

## **School Job Descriptions**

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**Class Title: CUSTODIAN**

**NATURE OF WORK**

Under direction, the purpose of the position is to perform highly responsible custodial tasks for an assigned school of the district. Employees in this class are responsible for accomplishing a daily routine of custodial tasks that provide school personnel, students, and the public with an environmentally safe, attractive, comfortable, clean, and efficient place in which to work and conduct school activities. Responsibility areas include, but are not necessarily limited to daily unlocking and securing of facilities, routine inspection of facilities and grounds for hazardous conditions, and assuming crew leader duties when directed. Performs related work as directed.

**CLASSIFICATION STANDARDS**

Positions allocated to this classification report to a designated supervisor and work under direct supervision. Work in this class is distinguished from higher classes by its routine nature and from other classes by its emphasis on specific training and licensure.

**MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by Custodian Certification through the State Department of Education, with demonstrated ability to fulfill the physical requirements of the work; or an equivalent combination of education, training, and experience.

**LICENSES/CERTIFICATES**

Valid Florida Driver's license required.

Passenger Endorsement

School Bus Driver Endorsement

Any other requirements and training as required by the State of Florida or Orange County School District.

**NOTES**

May be required to attend meetings outside business hours.

For employment, satisfactory drug screening will be done. Drug screening shall also occur randomly.

Fingerprinting and background check required.

Bonding may be required.

**EXAMPLES OF WORK\*\***

**ESSENTIAL JOB FUNCTIONS**

Performs daily opening and securing of assigned school facility, i.e., opening gates, unlocking administration and classroom doors, inspecting grounds and facilities for hazards, turning on light systems.

Uses electrical cleaning equipment in the cleaning of the assigned facility during hours assigned, i.e., vacuum cleaners, shampoo machines, high speed buffers.

Uses appropriate chemicals and cleaners safely and productively according to instructions and established State Department of Education regulatory to ensure personal, student, public, and staff safety.

Performs custodial tasks, i.e., emptying and cleaning waste receptacles; washing windows; dusting furniture; cleaning vents, fans, walls.

Performs sanitizing tasks in various facility areas, i.e., restrooms, kitchen and food areas, cafeterias.

Performs physically demanding tasks requiring use of heavy custodial equipment, i.e., mopping, stripping, waxing, floor buffing.

Responds to emergency situations in order to confine, resolve or prevent injurious or otherwise hazardous conditions, i.e., spills, broken windows, broken locks.

Moves furniture and other equipment in the performance of duties.

Cleans equipment and tools after use and maintains cleanliness and order in storage areas.

Reports equipment malfunctions and facility maintenance needs to immediate supervisor.

Performs routine maintenance on facility custodial equipment, such as changing vacuum cleaner belts and bags, and changing buffer machine pads.

Performs non-cleaning tasks in general facility maintenance, i.e., changing light bulbs, filling paper and soap dispensers, assisting in setting up for meeting/conferences.

Functions independently, or as part of a custodial crew depending on the nature of the task, such as in seasonal facility preparations, or other major custodial projects.

Performs lead custodian duties, when applicable to assigned school, i.e., planning and coordinating tasks, training custodians in use and application of chemical supplies (OSHA standards, ordering materials and supplies).

May assume duties and responsibilities of Custodial Crew Leader in the event of absence, vacancy or as directed.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

## **SELECTION FACTORS**

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of electrically powered custodial equipment, and hand-held supplies and cleaning tools.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; may require ability to calculate decimals and percentages.

**Functional Reasoning:** Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate odors. Some tasks require the ability to perceive and discriminate depths. Some tasks may require oral communications ability. Most tasks require visual perception and discrimination.

**Environmental Factors:** Tasks are regularly performed with potential exposure to adverse environmental conditions, such as strong odors, fumes, dusts, wetness, humidity, machinery, vibrations, temperature and noise extremes, disease, pathogenic substances, and toxic/poisonous agents.

The Town of Oakland will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

Signed original on file in Town Clerk's File/ Date

\*\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 01/01/06

FLSA STATUS: NON-EXEMPT

**Class Title: FOOD SERVICE STAFF**

**NATURE OF WORK**

Under direct supervision of the assigned management personnel, the purpose of the position is to effectively perform a variety of food preparation, clean up and service duties in the school cafeteria. Position assists with management to ensure high quality food, service, and cafeteria operations. Performs related work as directed. Extensive knowledge in the preparation of foods served in Child Nutrition Programs; of the use and care of all equipment utilized in the preparation of school meals; of all facets of operations management preferred; demonstrated leadership and management ability; skill in application of principles of personnel supervision; effective oral and written communication skills; knowledge of computer systems; ability to apply principles of Food Service, Sanitation and HACCP in daily activities; knowledge of applicable county, state and federal school food service regulations; ability to translate standards of Food and Nutrition excellence into daily operations.

**CLASSIFICATION STANDARDS**

Positions allocated to this classification report to a designated supervisor and work under direct supervision. Work in this class is distinguished from higher classes by its routine nature and from other classes by its emphasis on specific training and licensure.

**MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by a demonstrated ability to prepare and serve various food items according to standardized recipes and in the appropriate quantity; or an equivalent combination of education, training, and experience.

**LICENSES/CERTIFICATES**

Valid Florida Driver's license required.

Any other requirements and training as required by the State of Florida or Orange County School District.

**NOTES**

May be required to attend meetings outside business hours.

For employment, satisfactory drug screening will be done. Drug screening shall also occur randomly.

Fingerprinting and background check required.

Bonding may be required.

**EXAMPLES OF WORK\*\***

**ESSENTIAL JOB FUNCTIONS**

Performs daily opening and securing of lunch room, i.e., unlocking doors, inspecting kitchen and cafeteria and facilities for hazards, turning on light systems.

Uses appropriate chemicals and cleaners safely and productively according to instructions and established State Department of Education regulatory to ensure personal, student, public, and staff safety.

Performs sanitizing tasks in various facility areas, i.e., kitchen and food areas, cafeterias.

Responds to emergency situations in order to confine, resolve or prevent injurious or otherwise hazardous conditions, i.e., spills, broken windows, broken locks.

Cleans equipment and tools after use and maintains cleanliness and order in storage areas.

Reports equipment malfunctions and facility maintenance needs to immediate supervisor.

Assist with preparation and serving various food items according to standardized recipes and in the appropriate quantity, e.g., main dish, vegetables, baked goods.

Maintains accurate, daily food production and inventory records.

Records quantity of unused food; stores food according to proper sanitation and standardized food storage practices; utilizes food effectively.

Operates all food preparation equipment according to all applicable sanitation and safety guidelines and regulations.

Organizes food serving line and serves as assigned.

Assumes responsibility for cleanliness of the preparation area and equipment used and other areas as assigned, e.g., kitchen equipment and machinery, kitchen floors, food preparation surfaces utensils, dishes, dining room tables.

Operates cash register during meal service as assigned.

Assists with cash receipts and bank deposits as assigned.

Assists in preparing food and supply requisition orders, reports, and inventories as directed.

Participates in in-service training.

Adheres to all applicable Federal laws, School Board policies, and Food Service directives.

