

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Mark A Kutney, Development Services Director/797-1101
Mark Alan, Human Resources Director/797-1024

SUBJECT: Resolution

TITLE OF AGENDA ITEM: A resolution of the Town of Davie, Florida reclassifying the position of the Assistant to the Development Services Director in the Non-Represented Pay and Classification Plan.

REPORT IN BRIEF: In the FY2000-01 Budget, the Town Administrator and Development Services Director recommended a reclassification of the Assistant to the Development Services Director job description in the Non-Represented Pay and Classification Plan to accurately reflect the duties performed by the incumbent pursuant to the revised job description. Amending the pay grade from 514 (\$34,616. - \$46,389.) to 524 (\$49,963. - \$66,955.)

PREVIOUS ACTIONS: N/A

CONCURRENCES: N/A

FISCAL IMPACT: Yes

Cost of increase of \$ 3,574.00 in salary

Account Name: Salaries: 001-0420-515-0101

RECOMMENDATION(S): Motion to approve resolution

Attachment(s): Resolution

RESOLUTION _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, RECLASSIFYING THE POSITION OF ASSISTANT TO THE DEVELOPMENT SERVICES DIRECTOR IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Davie recommends reclassifying the position of Assistant to the Development Services Director in the Non-Represented Pay and Classification Plan; and

WHEREAS, the Town of Davie recommends adjusting the pay grade assignment of the Assistant to the Development Services Director in the Non-Represented Pay and Classification Plan; and

WHEREAS, the Town Staff has evaluated the class specification for the Assistant to the Development Services Director and recommends a pay grade adjustment to pay grade 524 (\$49,963. - \$66,955.) ; and

WHEREAS, the Town of Davie has recommended the adjustment of the pay grade of Assistant to the Development Services Director retroactive to February 21, 2001, in the Non-Represented Pay and Classification Plan; and

WHEREAS, the Town of Davie Non-Represented Pay and 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 pay grade of Assistant to the Development Services Director is reassigned from pay grade 514 (\$34,616. - \$ 46,389.) to pay grade 524 (\$49,963. - \$ 66,955.) in the non-represented pay and classification plan.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2001.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2001.

**DEVELOPMENT SERVICES DEPARTMENT
Planning & Zoning Division**

MEMORANDUM

TO: Mark A. Kutney, AICP, Development Services Director
FROM: Grace Hall, Assistant to the Development Services Director 
DATE: April 26, 2001
RE: Job Reclassification

Attached please find the reclassification of my position of Assistant to the Development Services Director along with the suggested salary range.

The job description for Assistant to the Development Services Director has been revised to reflect and define the essential job functions and salary ranges comparable to those included in the Town of Davie's Pay & Classification Manual, and to better coincide with my current duties. These revisions were completed with the assistance of comparable job descriptions in the Town of Davie as well as the the Florida League of Cities Salary Survey.

I would like to respectfully request that the revised job description of Assistant to the Development Services Director along with the paygrade range of 524 be considered for Council approval at the May 3rd, 2001 Town Council Meeting. Thank you for your consideration of this request.

Attachments:

Job Description: Assistant to the Development Services Director
Town of Davie List of Positions

Approved Denied Hold for Discussion

Comments: _____

4/26/01
Date


Initials/reviewed by

**NON-REPRESENTED EMPLOYEES
LIST OF POSITIONS AND PAY GRADES**

Accounting Services Supervisor	515	Human Resources Manager	524
Administrative Aide	516	Human Resources Technician	512
Administrative Secretary	510	Information Systems Director	533
Administrative Services Director	535	Information Systems Manager	524
Assistant Chief	530	Information Systems Specialist	518
Assistant Public Works Manager	520	Lift Station Operator	510
Assistant to the Dev. Services Director	514	Lift Station Trainee	507
Assistant Town Clerk	515	Major	529
Assistant Town Engineer	525	Office Assistant	509
Battalion Chief	527	Office Supervisor	513
Budget & Finance Director	537	Parks and Recreation Athletics Supervisc	514
Building Official	528	Parks and Recreation Director	531
Business Assistance Coordinator	514	Parks and Recreation Supervisor	516
Captain	527	Parks Maintenance Supervisor	514
Chief Engineering Inspector	522	Park Superintendent	519
Chief Landscape Inspector	516	Payroll Assistant	509
Code Compliance/Fire Department Liaison	528	Payroll Technician	512
Code Compliance Inspector	513	Planner I	514
Code Compliance Official	520	Planner II	519
Construction Technician	512	Planner III	521
Customer Relations Supervisor	515	Planning Aide	513
Deputy Budget & Finance Director	524	Planning & Zoning Manager	524
Deputy Building Official	524	Planning Director	533
Deputy Fire Chief	529	Plant Operator I	511
Development Programs Manager	523	Plant Operator II	513
Development Services Director	535	Plant Operator Trainee	508
Director Development Services/Engineering	537	Police Chief	536
Economic Development Coordinator	516	Police Service Aide Supervisor	511
Economic Development Manager	524	Procurement Manager	515
EMS Operations Coordinator	526	Programs Administrator	530
Engineer II	522	Project Manager	524
Engineering Inspector	515	Public Relations Coordinator	519
Events Specialist	516	Public Works/Capital Projects Manager	531
Executive Assistant to the Town Administrator	528	Records Supervisor	511
Fixed Asset Specialist	512	Recreation Attendant	503
Facility Manager	514	Recreation Supervisor	516
Field Customer Service Technician	509	Redevelopment Administrator	530
Fire Chief	535	Revenue Specialist	512
Fire Marshal	526	Risk Management Coordinator	516
Fire Training Officer	525	Risk Management Technician	512
Grants Administrator	524	Secretary (Confidential)	508
Graphics Coordinator	512	Special Projects Coordinator	518
Head Lifeguard	509	Special Projects Director	532
Housing & Comm. Dev. Programs Director	530	Superintendent of Operations	522
Human Resources Assistant	508	Town Clerk	529
Human Resources Coordinator	524	Town Engineer	533
Human Resources Director	530		

