



City of Tarpon Springs, Florida

Budget Advisory Committee

324 East Pine Street

Tarpon Spring, Florida 34689

(727) 938-3711

<http://www.ctsfl.us/agenda.htm>

AGENDA

THURSDAY, AUGUST 15, 2024

2:00 PM - CITY HALL MEDIA ROOM, 2ND FLOOR

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS

OLD BUSINESS

1. Discussion - Budget Advisory Committee Recommendations to Board of Commissioners

NEW BUSINESS

1. Discussion/Review - Proposed Salary and Classification Plan Amendments and Pay Increases
FY 2025

BOARD AND STAFF COMMENTS

FUTURE AGENDA ITEMS

ADJOURNMENT

If any person decides to appeal any decision made by the Budget Advisory Committee with respect to any matter considered at this meeting, he/she will need a record of the proceedings, and that for such purpose, he/she may need to ensure a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City of Tarpon Spring does not furnish verbatim transcripts. Interested parties should make necessary arrangements for the verbatim transcript in advance.

July 8, 2024

TO: THE HONORABLE MAYOR AND BOARD OF COMMISSIONERS

FROM: BUDGET ADVISORY COMMITTEE

Please see the recommendations made to date for your consideration.

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BAC Meeting May 16, 2024

Recommendation #1 - Unassigned Fund Balance

The Budget Advisory Committee recommends to the Board of Commissioners that one-percent (1%) of the prior fiscal year's budgeted expenditures be set aside in a line item to increase the unassigned fund balance for the next five (5) years.

Recommendation #2 – Millage Rate

That the Budget Advisory recommends to the Board of Commissioners that it keep the millage rate the same at 5.37.

RESOLUTION No. 2024 - 29

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, AUTHORIZING CHANGES IN THE DEPARTMENT ORGANIZATION OF BUILDING DEVELOPMENT, CITY MANAGER/BOARD OF COMMISSIONERS, FINANCE, INFORMATION TECHNOLOGY, PLANNING & ZONING, POLICE, PUBLIC SERVICES, AND PUBLIC WORKS, INCLUDING COMBINING OF POSITIONS, RECLASSIFICATION AND REGRADING OF POSITIONS; REVISION OF JOB DESCRIPTIONS; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

WHEREAS, the City of Tarpon Springs desires to provide the most effective and efficient services to the public; and

WHEREAS, conditions, trends and needs evolve within the Organization and review and assessment of staffing resources is important to ensure continued success; and

WHEREAS, such staffing review and assessment takes into account the most effective organization for operational efficiency; and,

WHEREAS, staff resources and availability are critical to the proper operation of the City and the protection of the environment and public health; and,

WHEREAS, the City Manager recommends that the proposed changes be made to the City's organizational structure and employee remuneration in order to maintain responsive and efficient services; and

WHEREAS, it is requested that the Board of Commissioners approve the changes as recommended.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, THAT:

Section 1. Pursuant to the requirements of Section 16 (d) of the Charter of the City of Tarpon Springs, the City Manager does hereby recommend and the Board of Commissioners does hereby approve certain changes in the City's organization, as detailed in Sections 1 through 7 of the memorandum attached hereto and incorporated herein by reference.

Section 2. This resolution shall be effective September 26, 2024.



MARK G. LECOURIS
CITY MANAGER

City of Tarpon Springs, Florida

324 EAST PINE STREET
POST OFFICE BOX 5004
TARPON SPRINGS, FLORIDA 34688-5004
(727) 938-3711
FAX (727) 937-8199
www.ctsfl.us

AUGUST 20, 2024

TO: MAYOR AND BOARD OF COMMISSIONERS

FROM: MARK G. LECOURIS, CITY MANAGER

SUBJECT: SALARY AND CLASSIFICATION PLAN AMENDMENTS AND PAY INCREASES FOR FY 2025

BACKGROUND:

I have reviewed our salary schedule and compensation of non-bargaining unit classifications. Based upon this review, I have summarized my recommendations for salary increases and adjustments that should be made to the salary and classification plan for FY 2025.

RECOMMENDATIONS:

1. **ADJUSTMENT OF SALARY RANGES WITH THE ADDITION OF A WAGE GRADE 30:** It is recommended that salary ranges for non-bargaining unit classifications (with the exception of the Golf Course – Grades 100 through 160), be adjusted for fiscal year 2025 to provide a 2.5% increase to each Wage Grade's minimum and 5.0% to each Wage Grade's maximum. This recommendation is intended to alleviate salary compression between newly-hired employees and those with one or more years' experience. The addition of a Wage Grade 30 will help to eliminate some of the salary compression between mid-level supervisors and department heads. Overall, this salary schedule is designed to provide a more competitive wage scale. (*Attachment 1*)

2. GENERAL SALARY ADJUSTMENT:

- A. It is recommended that salaries of current non-bargaining unit employees, with the exception of those in Golf Course Grades 100 through 160, be adjusted by 5.0% for fiscal year 2025.
- B. Salary increases will be contingent upon receipt of a satisfactory evaluation of employee performance, in accordance with existing City policy.
- C. Increases will not apply to employees in Golf Course Grades 100 through 160.
- D. Increases will not apply to employees covered by a collective bargaining agreement.

- E. Salary increases may be up to but not exceeding the range for the position grade.
 - F. Full increases will apply to those probationary employees who started employment on or before March 31, 2024.
 - G. Those probationary employees who started employment between April 1, 2024 and June 30, 2024 will receive 50% of the increase specified in 2.A. above.
 - H. Increases will not apply to those probationary employees who started employment July 1, 2024 and thereafter.
 - I. The increases for City Clerk & Collector and Internal Auditor should be determined in accordance with the same percentage used for the employees in Section 3.O. In addition, City Clerk & Collector and Internal Auditor salary ranges should be commensurate with that of the new Wage Grade 30.
3. **REGRADE OF EXISTING POSITIONS:** The following Wage Grade changes are being proposed in an effort to reflect current market conditions and make established positions more competitive with surrounding agencies.
- A. **REGRADE THE POSITION OF METER TECHNICIAN:** Regrade the position of *Meter Technician* in the Utility Billing Division of the Finance Department, from Wage Grade 9 to Wage Grade 10, with the incumbents (3) to receive a 5.0% increase for the regrade, in addition to the annual wage increase. (*Attachment 2*)
 - B. **REGRADE THE POSITION OF DEVELOPMENT SERVICES PERMIT TECHNICIAN I:** Regrade the position of *Development Services Technician I* from Wage Grade 10 to Wage Grade 12 with the incumbents (2) to receive a 7.5% increase for the regrade, in addition to the annual wage increase. (*Attachment 3*)
 - C. **REGRADE THE POSITION OF POLICE CENTER RECORDS TECHNICIAN:** Regrade the position of *Police Records Center Technician* from Wage Grade 10 to Wage Grade 11 with the incumbents (2) to receive a 5.0% increase for the regrade, in addition to the annual wage increase. (*Attachment 4*)
 - D. **REGRADE THE POSITION OF LAW ENFORCEMENT SUPPORT SPECIALIST:** Regrade the position of *Law Enforcement Support Specialist* from Wage Grade 11 to Wage Grade 12 with the incumbent to receive a 5.0% increase for the regrade, in addition to the annual wage increase. (*Attachment 4*)
 - E. **REGRADE THE POSITION OF CODE ENFORCEMENT CLERK:** Regrade the position of *Code Enforcement Clerk* from Wage Grade 10 to Wage Grade 11 with the incumbent to receive a 5.0% increase for the regrade, in addition to the annual wage increase. (*Attachment 4*)
 - F. **REGRADE THE POSITION OF RECREATION SUPERINTENDENT:** Regrade the position of *Recreation Superintendent* from Wage Grade 21 to Wage Grade 22 with the incumbent to receive a 5.0% increase for the regrade, in addition to the annual wage increase. (*Attachment 5*)