Provides ongoing evaluation of program operations to ensure compliance with state, federal, and local regulations.

Ensures that developed menus are followed and are nutritionally adequate to meet United States Department of Agriculture guidelines.

Assists with procuring all food and supplies necessary for food service operation.

Prepares and maintains accurate production records, work schedules and mandatory federal and state reports to ensure accountability.

Supports manager and cooperate in maintaining a high quality food service operation and harmonious working environment.

Establishes and maintains effective communication and working relationships with Food and Nutrition Services' staff, district personnel, school officials, parents, and the general public.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

#### **MACHINES, TOOLS, EQUIPMENT:**

Institutional Food service equipment, POS machines, equipment, vehicles, etc., used in this position. Telephone, Thermometer, Computer, (Personal Computer), Printer, Copier, Adding machine, Calculator.

Performs related duties as directed.

#### **SELECTION FACTORS**

Ability to understand and follow written and oral instructions.

Ability to read and write; ability to perform basic math accurately and efficiently.

Ability to clearly communicate information both verbally and in writing.

Ability to establish and maintain effective working relationships with management, other employees and students.

Ability to work independently to carry out assignments to completion.

Ability to perform duties with a professional and cooperative work ethic.

Ability to climb, reach, bend, stoop, kneel, sit and stand for long periods of time; walk; lift up to 30 pounds.

Ability to maintain high standards of personal hygiene, appearance, cleanliness, sanitation, and safety.

Knowledge of basic School District work policies and guidelines; knowledge of departmental practices and procedures.

#### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of electrically powered custodial equipment, and hand-held supplies and cleaning tools.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; may require ability to calculate decimals and percentages.

Functional Reasoning: Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

#### **ADA COMPLIANCE**

Physical Ability: Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 60-75 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate odors. Some tasks require the ability to perceive and discriminate depths. Some tasks may require oral communications ability. Most tasks require visual perception and discrimination.

Environmental Factors: Tasks are regularly performed with potential exposure to adverse environmental conditions, such as strong odors, fumes, dusts, wetness, humidity, machinery, vibrations, temperature and noise extremes, disease, pathogenic substances, and toxic/poisonous agents.

The Town of Oakland will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

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REVISION DATE: 01/01/06

FLSA STATUS: NON-EXEMPT

**Class Title: GUIDANCE TEACHER**

**NATURE OF WORK**

To coordinate:

- a) The curriculum and program development process for Guidance;
- b) Representation on all district level curriculum committees for Guidance;
- c) To conduct training for teachers, teacher's assistants, parents and other professionals
- d) To assist the Principal and CRT with overall administration and coordination of the school's Guidance programs.
- e) Performs related work as directed.

**CLASSIFICATION STANDARDS**

Positions allocated to this classification report to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of overall departmental responsibility and from lower classes by its advanced administrative duties and accountability of work.

**MINIMUM QUALIFICATIONS**

1. Bachelors Degree in Guidance or related area.
2. Five years successful teaching experience, preferred
3. Knowledge of Guidance procedures and regulations
4. Certification in an area of Guidance or related area

**LICENSES/CERTIFICATES**

Valid Florida Drivers License

Microsoft Office applications desirable.

Various school applications desirable.

**NOTES**

For employment, satisfactory drug screening will be done. Drug screening shall also occur randomly.

Fingerprinting and background check required.

May be required to work outside business hours depending on department needs.

**EXAMPLES OF WORK\*\***

**ESSENTIAL JOB FUNCTIONS**

Assist Customers, students parents and staff.

Provide services to pupils through individual counseling to assist pupils in understanding themselves in the contexts within which they live - home, school, community.

Provide assistance to students through small group sessions involving children with common needs.

Provide assistance to students and teachers through classroom guidance activities.

Assist students in selecting and making educational/career plans.

Provide assistance to teachers and principals as they seek to meet the needs of the students. This may involve help with units of instruction, interpretation of facts regarding the development of children, counseling particular children, and test interpretation.

Provide in-service training in guidance for teachers and staff.

Be available to confer with parents.

Serve as a referral agent, assisting with the proper referral of children to health, psychological, social service and other special services in the school and community.

Assist in the orientation of new students to the school.

Work with the principal and staff on an early intervention program for potential drop-outs.

Serve as a testing consultant.

Provide leadership in coordination of the total program of guidance and counseling through continued planning and cooperative work with the entire staff.

Assists students in small groups or individually, in completing assignments or classroom activities, under teacher supervision and direction, and this may include physical education and other activities.

Assists students with restroom use. May include other health related duties or transfers, catheterization, and/or diaper changing, following appropriate training.

Lunchroom duties may include: assisting exceptional students with special needs, general clean-up responsibilities, feeding, maintaining discipline.

Escorts or assists students to and from various rooms and buildings on school campus, may include getting on or off school bus.

Provides guidance and assistance to students as directed, in order to ensure appropriate assimilation of class/course content, supporting student success and achievement.

Assists with the overall work flow of the school and special projects assigned.

Performs related duties as assigned.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. **Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability. **Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

## **SELECTION FACTORS**

Ability to understand, follow and lead written and oral instructions.

Ability to effectively lead/supervise a group comprised of students engaged in carrying out classroom activities/functions.

Knowledge of business English and spelling; knowledge of basic math.

Considerable knowledge of academic discipline being delivered.

Ability to clearly communicate information both verbally and in writing.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to perform routing, typing and basic computer operations, i.e., data entry, word processing and records retrieval.

Ability to access, operate and maintain various software applications; ability to read, update and maintain various records and files.

Ability to establish and maintain effective working relationships with departmental personnel, instructors and students.

Ability to work independently to carry out assignments to completion.

Ability to perform duties with a professional and cooperative work ethic; ability to maintain confidentiality.

Ability to carry heavy objects such as special equipment (up to 40 pounds) for the disabled student, lifting a disabled student (weight will vary depending on student's size), carrying files, books etc. Able to sit on the floor or stand for long periods of time with children, stoop to retrieve student off floor, walk to and from classes. Able to assist disabled student with transfer from wheelchair to toilet or changing table in limited space.

Ability to work flexible hours necessary for the efficient operation of the department.

Knowledge of basic School work policies and guidelines; knowledge of departmental practices and procedures.

May require the ability to operate specialized communications or office equipment as specified by the assigned work area.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with parents, elected officials, charter officers, department heads, representatives of other agencies, other city employees, and the general public.

Ability to maintain security and confidentiality.

Ability to work effectively in a high stress environment.

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REVISION DATE: 01/01/06

FLSA STATUS: NON-EXEMPT

**Class Title: NURSE**

**NATURE OF WORK**

Under direction, the purpose of the position is to provide medical care and services to students according to physician prescribed medical care and treatment orders. Employees in this classification are responsible for addressing medical emergencies, assessing circumstances and conditions, and resolving such according to established procedures and protocols. Performs related work as directed.

**CLASSIFICATION STANDARDS**

Positions allocated to this classification report to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of overall departmental responsibility and from lower classes by its advanced administrative duties and accountability of work.

**MINIMUM QUALIFICATIONS**

Vocational/technical certification as a Licensed Practical Nurse, with continued employment contingent on satisfaction of (24) required continuing education credits every two years, with two (2) years of previous nursing experience, preferably in a child care or school environment. Must have a valid Florida state license as a Licensed Practical Nurse (LPN).