Revised 03/28/01

**NON-REPRESENTED EMPLOYEES
LIST OF POSITIONS AND PAY GRADES**

Utilities Director	533
Utilities Field Technician I	508
Utilities Field Technician II	510
Utilities Field Technician Trainee	507
Utilities Maintenance Mechanic	513
Utilities Maintenance Supervisor	516
Utilities Maintenance Technician	507
Zoning Technician I	510
Zoning Technician II	512

Revised 03/28/01

**ASSISTANT TO THE
DEVELOPMENT SERVICES DIRECTOR**

GENERAL STATEMENT OF JOB

Under minimal supervision, performs highly responsible managerial and administrative work organizing, supervising and coordinating the operations of the Development Services Department in support of the Development Services Director. Manages assigned department objectives or work initiated in the anticipation of needs or problems at the request of the Development Services Director. Work also involves the receiving and responding to inquiries; preparing correspondence, reports, meeting agendas, approving expenditure requests; and overseeing maintenance of departmental accounting records and technical assistance for the efficiency of the department. Employee is also responsible for supervising clerical personnel, establishing and maintaining files, and maintaining calendar for the Director. This position requires an individual who can work under stressful circumstances when fielding complaints or dealing with elements of a sensitive nature which requires confidentiality. Reports to the Development Services Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Manages and coordinates the operational activities of the Development Services Department which encompasses Planning & Zoning, Building, Engineering and Code Compliance Divisions. Reports and carries out specific responsibilities initiated by the Director of Development Services. Interacts with department directors and staff to coordinate, plan and implement administrative activities, projects and issues/events. Works independently under minimal supervision.

Works together with Development Services Director and staff in preparing resolutions, ordinances and other policy documents for consideration by appropriate governing bodies. Composes and types correspondence, reports, statements, manuscripts, letters, resolutions, proposals, forms and other materials into form from typed or handwritten copy or dictation, taking responsibility for spelling, punctuation, grammar and editing format. Arranges travel for management staff in Development Services pursuant to purchasing procedures.

Ability to understand and analyze oral or written statements concerning a variety of municipal problems and to discuss them with others to design a plan of resolution.

Gathers information, prepares reports, receives requests and complaints from public; performs organizational and procedural studies; initiates special research in needed areas.

Directs correspondence to appropriate Division Supervisor and/or staff for handling or response. Follows up to make sure matter is resolved so no further problems result. Reads all published or printed material and brings articles of interest to the Director of Development Services attention. Ensures prompt response to correspondence, phone calls, requests, etc.

Establishes and maintains a variety of tangible files, filing and retrieving material as requested or as otherwise necessary; ensures proper execution, distribution and filing of various documents; oversees records with respect to retention for assigned divisions.

Reviews all Department purchase orders, invoices and petty cash vouchers, and oversees maintenance of accounting records and reports, this position approves same in the absence of the Department Director. Plans and develops project budget proposals, and administers allocated funds; prepares bid specifications for materials and supplies; plans and submits expenditure requisitions; oversees maintenance of ledgers and books. Receives and processes payroll and leave requests; processes training and travel requests; maintains Department personnel files which includes Planning & Zoning, Building, Engineering and Code Compliance.

Schedules meetings and maintains calendar for Director, reminding Director of upcoming events and deadlines as necessary. Performs a variety of administrative work to relieve Director of day-to-day operational details of Department management.

Controls distribution of certain documents and other confidential communications. Assists in annual budget preparation and monitors department budgetary activity. Keeps cognizant of the activities and daily work

progress of the department and briefs or calls to the attention of the Director priority items requiring special attention.

Assigns, directs and supervises activities of clerical staff, ensuring adherence to established policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise; completes progress reports in the evaluation of job performance of clerical staff and makes recommendations.

Administers or makes recommendations for routine personnel matters affecting subordinates, preparing and submitting various reports and records as required by the Director of Development Services.

Prepares and oversees the processing of worker's compensation claims for the Development Services Department.