- G. REGRADE THE POSITION OF GOLF COURSE MANAGER: Regrade the position of *Golf Course Manager* from Wage Grade 20 to Wage Grade 21 with the incumbent to receive a 5.0% increase for the regrade, in addition to the annual wage increase. (*Attachment 5*)
- H. REGRADE THE POSITION OF CEMETERY SUPERVISOR: Regrade the position of *Cemetery Supervisor* from Wage Grade 18 to Wage Grade 19 with the incumbent to receive a 5.0% increase for the regrade, in addition to the annual wage increase. (*Attachment 5*)
- I. REGRADE THE POSITION OF ASSISTANT GOLF PROFESSIONAL: Regrade the vacant position of *Assistant Golf Professional* from Wage Grade 7 to Wage Grade 11. The position to be filled in accordance with City rules. (*Attachment 5*)
- J. REGRADE THE POSITION OF FACILITIES MAINTENANCE SUPERINTENDENT: Regrade the position of *Facilities Maintenance Superintendent* from Wage Grade 19 to Wage Grade 21 with the incumbent to receive a 7.5% increase for the regrade, in addition to the annual wage increase. (*Attachment 6*)
- K. REGRADE THE POSITION OF STREETS & STORMWATER SUPERVISOR: Regrade the position of *Streets & Stormwater Supervisor* from Wage Grade 19 to Wage Grade 21 with the incumbent to receive a 7.5% increase for the regrade, in addition to the annual wage increase. (*Attachment 6*)
- L. REGRADE THE POSITION OF SANITATION SUPERVISOR: Regrade and re-title the position of *Sanitation Supervisor* from Wage Grade 17 to *Solid Waste Supervisor* (Wage Grade 18) with the incumbent to receive a 5.0% increase for the regrade, in addition to the annual wage increase. (*Attachment 6*)
- M. REGRADE THE POSITION OF PARKS MAINTENANCE SUPERVISOR: Regrade the position of *Parks Maintenance Supervisor* from Wage Grade 17 to Wage Grade 19 with the incumbent to receive a 7.5% increase for the regrade, in addition to the annual wage increase. This position will be split between General Fund and CRA fund. (*Attachment 6*)
- N. REGRADE THE POSITION OF ECONOMIC DEVELOPMENT MANAGER: Regrade the position of *Economic Development Manager* from Wage Grade 22 to Wage Grade 23 with the incumbent to receive a 5.0% increase for the regrade, in addition to the annual wage increase. (*Attachment 7*)
- O. REGRADE THE DEPARTMENT HEAD POSITIONS AS LISTED BELOW: (*Attachment 7*)

POSITION	CURRENT WAGE GRADE	PROPOSED WAGE GRADE	PROPOSED WAGE INCREASE
PROCUREMENT SERVICES DIRECTOR	26	27	3.0%
PUBLIC WORKS DIRECTOR	26	27	3.0%
BUILDING DEVELOPMENT DIRECTOR	27	28	3.0%
CULTURAL & CIVIC SERVICES DIRECTOR	27	28	3.0%
HUMAN RESOURCES DIRECTOR	27	28	3.0%
INFORMATION TECHNOLOGY DIRECTOR	27	28	3.0%
PLANNING & ZONING DIRECTOR	27	28	3.0%
PROJECT ADMINISTRATION DIRECTOR	27	28	3.0%
PUBLIC SERVICES DIRECTOR	27	28	3.0%
FINANCE DIRECTOR	29	30	3.0%
FIRE CHIEF	29	30	3.0%
POLICE CHIEF	29	30	3.0%

4. RECLASSIFYING OF EXISTING POSITIONS: The following reclassifications are being proposed to reflect significantly increased responsibilities and duties on a permanent basis.

- A. RECLASSIFY THE POSITION EXECUTIVE OFFICE COORDINATOR: Reclassify the position of *Executive Office Coordinator* (current Wage Grade 15) to *Executive Office Manager* (Wage Grade 17 – proposed FY 25 Salary Range \$52,023 - \$85,854), with the incumbent to receive a 10.0% increase for the reclassification in addition to the annual wage increase. (*Attachment 8*)
- B. RECLASSIFY THE POSITION OF IT ENTERPRISE ADMINISTRATOR: Reclassify the position of *IT Enterprise Administrator position* (current Wage Grade 22) to *IT Assistant Director* (Wage Grade 25 – proposed FY 25 Salary Range \$76,861 - \$126,846), with the incumbent to receive a 5.0% increase for the reclassification in addition to the annual wage increase. (*Attachment 9*)
- C. RECLASSIFY THE POSITION OF PLANNING & ZONING COORDINATOR: Reclassify the position of *Planning & Zoning Coordinator* (current Wage Grade 11) to *Executive Assistant – Planning & Zoning* (Wage Grade 14 – proposed FY 25 Salary Range \$44,939 - \$74,163), with the incumbent to receive a 5.0% increase for the reclassification in addition to the annual wage increase. (*Attachment 10*)
- D. RECLASSIFY THE POSITION OF BUILDING DEVELOPMENT PERMIT TECHNICIAN II: Reclassify the position of *Building Development Permit Technician II* (current Wage Grade 11) to *Executive Assistant – Building Development* (Wage Grade 14 – proposed FY 25 Salary Range \$44,939 - \$74,163), with the incumbent to receive a 7.5% increase for the reclassification in addition to the annual wage increase. (*Attachment 3*)
- E. RECLASSIFY THE POSITION OF TECHNICIAN II - SANITATION: Reclassify the position of *Technician II - Sanitation* (current Wage Grade 9) to *Crewleader* (Wage Grade 13 – proposed FY 25 Salary Range \$42,800 - \$70,632), with the incumbent to receive a 10.0% increase for the reclassification in addition to the annual wage increase. (*Attachment 6*)
- F. RECLASSIFY THE POSITION OF TECHNICIAN I – SANITATION: Reclassify the position of *Technician I – Sanitation* (current Wage Grade 8) to *Technician II – Sanitation* (Wage Grade 9 – proposed FY 25 Salary Range \$35,210 – \$58,108), with the incumbents (2) to receive a 5.0% increase for the reclassification in addition to the annual raise. (*Attachment 6*)
- G. RECLASSIFY TWO TECHNICIAN II - PARKS POSITIONS: Reclassify two *Technician II – Parks* positions (current Wage Grade 9) to *Senior Technician* (Wage Grade 13 – proposed FY 25 Salary Range \$42,800 - \$70,632). Positions to be filled in accordance with City rules. (*Attachment 6*)
- H. RECLASSIFY THE POSITION OF ASSISTANT PARKS MAINTENANCE SUPERVISOR: Reclassify the vacant position of *Assistant Parks Maintenance Supervisor* from Wage Grade 15 to *Maintenance Coordinator – Parks* (Wage Grade 12 – proposed FY Salary Range \$40,762 - \$67,269). Position to be filled in accordance with City rules. (*Attachment 6*)
- I. RECLASSIFY THE POSITION OF FLEET ASSISTANT: Reclassify the position of *Fleet Assistant* (current Wage Grade 12) to *Fleet Operations Coordinator* (Wage Grade 14 – proposed FY 25 Salary Range \$44,939 - \$74,163), with the incumbent to receive a 7.5%% increase for the reclassification in addition to the annual wage increase. (*Attachment 6*)