**LICENSES/CERTIFICATES**

Valid Florida Drivers License  
Valid Florida state license as a Licensed Practical Nurse (LPN).  
Microsoft Office applications desirable.

**NOTES**

For employment, satisfactory drug screening will be done. Drug screening shall also occur randomly.  
Fingerprinting and background check required.  
May be required to work outside business hours depending on department needs.

**EXAMPLES OF WORK\*\***

**ESSENTIAL JOB FUNCTIONS**

Assist Customers, students' parents and staff.  
Emergency Services: Provides first aid for injuries and acute illness; contacts parents/family regarding any health-related issues and/or concerns. Initiates prompt referral to the appropriate medical facility when more extensive treatment is warranted. Promptly administers properly prescribed emergency medication, i.e. Benadryl, epinephrine, glucagon, insulin.  
Provides medical care and services to students according to physician prescribed medical care and treatment orders.  
Prepares medications for administration, and dispenses such to students in accordance with physician orders and established time schedules.  
Monitors, provides assistance, and administers insulin to diabetics; provides juice in the instance of low sugar levels.  
Performs tube feedings, inhalations, and catheterizations according to physician orders; takes vital signs and assesses conditions when necessary, i.e., alertness, color, strength, and pupils.  
Charts and maintains accurate records of activities performed, i.e., medications dispensed, incident reports, nursing notes, daily treatments and interventions.  
Responds to emergency incidents; assesses circumstances and conditions; resolves such according to established procedures and protocols.  
Monitors materials and medications to ensure appropriate supply levels; re-orders such as necessary.  
Ensures the safe and sanitary condition of the school clinic, i.e., stocking supplies, cleaning surfaces, changing exam paper.  
Cleans medical supplies according to proper sanitation procedures, i.e., syringes, breathing apparatus, medicine dispensers.  
Maintains student medical records; pulls such for review prior to evaluation appointments; researches medical diagnoses as appropriate.  
Confers with evaluation team regarding student medical information; requests medical histories as appropriate.  
Assists students with restroom use. May include other health related duties or transfers, catheterization, and/or diaper changing, following appropriate training.  
Monitors the school's emergency kit for supplies and security. Notifies management of needs.  
Leads and organizes Clinic health activities/services;  
Maintains various files, logs, databases and records; compiles data from school records, e.g., Illness/Injury Logs, Medication Administration sheets, 911 calls.  
Maintains policies and procedures for the district Blood Borne Pathogen Compliance and other School Based Policies.  
Administers prescription and non-prescription medication and maintains documentation of medication administered according to school policy.  
Monitors student immunization compliance, notifies parents of discrepancies; coordinates with management for appropriate actions and compliance with State and District mandated immunization compliance policies.  
Assists management in the development of case management plans; develops schedules for in-service for students requiring medical accommodations.  
Assists teachers in presenting health lessons as approved by Student Services; provides health counseling for students; consults with parents or guardian and/or physician regarding a student's health.  
Maintains appropriate communication between public and private medical professionals and other community agency's personnel that serves the students.  
Coordinates with physician and/or public health officials in reporting communicable diseases; alerts school administrators to health trends and problems.  
Reports and follows-up suspected child abuse and neglect to social services authorities.  
Assists students, parents, and teachers in adapting to various chronic health problems, i.e. diabetes, dialysis, cancer, etc.  
Participates in establishing or revising school and district health policies.

Participates and may lead various meetings, committees, and conferences; provides in-services.  
Escorts or assists students to and from various rooms and buildings on school campus, may include getting on or off school bus.  
Assists with the overall work flow of the school and special projects assigned.  
The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.  
Performs related duties as assigned.

#### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Most tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate colors or shades of colors.

**Environmental Factors:** Tasks are regularly performed with potential for exposure to adverse environmental conditions, such as toxic/poisonous agents, violence, disease, or pathogenic substances.

#### **SELECTION FACTORS**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to assist persons by action or interaction in carrying out specialized therapeutic or physical care plans and procedures.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of special needs and therapeutic equipment and devices.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; calculate decimals and percentages.

**Functional Reasoning:** Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Ability to understand, follow and lead written and oral instructions.

Knowledge of business English and spelling; knowledge of basic math.

Considerable knowledge of academic discipline being delivered.

Ability to clearly communicate information both verbally and in writing.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to access, operate and maintain various software applications; ability to read, update and maintain various records and files.

Ability to establish and maintain effective working relationships with departmental personnel, instructors and students.

Ability to work independently to carry out assignments to completion.

Ability to perform duties with a professional and cooperative work ethic; ability to maintain confidentiality.

Ability to work flexible hour's necessary for the efficient operation of the department.

Knowledge of basic School work policies and guidelines; knowledge of departmental practices and procedures.

May require the ability to operate specialized communications or office equipment as specified by the assigned work area.

Ability to work effectively with parents, elected officials, charter officers, department heads, representatives of other agencies, other city employees, and the general public.

Ability to maintain security and confidentiality.

Ability to work effectively in a high stress environment.

Signed original on file in the Town Clerk's File/Date

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REVISION DATE: 01/01/06  
FLSA STATUS: NON-EXEMPT

**Class Title: PRINCIPAL**

**NATURE OF WORK**

Provides leadership for the professional staff of the school in the development, implementation, and evaluation of a comprehensive educational program, and to administer the program in accordance with school board policies and administrative rules and regulations.

**CLASSIFICATION STANDARDS**

The single position allocated to this classification reports to the Town Manager and works under general supervision. Work in this class is distinguished from higher classes by its emphasis on General Government finance and from lower classes by its departmental managerial responsibility.

**MINIMUM QUALIFICATIONS**

1. Holds the Postgraduate professional Certificate.
2. Has demonstrated the leadership qualities and personal characteristics necessary for working effectively with students, teachers, and parents.
3. Has at least three years of successful experience in building-level public/private school administration and supervision.

**LICENSES/CERTIFICATES**

Valid Florida Driver's license required.  
Microsoft Office applications desirable.  
Educational Certifications as require by Local, State and Federal Law

**NOTES**

May be required to attend meetings outside business hours.  
For employment, satisfactory drug screening will be done. Drug screening shall also occur randomly.  
Fingerprinting and background check required.  
Bonding may be required.

**EXAMPLES OF WORK\*\***

**ESSENTIAL JOB FUNCTIONS**

1. Fosters the success of all students by facilitating the development, communication, implementation and evaluation of a shared vision of learning that reflects excellence.
2. Communicates a clear vision of excellence and continuous improvement consistent with division goals.
3. Supervises the alignment, coordination and delivery of assigned programs and/or curricular areas.
4. Provides professional learning programs consistent with student needs, assessment and program evaluation.
5. Communicates high standards for teaching and learning.
6. Employs a variety of processes for gathering, analyzing and using data for decision making.
7. Works with central office staff to develop and implement a school improvement plan as needed.
8. Develops an effective plan for allocation of fiscal resources

**Essential Functions:**

1. Direct and coordinate educational, administrative, and counseling activities of the school.
2. Develop and evaluate educational programs to assure conformance to State and Board standards.
3. Develop and coordinate educational programs through meetings with staff, review of teachers' activities and issuance of directives.
4. Participate in the development and implementation of the district vision.
5. Provide leadership in the creation, implementation and supervision of district curriculum and instruction.
6. Responsible for mentoring and developing leadership rolls of staff in a collaborative setting.
7. Establish and maintain effective communication systems.