Receives and investigates/screen, routes and troubleshoots all incoming calls to the Department Director regarding citizen complaints and/or pertaining to conduct of department personnel, programs, procedures, etc., Answers inquiries when able. Supervises the Department complaint program to ensure all complaints are addressed and resolved in a timely manner. Demonstrates a high level of customer service at all times. Also supervises the Mayor Action Resolution Complaint program to ensure all complaints are addressed and resolved in a timely manner.

Coordinates and directs preparation of special research, written plans and other relevant matters to aid in policymaking and decisions of the Development Services Director. May do independent research on assigned topics and prepare reports for the Director for distribution. Directs operating practices of the department and determines revision of established practices and creation of new practices in order to improve work flow or simplify reporting.

Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; summarizes information for standard reports, selecting data from varied sources.

Prepares correspondence and types materials from typed or handwritten copy or machine dictation which requires use of a variety of complicated formats for preparing a variety of correspondence, reports, resolutions, ordinances, budgets, and other material; assumes responsibility for correctness of spelling, punctuation, format and grammar; proofreads correspondence prepared by others and corrects errors in spelling, punctuation, format and grammar; types narrative, statistical or tabular material, making independent decisions regarding matters of form and arrangement.

Interacts and communicates with the Director of Development Services, elected officials, other commission/committee members, departmental directors and employees, developers, attorneys, consultants, county personnel, other government agencies and external organizations, sales representatives, and the general public. Establishes and cultivates working relationships with governmental agencies, civic organizations, news media, public utilities, schools, etc.

Oversees maintenance of department filing system, maintains files regarding active projects for the Development Services Department, updates files as necessary, archives data for budget preparation and periodically updates system. Inputs the operating budget for each fiscal year, including goals and objectives of the elected officials. Oversees maintenance of Department inventory records such as vehicles and fixed inventory.

Makes logistical arrangements for major and minor department meetings. Attends conferences and may attend a variety of meetings as requested and reports results to Director.

ADDITIONAL JOB FUNCTIONS

Assists and advises personnel in operation of various computer programs; recommends acquisition and/or use of various software and applications, as appropriate.

Serves as computer liaison for the Department, reviews new software and suggests updates when necessary.

Gives technical assistance and gathers a variety of information utilizing knowledge of programs and procedures on software. Offers assistance and training to other departments as well.

May assist in related departmental special events, town ceremonies, and projects as directed by Department Director.

May provide information with respect to personnel, benefits, policies and procedures.

Processes insurance claims and serves as the Insurance representative for department. Advises staff of any changes in current health plan. Safety representative for Development Services. Representative on various in-house committees.

In absence of Development Services Director may be authorized signatory to accept legal documents such as subpoenas or to approve payroll or purchasing documents.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, supplemented by college-level course work in planning, public administration or related field, and 5 to 7 years of progressively responsible administrative support experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Experience equal to 1 to 2 years in the operation of computer driven word processing spreadsheet and file maintenance programs preferred; or an equivalent combination of training and experience which provides the required skills, knowledge and abilities. Functional knowledge of all town operations as related to assisting the Development Services Department and general public seeking direction and solution to special problems. Holds or is able to acquire certification by the State of Florida as Notary Public.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, etc. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary 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 composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates and/or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, purchase orders, forms, etc. Requires the ability to prepare correspondence, reports, budgets, forms, 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 thinking to define problems, collect data, establish facts, and draw valid conclusion, plan and develop procedures, learn and evaluate information, and make some individual judgments and decisions.

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 a variety of technical or professional languages, including legal and governmental terminology.

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

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

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

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, toggle switches, control knobs, etc. 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.) Must be able to communicate via telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has extensive knowledge of the organization, operation, programs and policies of the Development Services Department. Has considerable knowledge of Town and departmental rules, regulations, policies, procedures, laws and ordinances and the ability to interpret them. Has considerable knowledge of modern office practices and procedures. Has considerable knowledge of arithmetic, grammar, spelling, and vocabulary. Has considerable knowledge of Town personnel policies and benefits programs. Has thorough knowledge of the standard accepted principles and practices of bookkeeping and accounting. Is skilled in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs. Is able to research informational sources to compile and organize information, and to present such information in clear and concise reports. Is able to make department decisions independently in accordance with laws, regulations, and Department policies and procedures, and to solve problems and answer questions without the need for direct supervision. Is able to develop and modify work procedures, methods and processes to adjust to changing conditions and to improve efficiency. Is able to effectively express ideas orally and in writing. Is able to assign, direct and supervise less-experienced clerical personnel. Is able to exercise considerable tact and courtesy in frequent contact with public officials and the general 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 "Specific Duties and Responsibilities."

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 work place.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving division and departmental objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department.

Organizing: Organizes work and that of subordinate staff well. Ensures staff members know what results are expected of them and they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other staff members to select and recommend employment of personnel for the department, who are qualified to meet the needs of the department. Oversees the development and training of personnel.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet division goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division and the department. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear understanding of Town policies. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from support staff.

4/01