- J. RECLASSIFY ONE TECHNICIAN II - PARKS POSITION: Reclassify one *Technician II – Parks* position (current Wage Grade 9) to *Fleet Technician* (Wage Grade 15 – proposed FY 25 Salary Range \$47,185 - \$77,871). Position to be filled in accordance with City rules. (*Attachment 6*)
- K. RECLASSIFY ONE ACCOUNTING TECHNICIAN POSITION: Reclassify one of the two *Accounting Technician* positions (current Wage Grade 14) to *Accounting Technician II* (Wage Grade 15 – proposed FY 25 Salary Range \$47,185 - \$77,871), with the incumbent to receive a 5.0% increase for the reclassification in addition to the annual wage increase. (*Attachment 11*)

5. MISCELLANEOUS ACTIONS:

- A. COMBINE ONE PART-TIME LIBRARY ASSISTANT II POSITION WITH ONE PART-TIME IT SPECIALIST POSITION: Combine a vacant PT *Library II Assistant* position (Wage Grade 7) with a vacant PT *IT Specialist* position (Wage Grade 20) to produce one FT position of *IT System Administrator* (Wage Grade 22 - proposed FY25 Salary Range \$66,396 - \$109,573). Position to be filled in accordance with City rules. (*Attachment 9*)
- B. APPROVE A 5.0% PAY INCREASE WITHIN WAGE GRADE: Approve a 5.0% pay increase within wage grade for the following positions:
 - 1. *Accounting Coordinator* (Wage Grade 17), *Accounting Specialist* (Wage Grade 16), and one *Accounting Technician* (Wage Grade 14). These increases are in addition to the annual wage increase. (*Attachment 11*)
 - 2. *IT Specialist* (2) (Wage Grade 20). These increases are in addition to the annual wage increase. (*Attachment 9*)
 - 3. *IT Director* (Wage Grade 27). This increase is in addition to the annual wage increase. (*Attachment 7*)

7. **EFFECTIVE DATE:** All changes adopted will be effective September 26, 2024, the beginning of the first pay period of FY 25.

Attachments:

- 1. Recommended *Salary Schedule* for FY 2025
- 2. Finance Department – Utility Billing Division Memorandum re Position Regrades
- 3. Building Development Department Memorandum with *Development Services Permit Technician I* and *Executive Assistant – Building Development* Job Descriptions
- 4. Police Department Memorandum re Position Regrades
- 5. Public Services Department Memorandum re Position Regrades, and Job Descriptions
- 6. Public Works Department Memorandum re Position Regrades, Reclassifications, and Job Descriptions
- 7. City Manager Memorandum re Position Regrade and Job Description changes
- 8. HR Department Memorandum re Position Reclassification and Job Description changes
- 9. IT Department Memorandum re Position Reclassification, Combination and Job Descriptions
- 10. Planning & Zoning Department Memorandum re Position Reclassification and Job Description
- 11. Finance Department Memorandum re Position Reclassification, within grade increases and Job Descriptions

ATTACHMENT 1

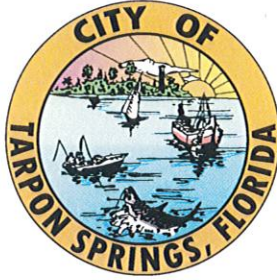
PROPOSED FY 2025 SALARY SCHEDULE +2.50% MIN AND +5.0% MAX

FY 2024 Salary Schedule					Proposed FY 2025 Salary Schedule				
Grade	Annual Minimum	Annual Maximum	Hourly Minimum	Hourly Maximum	Grade	Annual Minimum	Annual Maximum	Hourly Minimum	Hourly Maximum
100	\$ 22,880	\$ 23,504	\$ 12.0000	\$ 12.3000	100	\$ 27,040	\$ 27,664	\$ 13.0000	\$ 13.3000
110	\$ 22,880	\$ 24,960	\$ 12.0000	\$ 13.0000	110	\$ 27,040	\$ 29,120	\$ 13.0000	\$ 14.0000
120	\$ 22,880	\$ 29,120	\$ 12.0000	\$ 15.0000	120	\$ 27,040	\$ 33,280	\$ 13.0000	\$ 16.0000
130	\$ 24,128	\$ 33,488	\$ 12.6000	\$ 17.1000	130	\$ 27,040	\$ 37,648	\$ 13.0000	\$ 18.1000
140	\$ 24,232	\$ 35,672	\$ 12.6500	\$ 17.1500	140	\$ 28,392	\$ 37,752	\$ 13.6500	\$ 18.1500
150	\$ 24,336	\$ 35,812	\$ 12.7000	\$ 17.2174	150	\$ 28,496	\$ 37,892	\$ 13.7000	\$ 18.2171
160	\$ 24,378	\$ 38,021	\$ 12.7200	\$ 18.2791	160	\$ 28,538	\$ 40,101	\$ 13.7200	\$ 19.2791
3	\$ 25,634	\$ 41,296	\$ 12.3239	\$ 19.8539	3	\$ 26,275	\$ 43,361	\$ 12.6320	\$ 20.8466
4	\$ 26,916	\$ 43,361	\$ 12.9402	\$ 20.8467	4	\$ 27,588	\$ 45,529	\$ 13.2637	\$ 21.8890
5	\$ 28,262	\$ 45,529	\$ 13.5873	\$ 21.8891	5	\$ 28,968	\$ 47,806	\$ 13.9270	\$ 22.9836
6	\$ 29,675	\$ 47,806	\$ 14.2666	\$ 22.9836	6	\$ 30,416	\$ 50,196	\$ 14.6233	\$ 24.1328
7	\$ 31,158	\$ 50,197	\$ 14.9799	\$ 24.1333	7	\$ 31,937	\$ 52,707	\$ 15.3544	\$ 25.3400
8	\$ 32,716	\$ 52,708	\$ 15.7288	\$ 25.3402	8	\$ 33,534	\$ 55,343	\$ 16.1220	\$ 26.6072
9	\$ 34,351	\$ 55,341	\$ 16.5148	\$ 26.6063	9	\$ 35,210	\$ 58,108	\$ 16.9277	\$ 27.9366
10	\$ 36,070	\$ 58,109	\$ 17.3414	\$ 27.9370	10	\$ 36,972	\$ 61,015	\$ 17.7749	\$ 29.3339
11	\$ 37,873	\$ 61,015	\$ 18.2082	\$ 29.3341	11	\$ 38,820	\$ 64,066	\$ 18.6634	\$ 30.8008
12	\$ 39,767	\$ 64,066	\$ 19.1189	\$ 30.8008	12	\$ 40,762	\$ 67,269	\$ 19.5969	\$ 32.3408
13	\$ 41,756	\$ 67,269	\$ 20.0750	\$ 32.3409	13	\$ 42,800	\$ 70,632	\$ 20.5769	\$ 33.9579
14	\$ 43,843	\$ 70,631	\$ 21.0782	\$ 33.9574	14	\$ 44,939	\$ 74,163	\$ 21.6052	\$ 35.6553
15	\$ 46,034	\$ 74,163	\$ 22.1319	\$ 35.6551	15	\$ 47,185	\$ 77,871	\$ 22.6852	\$ 37.4379
16	\$ 48,337	\$ 77,872	\$ 23.2390	\$ 37.4384	16	\$ 49,546	\$ 81,765	\$ 23.8200	\$ 39.3103
17	\$ 50,754	\$ 81,766	\$ 24.4010	\$ 39.3106	17	\$ 52,023	\$ 85,854	\$ 25.0110	\$ 41.2761
18	\$ 53,291	\$ 85,854	\$ 25.6208	\$ 41.2761	18	\$ 54,624	\$ 90,147	\$ 26.2613	\$ 43.3399
19	\$ 55,957	\$ 90,146	\$ 26.9023	\$ 43.3395	19	\$ 57,356	\$ 94,654	\$ 27.5749	\$ 45.5065
20	\$ 58,754	\$ 94,654	\$ 28.2469	\$ 45.5069	20	\$ 60,222	\$ 99,387	\$ 28.9531	\$ 47.7822
21	\$ 61,692	\$ 99,386	\$ 29.6594	\$ 47.7818	21	\$ 63,234	\$ 104,355	\$ 30.4009	\$ 50.1709
22	\$ 64,776	\$ 104,355	\$ 31.1424	\$ 50.1707	22	\$ 66,396	\$ 109,573	\$ 31.9210	\$ 52.6792
23	\$ 68,014	\$ 109,572	\$ 32.6989	\$ 52.6790	23	\$ 69,714	\$ 115,051	\$ 33.5164	\$ 55.3130
24	\$ 71,416	\$ 115,051	\$ 34.3344	\$ 55.3132	24	\$ 73,201	\$ 120,804	\$ 35.1928	\$ 58.0789
25	\$ 74,986	\$ 120,806	\$ 36.0509	\$ 58.0798	25	\$ 76,861	\$ 126,846	\$ 36.9522	\$ 60.9838
26	\$ 78,735	\$ 126,843	\$ 37.8533	\$ 60.9823	26	\$ 80,703	\$ 133,185	\$ 38.7996	\$ 64.0314
27	\$ 82,672	\$ 133,188	\$ 39.7463	\$ 64.0327	27	\$ 84,739	\$ 139,847	\$ 40.7400	\$ 67.2343
28	\$ 86,806	\$ 139,847	\$ 41.7336	\$ 67.2341	28	\$ 88,976	\$ 146,839	\$ 42.7769	\$ 70.5958
29	\$ 91,146	\$ 146,839	\$ 43.8203	\$ 70.5958	29	\$ 93,425	\$ 154,181	\$ 44.9158	\$ 74.1256
	\$ 95,683	\$ 154,181	\$ 46.0013	\$ 74.1256	30	\$ 98,075	\$ 161,890	\$ 47.1513	\$ 77.8319
Charter Employees									
B1	\$ 91,146	\$ 146,839	\$ 43.8203	\$ 70.5958	B1	\$ 98,075	\$ 161,890	\$ 47.1513	\$ 77.8319
B2	Retainer				B2	Retainer			
B3	\$ 91,146	\$ 146,839	\$ 43.8203	\$ 70.5958	B3	\$ 98,075	\$ 161,890	\$ 47.1513	\$ 77.8319
B4	\$ 120,910	\$ 194,790	\$ 58.1300	\$ 93.6490	B4	\$ 123,933	\$ 204,530	\$ 59.5833	\$ 98.3315