8. Confer with teachers, students and parents to promote positive expectations for achievement and behavior.
9. Establish and maintain relationship with colleagues, parent groups and community service groups to coordinate educational services.
10. Use technology in education settings.
11. Use data to inform decision making for instruction and reports.
12. Direct preparation of class schedules, cumulative records, and attendance reports.
13. Observe, evaluate, and counsel teacher performance.
14. Participate in educational program planning and administration for disabled students.
15. Monitor and supervise preschool program.
16. Manage fiscal resources (budget).
17. Requisition and allocate supplies, equipment, and instructional materials.
18. Interview and recommend hiring of site staff.
19. Monitor building safety and security.
20. Direct building custodial personnel.
21. Participate in district and community events and functions.
22. All other duties as assigned.

#### Tools/Equipment

Computer, printer, photocopier, phone, calculator, office supplies.

#### Physical Demands

The essential tasks of the principal require standing, walking, lifting to ten pounds, reaching and stretching. The tasks require mostly long periods of sitting for meetings, interviews and planning sessions. There is much eye-hand coordination necessary and much grasping, holding, handling of objects with both hands.

#### Hearing/Vision/Speech and Language Processing

Hearing and clarity of vision is essential. Due to the public nature of the job, verbal communication in an articulate, understandable manner is required, along with auditory and visual comprehension. The Principal must have excellent short and long term memory recall for continuity. S/he must read and write with precision and persuasion.

#### Human Relations Characteristics

The principal's job requires effective interactions with staff and the public. Many tasks require independent research and planning, analysis of documents, and formal report responses. Decision making and problem solving skills are essential.

#### Temperaments

The principal must be an effective leader, directing others is an integral part of the job. Clear, concise directives are needed and follow-up is important. This job spans a variety of duties which requires the ability to constantly switch tasks efficiently. \*Reasonable accommodations may be made to enable individuals with disabilities to perform the above stated essential functions.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. **Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability. **Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

## **SELECTION FACTORS**

Thorough knowledge of principles, practices, methods and theories of education.  
Thorough knowledge of laws, ordinances, regulations and statutes, which govern School and educational systems.  
Thorough knowledge of principles and practices of effective administration and supervision.  
Knowledge of research methods and techniques and methods of effective report presentation.  
Knowledge of office practices and procedures, accounting equipment, and integrated financial information systems.  
Knowledge of governmental budget procedures.  
Ability to plan, assign, delegate and direct work of administrative and supervisory personnel.  
Ability to assess and proposed policies in terms of their financial and administrative impact.  
Ability to develop long term plans and programs and to evaluate work accomplishments.  
Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other Town employees, and the general public.  
Ability to communicate effectively, both orally and in writing.  
Ability to maintain security and confidentiality.  
Ability to work effectively in a high stress environment.

Signed original on file in Town Clerk's File/ Date

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REVISION DATE: 01/01/06

**Class Title: ASSISTANT PRINCIPAL**

**NATURE OF WORK**

Managerial and administrative work managing the Town's Finance Department and activities.

**CLASSIFICATION STANDARDS**

The single position allocated to this classification reports to the Town Manager and works under general supervision. Work in this class is distinguished from higher classes by its emphasis on General Government finance and from lower classes by its departmental managerial responsibility.

**MINIMUM QUALIFICATIONS**

1. Master's degree from an accredited institution with certification in administration and supervision or educational leadership
2. Three years successful teaching experience including experience at appropriate level elementary or secondary

**LICENSES/CERTIFICATES**

Valid Florida Driver's license required.  
Microsoft Office applications desirable.  
Accounting Software application experience desirable.

**NOTES**

May be required to attend meetings outside business hours.  
For employment, satisfactory drug screening will be done. Drug screening shall also occur randomly.  
Fingerprinting and background check required.  
Bonding may be required.

**EXAMPLES OF WORK\*\***

**ESSENTIAL JOB FUNCTIONS**

To assist the Principal, as directed, in managing the school and its human and material resources to achieve district priorities and produce evidence of such achievement including effective teaching, productive student behavior, and all students learning.

**SUPERVISES:**

Teachers and classified staff as assigned by the Principal.

**PERFORMANCE RESPONSIBILITIES:**

- Assist the Principal in managing programs, activities and functions consistent with district policy and priorities.
- As directed and delegated by the Principal, assume responsibility and accountability for planning, developing and implementing with and through the staff, programs, activities and functions designed to achieve school goals and district priorities.
- Analyze programs, activities and functions under his/her supervision to identify disparities between "what is" (current condition) and "what ought to be" (desired condition) and working with and through people to develop plans to eradicate the disparities as they relate to school goals and district priorities.
- As designated by the Principal, supervise and evaluate designated teachers and staff in terms of their performance and responsibilities in the achievement of school goals and district priorities.
- Work with teachers and staff to identify problems and issues (disparities) for which they may need expertise and support services for their own training and development to effectively address the problems and issues (disparities).
- Visible in his/her school community and is recognized as an educational leader who is responsive to the school's and community's needs.
- Serve as a member of the Principal's Leadership Team and participate in the school's planning, development and evaluation.
- In the absence of the Principal, assume responsibility for the total operation of the school and the welfare of teachers, staff and students.
- Perform other duties and responsibilities as assigned by the Principal.

- **CONTRIBUTES TO SCHOOL'S EFFECTIVENESS by identifying short-term and long-range issues that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of action; implementing directives.**
- **PERFORMS DUTIES OF THE PRINCIPAL as needed and requested.**
- **PROVIDES CURRICULUM SUPPORT and serves on curriculum committees.**
- **PERFORMS TEACHER OBSERVATIONS in the elementary and works with teachers on professional growth.**

