

MEMORANDUM

Administrative Services

Town Clerk

Risk Management

Human Resources

TO: Robert Rawls, Interim Town Administrator

FROM: Gail Reinfeld, CMC/AAE, Administrative Services Director

DATE: June 25, 1999

SUBJECT: Class Specification

The attached resolution provides for revisions to the class specification for the Permit Clerk in the Federation of Public Employees, White Collar Unit, Classification Plan. The revised specification reflects permitting job functions in the Engineering Division. A red-lined copy of the class specification has been attached for your review.

As the Clerk Typist in the Engineering Division is currently performing these job functions, it is recommended that this incumbent be reclassified to the Permit Clerk classification.

Please let me know if you have any questions or would like additional information.

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA,
REVISING THE CLASS SPECIFICATION FOR PERMIT
CLERK IN THE FEDERATION OF PUBLIC EMPLOYEES,
WHITE COLLAR CLASSIFICATION PLAN.

WHEREAS, Town of Davie staff recommends that the Town of Davie revise the class specification for the Permit Clerk in the White Collar Classification Plan to reflect permitting job functions in the Engineering Division; and

WHEREAS, Town of Davie staff recommends that the incumbent Clerk Typist in the Engineering Division be reclassified to the class of Permit Clerk; and

WHEREAS, the Town of Davie White Collar Classification Plan needs to be amended to reflect such changes.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town of Davie hereby revises the class specification for Permit Clerk in the Federation of Public Employees, White Collar Unit, Classification Plan as attached hereto as Exhibit "A".

SECTION 2. The Town of Davie hereby reclassifies the incumbent Clerk Typist in the Engineering Division to the class specification of Permit Clerk.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 1999.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 1999.

PERMIT CLERK

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of specialized clerical and technical work. Is responsible for receiving permits and/or occupational license applications, routing applications, accepting applicable fees, assigning permit and/or occupational license numbers and issuing permits and/or occupational licenses. Building Permit Clerk reports to Building Official or Designee, Engineering Permit Clerk reports to Assistant Town Engineer.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Provides assistance to the public for obtaining various permits or occupational licenses, including greeting customers to determine what type of permit or license is desired, compiling necessary information to complete permit or occupational license applications, checking to insure that contractor's licenses are current, typing and issuing permits and occupational licenses and collecting applicable fees.

Receives and processes requests for inspections; schedules appointments for inspectors.

Enters data from approved permit and/or occupational license applications into computer for the issuance of occupational licenses, permits and sub-permits, receipts, and control numbers.

Files and retrieves materials based on full knowledge of organization and activities.

Summarizes information for standard reports; selects data from varied sources.

Screens and independently handles calls and visitors; gives and gathers a variety of information utilizing knowledge of programs and procedures.

Prepares daily and monthly cash balance reports.

Fills out forms, permits, notices, licenses or form letters with designated or routine information.

BUILDING DIVISION

Accepts credentials from contractors and maintains contractors' licenses and insurance on the computer file.

Routes permit packages to Permit Examiner for final review prior to release of Certificate of Occupancy.

ENGINEERING DIVISION

Maintains office supply inventory.

Reviews and routes development bonds and letters of credit.

Exhibit "A"
July, 7, 1999

Maintains contact with departmental personnel in the field utilizing two-way radio.

Prepares purchase orders and pays bills.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, including or supplemented by courses in typing and business practices, and 1 year of secretarial or clerical experience, or any equivalent combination of training and experience which provides the requires skills, knowledge and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office equipment including computer, typewriter, data entry equipment, etc. Must be able to exert up to 10 pounds of force occasionally, and up to 5 pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demand requirements are those for Light Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors.

Language Ability: Requires the ability to read a variety of reports, letters and memos, inspection requests, contractor license application and permit, etc. Requires the ability to prepare correspondence, reports, forms, permits, licenses, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or rational systems to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of technical instructions; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in the area of regulatory and legal based terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has general knowledge of modern office practices, procedures, equipment and standard clerical techniques. Has working knowledge of office policies governing permit fees, contractor licensing and administrative procedures of the department. Is skilled in the operation of a typewriter or electronic data entry equipment. Is able to make minor decisions in accordance with laws, ordinances, regulations and departmental policies and procedures. Is able to type with accuracy at the speed required by the particular position. Is able to maintain a variety of moderately complex records and to compile data from such records. Is able to exercise independent judgment and initiative to insure that work is completed on a timely basis. Is able to understand and follow moderately complex oral and written instructions. Is able to deal tactfully and courteously with the public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains

cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisor, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.