All Minimums are adjusted by 2.5%

All Maximums are adjusted by 5.0%

Grades 100 - 160 (Golf Course) Reflects new FL minimum wage of \$13.00/hour)



CITY OF TARPON SPRINGS, FL

FINANCE DEPARTMENT

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-5612
Fax (727) 942-5637

MEMORANDUM

To: Mark LeCouris, City Manager
From: Ron Haring, Finance Director CPFO, CGFO
Date: August 20, 2024
Subject: Finance Department – Utility Billing, Recommendation for FY25 Budget, Organizational Changes

Recommendation

The following organizational changes are recommended for the Utility Billing division of the Finance department:

1. Re-grade (3) Meter Technician positions from wage grade 9 to wage grade 10.

Background

To bring the Meter Technician position to a grade similar to Dunedin and Clearwater. At grade 9 the starting salary at the City of Tarpon Springs is \$34,340. At Dunedin and Clearwater, the starting salary is \$36,046 and \$36,300 respectively. At Grade 10 the starting salary will be \$36,057. The City of Tarpon Springs also requires the Meter Technicians to be certified in Backflow maintenance and have to be able to replace and repair water meters.

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% increase
Finance	Meter Technician	9	\$ 42,748	same	10	\$ 44,885	5.0%
	Meter Technician	9	\$ 39,891	same	10	\$ 41,886	5.0%
	Meter Technician	9	\$ 37,101	same	10	\$ 38,956	5.0%

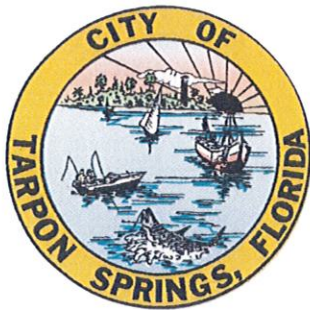
Attachments:

- Dunedin Pay Plan
- Clearwater Pay Plan

City of Dunes
FY 24 Pay Plan
Positions by Department

Location	Position #	Position Desc	Job Class	Grade	Annual Salary Range			Hourly Range		
					Min Pay	Mid Pay	Max Pay	Hourly Min	Hourly Mid	Hourly Max
Cost Center Split WATER DISTRIBUTION - 5166	5166		4000	A57E	67,308.80	80,766.40	94,224.00	32.36	38.83	45.30
	5166	WATER DISTRIBUTION MANAGER	4310	A58H	86,619.20	86,747.20	77,875.20	26.74	32.09	37.44
	5166	WATER DISTRIBUTION FOREMAN	5100	A54H	50,584.80	60,673.60	70,762.40	24.31	28.17	34.03
	5166	SR WATER DISTRIBUTION TECH	5100	A54H	50,584.80	60,673.60	70,762.40	24.31	28.17	34.03
	5166	SR WATER DISTRIBUTION TECH	5100	A52H	41,787.20	50,148.80	58,510.40	20.08	24.11	28.13
	5166	WATER DISTRIBUTION TECH	5100	A52H	41,787.20	50,148.80	58,510.40	20.08	24.11	28.13
	5166	WATER DISTRIBUTION TECH	5100	A50H	38,048.40	41,454.40	48,862.40	17.33	19.93	22.53
	5166	SR WATER SERVICE WORKER	5100	A49H	33,528.80	38,563.20	43,598.80	16.12	18.54	20.96
	5166	FIELD SERVICE REPRESENTATIVE	5100	A49H	33,528.80	38,563.20	43,598.80	16.12	18.54	20.96
	5166	WATER SERVICE WORKER	5100	A49H	33,528.80	38,563.20	43,598.80	16.12	18.54	20.96
	5166	WATER SERVICE WORKER	5100	A49H	33,528.80	38,563.20	43,598.80	16.12	18.54	20.96
	5166	WATER SERVICE WORKER	5100	A48H	33,528.80	38,563.20	43,598.80	16.12	18.54	20.96
	5166	WATER SERVICE WORKER	5100	A48H	33,528.80	38,563.20	43,598.80	16.12	18.54	20.96
	5166	WATER SERVICE WORKER	5100	A48H	33,528.80	38,563.20	43,598.80	16.12	18.54	20.96
UTILITY BILLING - 1503	1503		4500	A55E	81,193.60	73,434.40	85,675.20	29.42	35.31	41.19
	1503	UTILITY BILLING SUPERVISOR	5100	A50H	38,048.40	41,454.40	48,862.40	17.33	19.93	22.53
	1503	UTILITY BILLING TECHNICIAN	5100	A50H	38,048.40	41,454.40	48,862.40	17.33	19.93	22.53
	1503	UTILITY BILLING TECHNICIAN	5100	A50H	38,048.40	41,454.40	48,862.40	17.33	19.93	22.53
	1503	UTILITY BILLING TECHNICIAN	5100	A50H	38,048.40	41,454.40	48,862.40	17.33	19.93	22.53
	1503	UTILITY BILLING TECHNICIAN	5100	A50H	38,048.40	41,454.40	48,862.40	17.33	19.93	22.53
	1503	UTILITY BILLING TECHNICIAN	5100	A50H	38,048.40	41,454.40	48,862.40	17.33	19.93	22.53