- **LEADS THE NEW TEACHER INDUCTION PROGRAM**, following the process to ensure appropriate certification and state requirements, and supports the program for the Middle School.
- **ACTS AS AN ADMINISTRATIVE LEADER IN THE SCHOOL BUDGET** and can make financial decisions in conjunction with the principal.
- **IS KNOWLEDGEABLE IN MAS 200**, able to obtain information from the system that is necessary for making decisions.
- **ATTENDS SCHOOL-WIDE MEETINGS AND EVENTS** as an administrator of the School (including but not limited to SAC and PTO meetings). Attends meetings and events during nights and weekends as well.
- **LEADS PROGRAMS TO SUPPORT STUDENT BEHAVIOR and CHARACTER DEVELOPMENT** such as the Ambassador's Program for the Elementary School.
- **OVERSEES CAMPUS SAFETY AND SECURITY**, developing and monitoring compliance procedures such as fire drills, bus evacuation drills, and hazardous weather drills. Files reports to the State, District, and Foundation Board as needed.
- **PLAYS AN ACTIVE ROLE IN THE SCHOOL IN THE ACCREDITATION PROCESS** by supporting and monitoring the process. Maintains accurate and timely reports to acquire and maintain accreditation.
- **OVERSEES STUDENT DISCIPLINE** by addressing all student and parent related issues concerning the Elementary School. Informs staff of discipline procedures and communicates actions taken to all parties involved.
- **OVERSEES FACILITY LEASING** by maintaining contracts with users, maintaining room assignments, lining up custodians to open and lock rooms, and arranging for payment to custodians.
- **OVERSEES CAFETERIA AND FOOD SERVICE** by monitoring the quality of food and service, setting up student motivation programs in the cafeteria, and monitoring the supervision of students during lunch.
- **OVERSEES FACILITY INSURANCE**, making sure the necessary documents are filed in a timely manner.
- **OVERSEES FACILITY MAINTENANCE**, ensuring necessary repairs and improvements are made and the campus is physically safe.
- **CONTRIBUTES TO THE PLANNING AND IMPLEMENTATION OF THE SCHOOL IMPROVEMENT PLAN.**
- **SCHEDULES AND SUPERVISES SUPPORT STAFF**, including before and after school care, arrival/dismissal supervision, and cafeteria duties.
- **ASSISTS IN THE RECRUITMENT AND HIRING OF TEACHERS.**
- **OVERSEES SCHOOL-WIDE ANNOUNCEMENTS.**
- **MAINTAINS PROFESSIONAL AND TECHNICAL KNOWLEDGE** by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- **REPRESENTS THE SCHOOL IN THE HIGHEST PROFESSIONAL MANNER**, providing outstanding customer service and supporting the School community.

Attends work on a continuous and regular basis.

May act in absence of supervisor.

May be responsible for enforcing the drug policy, based on physical location and organizational structure.

Stays current with professional developments by outside reading and attendance at meetings.

Performs other related duties as assigned.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

## **SELECTION FACTORS**

Thorough knowledge of principles, practices, methods and theories of finance.

Thorough knowledge of laws, ordinances, regulations and statutes, which govern Town finance functions.

Thorough knowledge of principles and practices of effective administration and supervision.

Knowledge of research methods and techniques and methods of effective report presentation.

Knowledge of office practices and procedures, accounting equipment, and integrated financial information systems.

Knowledge of governmental budget procedures.

Ability to plan, assign, delegate and direct work of administrative and supervisory personnel.

Ability to assess municipal problems and proposed policies in terms of their financial and administrative impact.

Ability to develop long term plans and programs and to evaluate work accomplishments.

Ability to appraise market trends as they apply to municipal debt and to present findings effectively in oral and written form.

Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other Town employees, and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to maintain security and confidentiality.

Ability to work effectively in a high stress environment.

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REVISION DATE: 05/30/05

## **Class Title: TEACHER**

### **NATURE OF WORK**

The Elementary Teacher is responsible for the education of each pupil in his or her charge and for working with students, parents, other teachers and staff toward achieving the goals set forth in the Mission Statement. The Elementary Teacher reports to the Principal and shall perform any other duties as assigned by the Principal.

### **CLASSIFICATION STANDARDS**

The single position allocated to this classification reports to the Principal and works under general supervision. Work in this class is distinguished from higher classes by its emphasis on Educational knowledge and from lower classes by its accountability of work.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited four year college or university with major course work in education or school administration, plus two years supervisory experience, or any equivalent combination of education and experience.

### **LICENSES/CERTIFICATES**

Valid Florida Driver's license required.  
Microsoft Office applications desirable.  
Accounting Software application experience desirable.

### **NOTES**

May be required to attend meetings outside business hours.  
For employment, satisfactory drug screening will be done. Drug screening shall also occur randomly.  
Fingerprinting and background check required.  
Bonding may be required.

### **EXAMPLES OF WORK\*\***

### **ESSENTIAL JOB FUNCTIONS**

Responsible for conducting an organized and professional classroom  
Develops and implements curriculum, communicates the curriculum in a syllabus, and completes it in the given timeframe, according to curriculum guidelines specified by the Principal and Charter  
Implements curriculum and instruction in a manner consistent with the Mission Statement, including understanding, modeling and fostering independent thinking skills, creative problem solving and abstract reasoning.  
Shows empathy and understanding of students. Shares ideas and observations with students and parents.  
Develops with parents and students a cooperative partnership based on mutual respect and objectivity  
Assesses student performance frequently and objectively  
Facilitates resolution of problems that might arise with students and parents  
Holds parent/student/teacher conferences in a manner consistent with our Handbook  
Encourages parents to contribute to the classroom as volunteers  
Continues intellectual and professional development and pursues further education in primary academic discipline  
May provide leadership to select extracurricular school activities, act as the teacher liaison to select committees, and/or participate in the open enrollment process  
Follows policies established by the Town Of Oakland Commission and School Advisory Committee, and district and State mandated school guidelines, except where the Town of Oakland has received waivers  
Assist customers, teachers, students and staff.  
Attends work on a continuous and regular basis.  
Stays current with professional developments by outside reading and attendance at meetings.  
Performs other related duties as assigned.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

### **SELECTION FACTORS**

Demonstrated experience working with challenge groups in a student-centered environment within the classroom, including using assessments to place students, curriculum compacting, flexible pacing, flexible instruction, grouping and regrouping, acceleration, enrichment, and independent study to meet student needs  
Demonstrated experience in the instruction of students with varied learning styles and levels of mastery

Demonstrated experience in effectively solving challenging problems through a positive, collaborative approach

Expert-level written and oral communication skills

Knowledge of and commitment to Core Knowledge curriculum

Knowledge of and commitment to Character Education

Demonstrated initiative and skills in the following areas: relationship and community building, educational leadership, communication, conflict resolution, creativity, problem solving, decision making and time management

Entrepreneurial outlook and charter school commitment

Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other Town employees, and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to maintain security and confidentiality.

Ability to work effectively in a high stress environment.

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REVISION DATE: 01/01/06

FLSA STATUS: NON- EXEMPT

**Class Title: ADMINISTRATIVE ASSISTANT**

**NATURE OF WORK**

This is responsible staff work assisting an administrator or department director in administrative matters.

**CLASSIFICATION STANDARDS**

Positions allocated to this classification report to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of overall departmental responsibility and from lower classes by its advanced administrative duties.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited high school or possession of an acceptable equivalency diploma supplemented by appropriate college course work in public administration, business administration or related subject area, and four years local government administrative experience, or an equivalent combination of training and experience which provides the required knowledge, ability, and skills.

**LICENSES/CERTIFICATES**

Microsoft Office applications desirable.  
Accounting software applications desirable.

**NOTES**

For employment, satisfactory drug screening will be done. Drug screening shall also occur randomly.  
Fingerprinting and background check required.  
May be required to work outside business hours depending on department needs.

**EXAMPLES OF WORK\*\***

**ESSENTIAL JOB FUNCTIONS**

Assist Customers.  
Conducts studies and surveys to collect information on operational and administrative problems. Reviews findings and recommends practical solutions and corrective action.  
Confers with department heads to develop detailed plans for function that supervisor has delegated.  
Prepares correspondence relating to departmental operations for supervisor's signature.  
Researches and prepares monthly, special, and annual reports.  
Follows up on assignments to subordinates to determine progress and date of completion of projects.  
Coordinates and supervises administrative programs as assigned by the department manager.  
Responds to public inquiries and refers problems to appropriate department or staff member.  
Attends work on a continual and regular basis.  
Assists in preparation of departmental budget.  
Assists with the overall work flow of the Town departments and special projects assigned.  
Performs other related duties as assigned.

