position may be subject to Hepatitis "B" inoculations.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Heavy lifting and carrying (over 50 pounds)
- Pulling
- Pushing
- Walking
- Standing
- Kneeling
- Bending
- Stooping
- Sitting
- Climbing a stepladder
- Driving

ENVIRONMENTAL CONDITIONS:

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

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

FLSA Non-Exempt Status

9/13/11