Current Classification Title		New Classification Title		Grade	Minimum	Maximum
HUMAN RESOURCES TECHNICIAN		HUMAN RESOURCES TECHNICIAN		8009	53,631.63	85,810.61
INDUSTRIAL ELECTRICIAN		INDUSTRIAL ELECTRICIAN		8011	59,128.87	94,606.20
INDUSTRIAL PRETRMNT INSPECTOR		INDUSTRIAL PRETRMNT INSPECTOR I		8009	53,631.63	85,810.61
LD INDUSTRIAL PRTRMNT INSPCTR		INDUSTRIAL PRTRMNT INSPECTOR II		8011	59,128.87	94,606.20
INDUSTRIAL PRETRMNT PROG COORD		INDUSTRIAL PRETRMNT PROG COORD		8016	75,455.09	120,744.15
INFO TECHNOLOGY DIRECTOR		INFO TECHNOLOGY DIRECTOR		8027	129,070.92	206,513.47
INFO TECHNOLOGY DIV MGR		INFO TECHNOLOGY DIV MGR		8021	96,314.71	154,103.53
INSIDE GAS SALES REPRESENTATIVE		INSIDE GAS SALES REPRESENTATIVE		8003	40,020.75	64,033.20
LAND DEVELOPMENT ARBORIST		LAND DEVELOPMENT ARBORIST		8013	65,189.58	104,303.34
LANDSCAPE ARCHITECT		LANDSCAPE ARCHITECT I		8014	68,449.06	109,518.50
SR LANDSCAPE ARCHITECT		LANDSCAPE ARCHITECT II		8016	75,455.09	120,744.15
LANDSCAPE MANAGER		LANDSCAPE MANAGER		8015	71,871.52	114,994.43
LEAD ASSISTANT CITY ATTORNEY		LEAD ASSISTANT CITY ATTORNEY		8030	149,415.72	239,065.16
LEAD WATER PLANT OPERATOR		LEAD WATER PLANT OPERATOR		8013	65,189.58	104,303.34
LEAD WSTWTR TRTMNT PLANT OPER		LEAD WSTWTR TRTMNT PLANT OPER		8013	65,189.58	104,303.34
LEGAL OFFICE ADMINISTRATOR		LEGAL OFFICE ADMINISTRATOR		8015	71,871.52	114,994.43
LEGAL STAFF ASSISTANT		LEGAL STAFF ASSISTANT		8006	46,329.02	74,126.43
LIBRARIAN		LIBRARIAN I		8008	51,077.75	81,724.39
SR LIBRARIAN		LIBRARIAN II		8012	62,085.32	99,336.51
LEAD LIBRARIAN		LIBRARIAN III		8014	68,449.06	109,518.50
LIBRARY ASSISTANT		LIBRARY ASSISTANT I		8002	38,115.00	60,984.00
SR LIBRARY ASSISTANT		LIBRARY ASSISTANT II		8004	42,021.79	67,234.86
LIBRARY ASST DIRECTOR		LIBRARY ASST DIRECTOR		8020	91,728.29	146,765.27
LIBRARY BUSINESS SYS ANALYST		LIBRARY BUSINESS SYS ANALYST		8010	56,313.21	90,101.14
LIBRARY DIRECTOR		LIBRARY DIRECTOR		8024	111,496.31	178,394.10
LIBRARY DIVISION MGR		LIBRARY DIVISION MGR		8017	79,238.35	126,781.36
LIBRARY PROGRAMG SPECIALIST		LIBRARY PROG SPECIALIST		8009	53,631.63	85,810.61
LICENSED ELECTRICIAN		LICENSED ELECTRICIAN		8009	53,631.63	85,810.61
MAINTENANCE WORKER		MAINTENANCE WORKER		8001	36,300.00	58,080.00
MANAGEMENT ANALYST		MANAGEMENT ANALYST		8012	62,085.32	99,336.51
MARINE & AVIATION ASST MANAGER		MARINE & AVIATION ASST MANAGER		8014	68,449.06	109,518.50
MARINE & AVIATION DIRECTOR		MARINE & AVIATION DIRECTOR		8025	117,071.13	187,313.80
MARINE & AVIATION OPNS DIV MGR		MARINE & AVIATION DIV MANAGER		8019	87,360.28	139,775.45
MARINE FACILITY OPERATOR		MARINE FACILITY OPERATOR		8002	38,115.00	60,984.00
MECHANIC FABRICATOR		MECHANIC FABRICATOR		8007	48,645.47	77,832.75
METER READER		METER READER I		8001	36,300.00	58,080.00
SR METER READER		METER READER II		8004	42,021.79	67,234.86
MULTIMEDIA DIVISION MANAGER		MULTIMEDIA DIVISION MANAGER		8017	79,238.35	126,781.36
MULTI-MEDIA SPECIALIST		MULTI-MEDIA SPECIALIST		8010	56,313.21	90,101.14
NEIGHBORHOODS COORDINATOR		NEIGHBORHOODS COORDINATOR		8012	62,085.32	99,336.51



Building Development Department
David Gilson
Building Official

City of Tarpon Springs, Florida

324 E. PINE STREET
P.O. BOX 5004
TARPON SPRINGS, FL 34688-5004
Building Department (727) 942-5617
Email: dgilson@ctsfl.us
City Website: www.ctsfl.us

MEMORANDUM

To: Mark LeCouris, City Manager
From: David Gilson, Building Development Director
Date: August 20, 2024
Subject: Building Development Department, Recommendation for FY25 Budget, Organizational Changes

Recommendation

The following organizational changes are recommended for the Building Development department:

1. Re-grade (2) Development Services Permit Tech I positions from wage grade 10 to wage grade 12.
2. Re-classify the Development Services Permit Tech II position (wage grade 11) to an Executive Assistant-Building Development (wage grade 14).

Background

Justification, Development Services Permit Tech I

This job title and job description was last changed in 2012 to include minor verbiage changes for business tax receipts. The building department responsibilities have changed greatly since that time. These changes have been slowly added informally to the job description under "other duties as assigned" and absorbed by the employees in the position at those times. The purpose of the change in grade is to more accurately describe the daily job duties as they currently exist, this in turn will allow for more efficient assignments of tasks thereby saving City resources. This new job description and commensurate pay grade increase will attract more suitable employees when such time arises for unfilled positions.

Justification, Change from Development Services Technician II to Executive Assistant - Building Development

Until recently (2023) the building development department has had a mix of permit technician I and permit technician II along with a Development Services Coordinator (grade 16) previously held by Ms. Araya who moved to the fire services with a different title. This previous position was two pay grades higher than currently requested. After Ms. Araya moved to her new position, our current employee Ms. Norris assumed the duties of the previous Permit Tech II position held by Ms. DiNenno and the responsibilities of Ms. Araya were slowly transferred to Ms. Norris, this transition is now complete. Due to the removal of the Development Services Coordinator and the re-organization of Permit Tech II to Executive Assistant, this will effectively move two positions into one thereby saving City resources. As with the justification for Permit Tech I above, the new job description and title along with an increase in pay grade will help to attract more suitable employees when the time arises to advertise for unfilled positions.