**ADA COMPLIANCE**

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

**SELECTION FACTORS**

Considerable knowledge of research methods and techniques and methods of report presentation.  
Knowledge of sources of information related to solution of problems of local government.  
Some knowledge of principles and practices of personnel management and budget preparation.  
Some knowledge of principles and techniques employed in an effective office administration and management.  
Ability to communicate effectively, both orally and in writing.  
Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees, and the general public.  
Ability to maintain security and confidentiality.  
Ability to work effectively in a high stress environment.

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REVISION DATE: 05/30/05

**Class Title: CLERK OF COMMISSION**

**NATURE OF WORK**

This is responsible, professional, position as the Clerk of the Commission.

**CLASSIFICATION STANDARDS**

This single position allocated to this classification reports to the Town Manager and works under general supervision. Work in this class is distinguished from lower classes by its emphasis by its high level of responsibility.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited four-year college or university with major course work in journalism, English, or business administration or related field, and two years of relevant work and supervisory experience, or any equivalent combination of education and experience.

**LICENSES/CERTIFICATES**

Certified Municipal Clerk desired.  
Valid Florida Driver's license required.  
Microsoft Office applications desirable.

**NOTES**

Will be required to attend meetings outside business hours.  
For employment, satisfactory drug screening will be done. Drug screening shall also occur randomly.  
Fingerprinting and background check required.

**EXAMPLES OF WORK\*\***

**ESSENTIAL JOB FUNCTIONS**

Assist Customers.  
Acts, as authorized by Town Manager, as Clerk of the Commission.  
Prepares and proofs for accuracy Town Commission and Committee agendas and makes appropriate modifications as directed by the Town Manager.  
Maintains records and archives of contracts, agreements, preservation of bylaws, ordinances or other legal instruments of the Town and the like requiring Mayor/Commissioner and Clerk of the Commission signatures.  
Reviews and processes documents and takes appropriate action to assure accuracy and agreement with Town Commission action.  
Attends meetings of the Town Commission and keeps official minutes of the meetings and recording all ordinances passed by the Commission.  
Attends meetings of the Town Commission Committees and keeps official minutes of the meetings and recording all recommendations passed by the Committees.  
Researches and prepares information and reports as assigned by the Town Manager.  
Administration of oaths of offices, staff loyalty oaths and document certification.  
Administration of Election, under the Federal and State election laws, coordinating with the Town Manager as to process.  
Administration of Occupational Licenses under the Federal and State and Local laws, coordinating with the Town Manager as to process.  
Attends work on a continuous and regular basis.  
Forwards all inquiries to the Town Manager for dissemination.  
Stays current with professional developments by outside reading and attendance at meetings.  
Ability to maintain security and confidentiality.  
Performs other related duties as assigned.

**ADA COMPLIANCE**

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

**SELECTION FACTORS**

Knowledge of principles and practices of a Municipal Clerk.  
Thorough knowledge of the principles and techniques of effective office administration and management.  
Knowledge of sources of information related to solution of problems of local government, as well as Town policies and procedures.  
Knowledge of principles and practices of effective records management and contract administration.  
Ability to accomplish administrative tasks and duties with minimal supervision and general direction and within prescribed deadlines.  
Ability to work effectively with elected officials, charter officers, department heads, other Town employees, and the general public.  
Ability to work effectively in a high-stress environment.  
Ability to communicate effectively, both orally and in writing.

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REVISION DATE: 05/30/05

**Class Title: FINANCE DIRECTOR**

**NATURE OF WORK**

Managerial and administrative work managing the Town's Finance Department and activities.

**CLASSIFICATION STANDARDS**

The single position allocated to this classification reports to the Town Manager and works under general supervision. Work in this class is distinguished from higher classes by its emphasis on General Government finance and from lower classes by its departmental managerial responsibility.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited four year college or university with major course work in business or public administration, accounting, or public finance, and five years progressively responsible experience in governmental accounting and financial management plus two years supervisory experience, or any equivalent combination of education and experience.

**LICENSES/CERTIFICATES**

Valid Florida Driver's license required.  
Microsoft Office applications desirable.  
Accounting Software application experience desirable.

**NOTES**

May be required to attend meetings outside business hours.  
For employment, satisfactory drug screening will be done. Drug screening shall also occur randomly.  
Fingerprinting and background check required.  
Bonding may be required.

**EXAMPLES OF WORK\*\***

**ESSENTIAL JOB FUNCTIONS**

Assist customers.  
Plans, directs, coordinates and administers all activities and personnel of the Town's department in accordance with all applicable laws, rules, regulations and directions from Town government.  
Supervises activities of the Finance Department, including administration, accounting, property control, billing and collection, accounts payable, payroll, occupational licenses, cash/debt management, and pensions.  
Analyzes the Town's fiscal policies, interprets data, and recommends actions to the Town Manager and the Town Commission.  
Coordinates activities with functions of other Town departments and private and public agencies.  
Directs preparation of reports and statements on the Town's financial affairs including internal and external reporting.  
Reviews all revenue forecasts for all General Government Funds to provide basis for cash flow forecasting.  
Prepares analysis and projections of the Town's cash position to insure that temporarily idle funds are invested and those investments of debt service funds mature at correct time.  
Maintains integrity of the integrated financial information system.  
Manages and administers the treasury function of the Town, including disbursing of Town payrolls and General Government funds.  
Manages and administers the controllership function of the Town.  
Prescribes accounting/treasury forms and procedures.  
Administers and coordinates investment activities, revenue collections, banking services, debt service, and other financial activities.  
Prepares, submits and monitors annual operating and capital budget.  
Makes long and short range plans for department.  
Administers the Town's Retirement Plans, including monitoring investment advisors and custodian bankers.  
Attends work on a continuous and regular basis.  
May act in absence of supervisor.  
May be responsible for enforcing the drug policy, based on physical location and organizational structure.  
Stays current with professional developments by outside reading and attendance at meetings.  
Performs other related duties as assigned.

**ADA COMPLIANCE**

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

**SELECTION FACTORS**

Thorough knowledge of principles, practices, methods and theories of finance.  
Thorough knowledge of laws, ordinances, regulations and statutes, which govern Town finance functions.

Thorough knowledge of principles and practices of effective administration and supervision.  
Knowledge of research methods and techniques and methods of effective report presentation.  
Knowledge of office practices and procedures, accounting equipment, and integrated financial information systems.  
Knowledge of governmental budget procedures.  
Ability to plan, assign, delegate and direct work of administrative and supervisory personnel.  
Ability to assess municipal problems and proposed policies in terms of their financial and administrative impact.  
Ability to develop long term plans and programs and to evaluate work accomplishments.  
Ability to appraise market trends as they apply to municipal debt and to present findings effectively in oral and written form.  
Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other Town employees, and the general public.  
Ability to communicate effectively, both orally and in writing.  
Ability to maintain security and confidentiality.  
Ability to work effectively in a high stress environment.

