

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 creating the class specification for the position of Geographical Information Systems Technician in the Non-Represented Pay and Classification Plan.

REPORT IN BRIEF: During the review of the proposed FY 2000-2001 Town Budget, the Town Council approved the new position of Geographical Information Systems Technician. The proposed class specification for the new position is attached hereto. The proposed grade for this class specification is 514, (\$34,616 - \$46,389) in the Non-Represented Pay and Classification Plan.

PREVIOUS ACTIONS: N/A

CONCURRENCES: N/A

FISCAL IMPACT: N/A

Cost of increase of \$

Account Name:

RECOMMENDATION(S): Motion to approve resolution

Attachment(s): Resolution, Class Specification (Exhibit "A")

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ADOPTING THE CLASS SPECIFICATION OF GEOGRAPHICAL INFORMATION SYSTEMS TECHNICIAN AND ASSIGNING A PAY GRADE IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

WHEREAS, the Town of Davie recommends the adoption of the class specification of Geographical Information Systems Technician; and

WHEREAS, The Town of Davie has evaluated the pay grade of the Geographical Information Systems Technician and recommends it to be assigned to pay grade 514 (\$34,616 - \$46,389); and

WHEREAS, The Town of Davie recommends that the Town council approve the adoption of the class specification for Geographical Information Systems Technician and assigning a pay grade 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 class specification for Geographical Information Systems Technician, pay grade 514 is hereby adopted in the Non-Represented Pay and Classification Plan and attached hereto as Exhibit "A".

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.

CLASS SPECIFICATION

GEOGRAPHICAL INFORMATION SYSTEMS TECHNICIAN

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled drafting, design, mapping, and data analysis work in the preparation of a variety of plans, maps and other illustrative and analytical materials for planning purposes. Is responsible for creation and maintenance of Town maps and associated graphics. Reports to the Planning and Zoning Manager.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Prepares maps of land under discussion in public hearings, using computer design programs or by drawing manually.

Provides data and analysis utilizing the Town's geographic information system.

Maintains the geographic information system.

Maintains records of Town maps with boundaries and other zoning or land use information as decided by resolution, ordinance or natural boundaries; reviews other maps obtained by division for accuracy, resolving disputes or questions as necessary.

Plots detailed representations of individual parcels and tracts on base maps, numbering or lettering individual parcels for identification.

Prepares a variety of drawings including, but not limited to, tax record maps, legal description graphics, floor plans, park designs, roadway plans, utility easement designs, etc.

Answers inquiries from public about zoning, ownership, legal descriptions and other mapping concerns.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or vocational school, preferably supplemented by course work in personal computing, GIS and Autocad, and civil engineering or surveying, and 3 years of experience with GIS and drafting, one year of which may be credited in the case of advanced course work in GIS, civil engineering or surveying; or any combination of training and experience which provides the required skills, knowledge and abilities. Experience or training with ARCVIEW or ARCINFO is preferred.

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 mapping and design equipment, computer, copier, drafting equipment, etc. Must be able to exert up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/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 superiors.

Language Ability: Requires the ability to read a variety of reports, letters and memos; budget reports; real property appraisals and assessments; sales ratio studies and finance audit reports; deeds, surveys and permits, etc. Requires the ability to prepare correspondence, reports, forms, budgets, studies, assessments, 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 scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; 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 drafting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra and geometry.

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 and drafting tools. 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: Is skilled in the use of popular computer- driven graphics programs. Has strong working knowledge of computers, with intermediate or advanced knowledge of GIS principles, applications and programs. Is skilled in design of various nature. Is able to prepare neat and accurate scale plotting. Is able to interpret information from base maps, architectural and engineering designs, and surveyors field notes. Has considerable knowledge of standard practices, materials and equipment used in drafting. Has working knowledge of terminology, methods and forms used in drafting and design. Has working knowledge of geographical areas and subdivisions in the Town and surrounding county. Is skilled in the use of drafting and related tools and equipment. Is able to 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.