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% increase
Building Development	Dev. Services Permit Tech I	10	\$ 38,761	same	12	\$ 41,668	7.5%
	Dev. Services Permit Tech I	10	\$ 42,382	same	12	\$ 45,561	7.5%
	Dev. Services Permit Tech II	11	\$ 47,410	Executive Asst. -Bldg. Dev.	14	\$ 50,966	7.5%

Attachments:

Development Services Permit Technician I Job Description (new)

Executive Assistant – Building Development Job Description (new)

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: DEVELOPMENT SERVICES PERMIT TECHNICIAN I
DEPARTMENT: DEVELOPMENT SERVICES
REPORTS TO: EXECUTIVE ASSISTANT- BUILDING DEVELOPMENT
DEPARTMENT HEAD: BUILDING DIRECTOR
FLSA STATUS: NON-EXEMPT
LAST REVISION: 06/2024

GENERAL STATEMENT OF JOB DESCRIPTION

Under general supervision is responsible for assisting contractors, subcontractors, current business owners, potential new business owners, homeowners, and the public with information on the permitting process and local business tax receipt process. This includes the explanation and execution of the entire permit process using our electronic platforms to receive and process permit applications, business tax receipt applications, business tax receipt renewals, sewer and water connections, and complaints. This would include permits for building, electrical, mechanical equipment, plumbing, gas, signage, tree removal, utilities, docks, demolition, new homes, new additions, commercial and residential, etc.. Receives and processes local business tax receipts from application to issuance. Processes renewals, transfers, and payments of tax receipts. Performs all clerical duties such as homeowner verification and flood elevation verification, public notary duties, answering the telephone, routing telephone calls, website, and electronic portal troubleshooting, scanning documents into our digital filing system, mailing physical renewal letters to business owners, and legacy in-person paper permits.

ESSENTIAL FUNCTIONS

1. Permitting
 - 1:1 Assists contractors, subcontractors, permit runners, homeowners, and general public on the overall required process to successfully submit a permit application.
 - 1:2 Receive, process, and issue permits as appropriate for Building, Electrical, Mechanical, Plumbing, Gas, Signs, Trees, Utilities, Docks, and Demolition.
 - 1:3 Utilize electronic mail and telephone to interview, receive, and delegate customer inquiries, information, and complaints using the professional ability to determine if escalation is required. Resulting in the appropriate follow-up.
 - 1:4 Maintains all electronic mail within the Building Development Department to ensure timely response of all inquiries and comments.
 - 1:5 Maintains all notifications in our electronic application review software to ensure timely response to customers to facilitate the permit process.
 - 1:6 Provide limited zoning information and special permit information regarding the Historic District

- 1:7 Assist all departments on the operation and troubleshooting of both of our electronic review software.
- 2. Business Tax Receipts
 - 2:1 Receive and verify in person business tax receipt applications, process applications, and process all monies required for the application.
 - 2:2 In-person and over the telephone troubleshooting with customers, walking them through the electronic renewal, payment, and printing of the business tax receipt. Acquiring customers official P.I.N. and granting them access.
 - 2:3 Aid customers in understanding minimums of what is required by City of Tarpon Springs to be qualified to apply for the business tax receipt for operation.
 - 2:4 Route all business tax receipt applications and applicable forms in our electronic file management system for approval or denial from each department within the city.
 - 2:5 Contact all customers regarding approval/denial of their business tax receipt. Providing them with their documentation if approved and providing the appropriate response and/or solution to the indecision if applicable.
 - 2:6 Making general edits to the yearly renewal letter, printing, packaging, and shipping out all annual renewal letters. Processing any applications that come by way of mail or walk-in.
- 3. Public Relations Duties
 - 3:1 Serves as the initial point of contact for the Building Development Department including walk-up interactions, electronic mail, and over the telephone consultations.
 - 3:2 Operate modern technology such as desktop computers, laptops, printers, blueprint scanners and cellular telephones to walk the customers through the permit process from beginning to end. Training and educating the customer on software quirks and help resolve any technical and or software issues.
 - 3:3 Provide a solution to the customer for future success with the permit application process. This will include over-the-phone, electronic mail, and in person troubleshooting of both sides of the permitting software systems with the customer.
 - 3:4 Liaison between inspectors and the public helping schedule inspections, coordinate re-inspections, same- day inspections, and expired permit issues.

Apply and process all fees and coordinate with inspectors when complete. Route all communications from third party inspectors to inspectors for final sign off.

- 3:5 Represents the City of Tarpon Springs and Building Development by attending/working a wide variety of functions at meetings, occasions, award ceremonies, and community events.

4. Record Retention and Requests

- 4:1 Scan/Index all permits, plans, local business tax receipts, and any relatable permit files into OnBase and Navaline record retention data base.
- 4:2 Obtain records, files, etc from the retention/storage area, and from our digital platform and digital document library. Deliver files/documents to customer and help with closing out and/or resolving permitting issues.
- 4:3 Intake and process permit extension requests to the Building Official. Returning them to the customer with the answer and any applicable fees. Apply and process all fees.

5. Collection of Monies

- 5:1 Receive, process, and receipt payment of monies and fees collected for City services such as: permits, local business tax receipts, , local business tax renewals, plan check fees, zoning applications, legal advertisements, mailing fees, and miscellaneous fees for copies/research charges.
- 5:2 Balance Cash Drawer
- 5:3 Maintain safe

6. Other Department Duties

- 6:1 Performs various related clerical duties such as typing, researching information from the internet, entering, deleting, and organization of computer files,
- 6:2 Performs physical research and for folder files in filing cabinets, and other in various office/storage settings.
- 6:3 Obtaining and routing telephone messages and electronic email not related to the Building Development Department
- 6:4 Update and distribute department training materials as needed.
- 6:5 Update and distribute all public-use documents pertaining to the Building Development Department when codes and statues change as needed.

QUALIFICATIONS

Education

Minimum Education Requirement: High School Diploma or GED equivalent

Preferred Education: Basic College course in business management/office systems or related.

Required Experience: Two to three years of permitting, local business tax receipt and/or customer service experience, preferably in a municipal environment.

Preferred Experience: Three to five years of permitting, local business tax receipts and/or customer service experience, preferably in a municipal environment.

LICENSURE

Valid Florida driver's license.

Ability to obtain a notary.

An equivalent combination of education/training and experience may be substituted for required education/training and experience requirements.

ADMINISTRATIVE SKILLS

Computer Skills

Ability to file and manipulate digital and physical files.

Understand and operate all digital permitting software.

Understand and operate all digital record request software.

Understand and operate all tender/monies software and equipment

Electronic Mail and Electronic chat platforms

Electronic Calendar system for scheduling

Communication Skills

Answer electronic mail

Answer telephones

Coordinate events outside of City Hall.

Coordinate meetings

Schedule appointments and inspections

Troubleshoot software issues within limits.

General Office Skills

Balance figures from permits, applications, receipts etc.

Research information from the internet and paper form

Establish/Maintain filing systems for permits, documents, etc.

Maintain logs

Proofread documents for accuracy and spelling.

Verify documents by utilizing resources to verify license numbers and registration numbers.

Equipment, Machines, & Tools

Calculator- Physical and Digital	Fax
AS400	Typewriter
Adding Machine	Microfiche/Microfilm reader/printer
Photocopier	Cellular Telephone
Blueprint Plans Scanner	Laptop Computer/ Ipad/ Desktop Computer
Label Maker	Stamps and General Office Equipment
Tables & Chairs	Tent & Event Supplies
Wireless Keyboard and Mouse	Bluetooth Telephone Headset

Working Environment

Working Conditions

Occasionally subject to pressure due to multiple telephone calls, electronic email permit inquires, electronic record request inquires, failed inspection inquires, re-inspection scheduling, general website inquires, general online permit submittal questions, property jurisdiction questions, and varying and unpredictable situations with homeowners, contractors, and the public.