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REVISION DATE: 05/30/05

**Class Title: PLANNING DIRECTOR**

**NATURE OF WORK**

This is managerial work planning and administering the programs and activities of the Planning Department.

**CLASSIFICATION STANDARDS**

The single position allocated to this classification reports to the Town Manager and works under general supervision, providing feedback and communicating needs and general scope of workload. Work in this class is distinguished from higher classes by its emphasis on planning functions and from lower classes by its managerial and supervisory duties and technical planning responsibilities.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited four year college or university with a masters degree in planning or related subject, and five years experience in urban planning, including two years of responsible supervisory experience, or any equivalent combination of education and experience.

**LICENSES/CERTIFICATES**

Membership in American Institute of Certified Planners desired.  
Valid Florida Driver's license required.  
Microsoft Office applications desirable.  
Arc View Software desirable.

**NOTES**

May be required to attend meetings outside business hours.  
For employment, satisfactory drug screening will be done. Drug screening shall also occur randomly.  
Fingerprinting and background check required.

**EXAMPLES OF WORK\*\***

**ESSENTIAL JOB FUNCTIONS**

Assist Customers.  
Plans, directs coordinates and administers all activities and personnel of the Town's Planning Division in accordance with all applicable laws, rules, regulations and direction from Town Government.  
Preparation of planning studies and reports and reviews these documents prior to publication.  
Develops planning policy direction by preparing alternatives for consideration.  
Carries out basic planning policy directives of the Town.  
Prepares progress reports and other documentation for grant and regular program administration.  
Presents planning information to appropriate Town boards and committees.  
Provides liaison between the Town and related county, regional, and university agencies.  
Prepares, submits, and monitors annual division budget.  
Recommends selection, promotion, discharge, and other appropriate personnel actions.  
Attends work on continuous and regular basis.  
Assists in preparing planning grant design and applications.  
Provides public education on Town planning function through speeches and responding to public inquiries.  
Stays current with professional developments in Town planning by outside reading and attendance at meetings.  
Ability to maintain security and confidentiality.  
Performs other related duties as assigned by the Town Manager.  
Ability to work effectively in a high stress environment.

**ADA COMPLIANCE**

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

**SELECTION FACTORS**

Thorough knowledge of laws, ordinances, regulations and statues which govern planning functions.  
Thorough knowledge of planning principles and practices as applied to collection of community planning data, and in the preparation of planning reports and studies in both graphic and written forms.  
Thorough knowledge of principles and practices of effective administration and supervision.  
Knowledge of governmental budget procedures.  
Ability to administer and participate in complex planning studies and to analyze information and make substantive recommendations based on such studies.  
Ability to analyze complex planning problems and to develop positive courses of action.  
Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other Town employees, and the general public.  
Ability to communicate effectively, both orally and in writing.

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REVISION DATE: 05/30/05

**Class Title: MAINTENANCE WORKER I**

**NATURE OF WORK**

This is entry-level manual labor performing un-skilled and semi-skilled tasks, or assisting skilled workers.

**CLASSIFICATION STANDARDS**

Positions allocated to this classification report to a designated supervisor and work under direct supervision. Work in this class is distinguished from higher classes by its routine, physical nature and from other classes by its emphasis on outdoor maintenance and construction activities.

**MINIMUM QUALIFICATIONS**

Completion of high school and six months experience in laboring work, including use of tools and equipment used in maintenance, repair, or construction work, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

**LICENSES/CERTIFICATES**

Valid Florida Driver's License required.

**NOTES**

May be required to work outside business hours depending on department needs.

For employment, pre-employment medical examination required, including satisfactory drug screening. Drug screening shall also occur randomly.

Fingerprinting and background check required.

Work requires physical strength and agility sufficient to safely perform all essential functions.

Work may require performance of tasks outdoors under varying climatic conditions.

Work may require exposure to hazardous conditions and noxious chemicals.

Work may require performing tasks in and around heavy traffic.

Work may require exposure to prolonged high noise levels.

**EXAMPLES OF WORK\*\***

**ESSENTIAL JOB FUNCTIONS**

Customer Service.

Assist journey-level workers in electrical, carpentry, plumbing, painting, concrete and other trade work.

Assist in demolition, forming, and pouring of concrete facilities.

Performs basic maintenance on City trees, shrubs, and bedding plants. Trims and prunes shrubbery and small trees.

Prepares holes, sets trees, and prepares appropriate supporting structures and materials. Grows and maintains plants. Water plants and trees.

Performs routine grounds and road right-of-way cleaning and maintenance. Mows grass with power, push-type, or small tractor mower. Cuts and hoes weeds. Rakes leaves and edges curbs. Sprays/applies herbicidal sprays or cuts weeds.

Loads trash and trimmings on truck. Sweeps sidewalks and cleans floors. Hand pull or power cut unwanted vegetation.

Digs and clears drainage ditches. Maintains trails on Town properties, and maintenance of Town Parks.

Assists in repair and resurfacing of damaged asphalt paths and roadways by asphalt placement or pothole repair. Rakes hot and cold asphalt. Assist in operation of paving machine. Assists in the repair of potholes on asphalt roadways. Assist in adding clay and stone to roads and road grading.

Performs routine cleaning and maintenance of varied grounds keeping, landscaping, and maintenance equipment and facilities. Greases and makes minor repairs on equipment. Services and washes automobiles and trucks. Checks manholes for leaks, repairs storm sewer pipes and catch basins. Cleans out storm sewer pipes and catch basins.

Performs light maintenance and servicing work related to the operation of heavy equipment.

Cleans and maintains buildings and facilities.

Uses and maintains power hand tools, such as drill, nailing gun, circular saws.

Sets up barricades and other temporary traffic control devices; provides flagging services.

Lifts and moves heavy equipment.

Attends work on continuous and regular basis.

**NON-ESSENTIAL JOB FUNCTIONS**

May drive City vehicles.

May performs minor maintenance and cleaning of buildings.

May direct contract and temporary helpers.

May support City activities with personnel, equipment, and materials, requiring moving and lifting heavy equipment, tables, and chairs for special events and programs.

May be responsible for locking and unlocking facility and notifying appropriate individuals in the event of an emergency.

May monitor special events and programs, including cleaning up at end.

May enforce compliance with strict building rules and regulations.

May frequently chauffeur other employees, depending upon assignment and work location.

May be required to transport, mix, handle or use hazardous materials (other than gasoline, batteries, pumping fuel or access to normal janitorial cleaning materials) or may be responsible for facilities or equipment carrying current, fluids or gas that could endanger the public or other employees.

Ability to maintain security and confidentiality.

Performs other related duties as assigned.

**ADA COMPLIANCE**

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (10 plus pounds). Tasks may involve extended periods of time at a keyboard or workstation. Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

#### **SELECTION FACTORS**

Knowledge of tools used in grounds keeping, facility maintenance and construction.  
Knowledge of precautions necessary to work safely.  
Ability to perform manual tasks involving physical strength and endurance under variable weather conditions.  
Ability to work effectively with coworkers and the general public, including angry and/or abusive individuals.  
Ability to read and understand detailed and complex work schedules and diagrams.  
Ability to work independently with little supervision.  
Ability to conform to grooming and dress codes (uniforms furnished).  
Knowledge of types and uses of common hand tools, materials, and standard equipment used in maintenance, construction, and repair.  
Knowledge of precautions necessary to work safely with and around mechanized construction and maintenance equipment.  
Skill in use of basic hand tools and operation of small power equipment.  
Ability to maintain security and confidentiality.  
Ability to work effectively in a high stress environment.  
Ability to conform to grooming and dress codes (uniforms furnished).

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REVISION DATE: 05-30/05

**Class Title: MAINTENANCE WORKER II**

**NATURE OF WORK**

This is manual labor performing semi-skilled and limited skilled work of a physically demanding nature.

**CLASSIFICATION STANDARDS**

Positions allocated to this classification report to a designated supervisor and work under close supervision. Work in this class is distinguished from higher classes by its lack of supervisory duties and from lower classes by its semi-skilled to skilled emphasis on maintenance and construction.

**MINIMUM QUALIFICATIONS**

Completion of high school and one year experience in laboring work, including use of tools and equipment used in maintenance, repair or construction work, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

**LICENSES/CERTIFICATES**

Valid Florida Driver's License required.  
Class "B" Commercial Driver License (CDL).

**NOTES**

May be required to work outside business hours depending on department needs.  
For employment, pre-employment medical examination required, including satisfactory drug screening. Drug screening shall also occur randomly.  
Fingerprinting and background check required.  
Work requires physical strength and agility sufficient to safely perform all essential functions.  
Work may require performance of tasks outdoors under varying climatic conditions.  
Work may require exposure to hazardous conditions and noxious chemicals.  
Work may require performing tasks in and around heavy traffic.  
Work may require exposure to prolonged high noise levels.

**EXAMPLES OF WORK\*\***

**ESSENTIAL JOB FUNCTIONS**

Customer Service.  
Depending on area of assignment:  
Builds and sets forms, pours concrete, and performs finish work. Operates concrete saw, air hammer, concrete and mortar mixers, and vibrating rollers. Constructs and repairs curb inlets. Removes and replaces broken or hazardous sidewalk.  
Lays pipe and lays bricks. Repairs broken pipes and opens clogged sewers. Checks and cleans manholes. Assists in backfilling ditches. Loads materials on truck.  
Constructs, repairs, and maintains doors, floors, windows, partitions, roofs, plumbing, lighting fixtures, drywall and other parts of buildings. Applies protective coatings.  
Repairs or resurfaces asphalt paths and roadways. Operates asphalt paving machine as part of crew. Rakes hot and cold asphalt. Grades lime rock. Resods grass.  
Assists journey-level workers in electrical, carpentry, plumbing, painting, concrete, and other trade work..  
Drives motor trucks to transport sand, stone, gravel, supplies, equipment, and other items.  
Sets up barricades and other temporary traffic control devices.  
Update, repair, and care for displays and exhibits.  
Directs traffic around or through work site.  
Maintains and operates planers, joiners, power saws, and related carpentry equipment. Performs hand and bench work in a carpentry shop.  
Maintains and cleans tools and equipment used in work. Fixes flat tires, changes/replenishes fluids and filters, replaces fuses and fan belts, and applies touch-up paint.  
Services and washes vehicles.  
Assists in moving and storing office and other equipment.  
Attends work on continuous and regular basis.  
May frequently chauffeur other employees, depending upon assignment and work location.  
May occasionally operate heavy equipment including rubber tire backhoes, and/or front end loaders.  
Performs other related duties as assigned.

**SELECTION FACTORS**

Some knowledge of tools used in grounds keeping, facility maintenance and construction.  
Knowledge of types and uses of common hand tools, materials, and standard equipment used in maintenance, construction, and repair.  
Knowledge of precautions necessary to work safely with and around mechanized construction and maintenance equipment.  
Skill in use of basic hand tools and operation of small power equipment.  
Ability to work effectively with coworkers and the general public.  
Ability to maintain security and confidentiality.  
Ability to work effectively in a high stress environment.  
Ability to perform manual tasks involving physical strength and endurance under variable weather conditions.  
Ability to read and understand detailed and complex work schedules and diagrams.

Ability to work independently with little supervision.  
Ability to conform to grooming and dress codes (uniforms furnished).

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REVISION DATE: 05/30/05

**Class Title: TOWN MANAGER****NATURE OF WORK**

This is executive and administrative work coordinating assigned departments and assisting the Town Commission.

**CLASSIFICATION STANDARDS**

Work in this class is distinguished from higher classes by its lack of overall Town management responsibility and from lower classes by its emphasis on administration and coordination of operations functions.

**MINIMUM QUALIFICATIONS**

Masters degree in public administration, business administration or a related field and five years of progressively responsible experience in local government administration; or any equivalent combination of education and experience.

**LICENSES/CERTIFICATES**

Valid Florida Driver's license required.

**NOTES**

May be required to attend meetings outside business hours.

Residence within Twenty (20) miles of the Town limits required upon completing probation.

For employment, satisfactory drug screening will be done. Drug screening shall also occur randomly.

Fingerprinting and background check required.

Bonding may be required.

**EXAMPLES OF WORK\*\*****ESSENTIAL JOB FUNCTIONS**

Customer Service.

Oversees administrative activities and functions of assigned Town departments.

Serves as liaison to internal and external organizations and represents Town Commission as required.

Establishes and reviews research projects and procedural and administrative studies in operational departments.

Evaluates results and recommends changes.

Works closely with Town Commission on projects as assigned by the Town Commission.

Supervises and participates in preparation of speeches, correspondence and news releases. Speaks to civic and community groups to promote and explain municipal policies and programs.

Meets with civic leaders and community groups to explain policies and programs. Serves on civic, educational, community relations and other committees as a representative of Town government.

Reviews and evaluates proposals for new programs and services. Confers with department directors, public officials and members of the public. Recommends changes in administrative policies, organization, programs, methods and procedures.

Coordinates process for ordinances and commission agenda items related to the assigned departments.

Directs preparation and review of assigned department budget estimates.

Recommends selection, promotion, discharge and other appropriate personnel actions. Participates in labor agreement negotiation and administration.

Attends work on a continuous and regular basis.

Responsible for enforcing the drug policy, based on physical location and organizational structure.

Required to supervise employees designated as performing "safety sensitive" functions, for the purposes of the Drug Free Workplace program, depending on job assignment and work location.

Will be required to respond under emergency conditions.

Performs other related duties as assigned.

**ADA COMPLIANCE**

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

**SELECTION FACTORS**

Thorough knowledge of principles and practices of public administration.

Thorough knowledge of municipal organizational and departmental functions, staffing and operating procedures.

Thorough knowledge of charter provisions, ordinances and state laws governing the administration of Town government.

Knowledge of governmental budget procedures.

Ability to plan, assign, delegate and direct the work of administrative and supervisory personnel.

Ability to conduct special studies, analyze and interpret findings and prepare and effectively present factual reports.

Ability to develop long-term plans and programs and to evaluate work accomplishments.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other Town employees and the general public.

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Revision Date: 05/30/05