Physical Demands: Using the percentage range as listed:

0% =Never 1-33%= Occasional 34-66% Frequent 67-100%= Continuous

Requires full range of body motion including:

- A. Sitting, Standing, Walking, Bending: Frequently
- B. Squatting, Kneeling: Occasionally
- C. Reaching over shoulder level: Occasionally.
- D. Verbal Communications: Continuously
- E. Written Communications: Continuously
- F. Hearing Ordinary Conversation: Continuously
- G. Near & Far Acuity-Ability to see clearly at 20 inches or less and 20 feet or more: Frequently
- H. Peripheral Vision, Distinguish Colors, and Depth Perception: Occasionally
- I. Simple and Firm right and left grasping: Frequently
- J. Fine/firm right manipulating: Occasionally
- K. Lifting/Carrying: Occasionally lifting/carrying up to 34 pounds.
- L. Push/Pull: Occasionally push/pull up to 34 pounds.

Job Location:

Office within City Hall

Remote during temporary times of need.

CITY OF TARPON SPRINGS

JOB DESCRIPTION

JOB TITLE: EXECUTIVE ASSISTANT- BUILDING DEVELOPMENT

DEPARTMENT: BUILDING DEVELOPMENT DEPARTMENT

REPORTS TO DEPARTMENT HEAD: BUILDING DEVELOPMENT DIRECTOR

FLSA STATUS: NON- EXEMPT

CIVIL SERVICE: YES

ORIGINATION 08/27/2019

GENERAL STATEMENT OF JOB DESCRIPTION

Responsible for participating in all Permit Tech I and II duties and serves as a lead for other Permit Technicians to include organizing, prioritizing, and delegating staff assignments; assisting with training and monitoring activities for quality and efficiency; and preparing weekly and monthly reports. Work is performed with moderate supervision.

ESSENTIAL FUNCTIONS

Support and assist all staff members as needed.

Performs all other duties as required.

1. Permitting

- 1:1 Managing and finalizing all Certificates of Completion and Certificates of Occupancy.
- 1:2 Input and collection assistance for public art fees.
- 1:3 Guiding and teaching the Permit Tech I and II procedures and processes so that the workload
- 1:4 Performs all essential functions as Permit Tech I and II during times of need

2. Administrative Duties

- 2:1 Assist in purchasing needs.
- 2:2 Reconciles all Purchasing Card Statements.
- 2:3 Upload all finance documents to our electronic database and to the finance department.
- 2:4 Process payroll
- 2:5 Process incoming and outgoing ground mail and electronic mail.

- 2:6 Providing administrative assistance, such as drafting memos,
and preparing communications on the Building Officials behalf to staff.
- 2:7 Organizing meetings, including scheduling, sending reminders.
- 2:8 Answering phone calls in a polite and professional manner
- 2:9 Welcoming visitors and identifying the purpose of their visit.
- 3. Public Relations Responsibilities
 - 3:1 Routine Complaints and requests for information and ensure appropriate follow-up
 - 3:2 Main point of contact for customer inquiries and requests. Determine where and how to direct the inquire/request or gather more information to complete the request.
- 4. Record Retention and Requests
 - 4:1 Scan/Index all permits, plans, local business tax receipts, and any relatable permit files into OnBase and Navaline record retention data base.
 - 4:2 Obtain records, files, etc. from the retention/storage area, and from our digital platform and digital document library. Deliver files/documents to customer and help with closing out and/or resolving permitting issues.
 - 4:3 Intake and process permit extension requests to the Building Official. Returning them to the customer with the answer and any applicable fees. Apply and process all fees.
- 5. Collection of monies
 - 5:1 Receive, process, and receipt payment of monies and fees collected for City services such as: Permits, local business tax receipts, local business tax renewals, plan check fees, zoning applications, legal advertisements, mailing fees, and miscellaneous fees for copies/research charges.
 - 5:2 Balance Cash Drawer
 - 5:3 Maintain Safe

QUALIFICATION

EDUCATION

Minimum Education Requirement: High School Diploma or GED equivalent

Preferred Education: Basic College course in business management/office systems or related.

Required Experience: Two to three years of permitting, local business tax receipt and/or customer service experience, preferably in a municipal environment.

Preferred Experience: Three to five years of permitting, local business tax receipts and/or customer service experience, preferably in a

LICENSURE

Valid Florida driver's license.

Ability to obtain a notary.

An equivalent combination of education/training and experience may be substituted for required education/training and experience requirements.

ADMINISTRATIVE SKILLS

Computer Skills

Ability to file and manipulate digital and physical files.

Understand and operate all digital permitting software.

Understand and operate all digital record request software.

Understand and operate all tender/monies software and equipment

Electronic Mail and Electronic chat platforms

Electronic Calendar system for scheduling

Communication Skills

Answer electronic mail.

Answer telephones.

Coordinate events outside of City Hall.

Coordinate meetings.

Schedule appointments and inspections

Time management and ability to meet deadlines

Strong organizational skills and ability to multitask

Problem-solving and decision making

Proactivity and self-direction

Interpersonal skills

General Office Skills

Balance figures from permits, applications, receipts etc.

Research information from the internet and paper form

Establish/Maintain filing systems for permits, documents, etc.

Maintain logs

Proofread documents for accuracy and spelling.

Verify documents by utilizing resources to verify license numbers and registration numbers.

Equipment, Machines, & Tools

Calculator- Physical and Digital

Fax

Microfiche/Microfilm reader/printer

Photocopier

Cellular Telephone

Blueprint Plans Scanner

Laptop Computer/ Ipad/ Desktop Computer

Label Maker

Stamps and General Office Equipment

Tables & Chairs

Tent & Event Supplies

Wireless Keyboard and Mouse

Bluetooth Telephone Headset

Working Environment

Working Conditions

Occasionally subject to pressure due to multiple telephone calls, electronic email permit inquires, electronic record request inquires, failed inspection inquires, re-inspection scheduling, general website inquires, general online permit submittal questions, property jurisdiction questions, and varying and unpredictable situations with homeowners, contractors, and public.

Physical Demands: Using the percentage range as listed:

0% =Never 1-33%= Occasional 34-66% Frequent 67-100%= Continuous

Requires full range of body motion including:

- A. Sitting, Standing, Walking, Bending: Frequently
- B. Squatting, Kneeling: Occasionally
- C. Reaching over shoulder level: Occasionally.
- D. Verbal Communications: Continuously
- E. Written Communications: Continuously
- F. Hearing Ordinary Conversation: Continuously
- G. Near & Far Acuity-Ability to see clearly at 20 inches or less and 20 feet or more: Frequently
- H. Peripheral Vision, Distinguish Colors, and Depth Perception: Occasionally
- I. Simple and Firm right and left grasping: Frequently
- J. Fine/firm right manipulating: Occasionally
- K. Lifting/Carrying: Occasionally lifting/carrying up to 34 pounds.
- L. Push/Pull: Occasionally push/pull up to 34 pounds.

Job Location:

Office within City Hall

Remote during temporary times of need.



TARPON SPRINGS POLICE DEPARTMENT

"Building a Better Future Through Excellence in Policing"

Jeffrey P. Young
CHIEF OF POLICE

To: Mark LeCouris, City Manager
From: Jeffrey Young, Chief of Police 
Date: August 20, 2024
Subject: Police Department, Recommendation for FY25 Budget, Organizational Changes

Recommendation

The following organizational changes are recommended for the Police department:

1. Re-grade (2) Police Records Center Technician positions from wage grade 10 to wage grade 11.
2. Re-grade Code Enforcement Clerk position from wage grade 10 to wage grade 11.
3. Re-grade Law Enforcement Support Specialist position from wage grade 11 to wage grade 12.

Background

The below wage grade increases are being requested due to Compression issues at the lower wage grades.

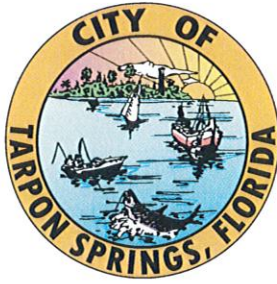
	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% increase
Police	Police Records Center Tech	10	\$ 43,309	same	11	\$ 45,474	5.0%
	Police Records Center Tech	10	\$ 38,272	same	11	\$ 40,186	5.0%
	Law Enforcement Support Spec	11	\$ 46,756	same	12	\$ 49,094	5.0%
	Code Enforcement Clerk	10	\$ 36,798	same	11	\$ 38,638	5.0%



444 S. HUEY AVENUE, TARPON SPRINGS, FL 34689 - PHONE: (727) 938-2849
WWW.TSPD.US

"A Full Service Accredited Law Enforcement Agency"





CITY OF TARPON SPRINGS, FL

PUBLIC SERVICES DEPARTMENT

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-3590
Fax (727) 937-8199

MEMORANDUM

To: Mark LeCouris, City Manager
From: Thomas Kiger, Public Services Director
Date: August 20, 2024
Subject: Public Services Department, Recommendation for FY25 Budget, Organizational Changes

Recommendation

The following organizational changes are recommended for the Public Services department:

1. Re-grade Recreation Superintendent position from wage grade 21 to wage grade 22.
2. Re-grade Golf Course Manager position from wage grade 20 to wage grade 21.
3. Re-grade Cemetery Supervisor position from wage grade 18 to wage grade 19.
4. Re-grade vacant Assistant Golf Professional position from wage grade 7 to wage grade 11.

Background

The proposed organizational updates focus on key areas: 1) providing additional administrative oversight and managerial support within recreational, golf, and cemetery operations; 2) addressing wage compression within department management to focus on staff retention and operational continuity. Addressing these issues will help attract and retain top talent, and improve transition management in an increasingly competitive job market. These updates will ultimately lead to increased productivity and better overall business performance within the Department.

The proposed updates to the recreation, golf, and cemetery positions are described below, and a table summarizing the updates is provided:

1. **Assistant Golf Professional:** This position is to be regraded to better align the wage grade with the personnel budget and anticipated hiring range for this position. This position has been budgeted at \$39,312 for FY25, but the minimum wage grade is only \$31,158. Additionally, this position has been subject to significant wage compression compared to part time minimum wage positions as a result of annual increases in

Florida's minimum wage. This position has been vacant recently, but due to staff retirements and the dramatic increase in rounds played in the last four years, golf course management plans to fill this role with an entry level PGA golf professional to provide more full time staff coverage and increase capacity for golf lessons to meet customer demand. This will also assist with knowledge management through recent and anticipated retirements. This position will be regraded from a Grade 7 to a Grade 11 which will better align the wage grade minimum with the anticipated hiring range, which will also improve the ability of management to recruit the best talent for the position. This is also supported by a market research report conducted for the City by the PGA in summer 2024.

2. **Golf Course Manager:** This position is to be regraded to better align the wage grade with existing staff pay, ensure the wage is consistent with regional market rates, and recognize increased responsibilities associated with the increase in golf rounds at the course. The current course manager is only 2.6% below the wage grade maximum for the position, which will lead to issues with payroll budgeting in the near future. Additionally, the golf course has increased rounds played from around 40,000-50,000 rounds annually in the late 2010s to over 60,000 rounds in recent years. Additionally, the course produced an operating profit of over 700,000 in FY23, and the improved financial position of the course has led to increased job duties, including managing course renovations, which were previously not financial viable. As a result, this position will be increased from a Grade 20 to Grade 21 to allow the position grade to support the actual wage and absorb additional job duties. This is further supported by a market research report conducted for the City by the PGA in summer 2024, which found the regional average wage for PGA general managers to be over \$101,000 of base pay.
3. **Cemetery Supervisor:** This position was identified by the staff re-org committee for adjustment to better align the position with similar managerial positions in Public Works. This analysis was conducted to examine City-wide positions, in response to BOC direction. The adjustment will align the position with equivalent positions in the City, to better enable career growth within the City organizational structure. This will also reduce wage compression with staff-level positions at the cemetery, improving recruiting potential in an area that is challenging to staff in a competitive hiring environment. Additionally, this position will now be tasked with additional duties related to cemetery expansion, and ongoing capital improvements. This position will be increased from a Grade 18 to Grade 19.
4. **Recreation Superintendent:** This position being updated to provide additional managerial and administration support to cemetery and golf operations, as well as additional planning duties. Since March 2024, the Recreation Superintendent has been the acting assistant director for the Public Services Department on a lead worker basis, to support the director through the managerial transition. This has provided significant operational benefits by allowing a Certified Park and Recreation Executive to provide additional managerial support to the golf course and cemetery. As such, some of these responsibilities are being incorporated into the job description to formalize these operational benefits. Tasks to be incorporated will include assisting with the development of a Parks and Recreation Master Plan / Capital Improvement Plan,

providing personnel and budgetary support to the cemetery and golf course, and assisting the golf course and cemetery with unique parks and recreation operational items, such as ADA compliance, and cash handling processes. This will enable an in-house subject matter expert to better support multiple divisions within the Department, and also help to provide redundancy for knowledge management, managerial staffing coverage, and emergency operations. This position will be increased from a Grade 21 to Grade 22.

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% increase
Public Services	Recreation Superintendent	21	\$ 78,829	same	22	\$82,770	5.0%
	Golf Course Manager	20	\$ 92,204	same	21	\$96,814	5.0%
	Cemetery Supervisor	18	\$ 55,956	same	19	\$58,754	5.0%
	Assistant Golf Professional	7	NA	same	11		0.0%

Attachments:

- Revised job descriptions (line and strike)

CITY OF TARPON SPRINGS JOB DESCRIPTION

JOB TITLE: ASSISTANT GOLF PROFESSIONAL
DEPARTMENT: GOLF COURSE
REPORTS TO: GOLF COURSE MANAGER
DEPT. HEAD: PUBLIC SERVICES DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: ~~DECEMBER 2013~~ AUGUST 2024

GENERAL STATEMENT OF JOB

Responsible for promoting the game of golf and ensuring the playing public a knowledgeable service oriented professional.

ESSENTIAL FUNCTIONS

1. PERFORM SHOP OPERATOR DUTIES:
 - 1:1 Ensures all fees are collected properly.
 - 1:2 Handles phone and tee times.
 - 1:3 Assists management with point of sale systems and inventory control.
2. PERFORMS STARTER DUTIES:
 - 2:1 Efficiently organizes golf tee times.
 - 2:2 Ensures Golf Course Rules and Regulations are followed by players.
3. PERFORMS RANGER DUTIES:
 - 3:1 Ensures pacemode of play is appropriate.
 - 3:2 Works with staff to Ensures water and cart supplies are adequate.
4. GOLF LESSONS:
 - 4:1 Schedules, coordinates and provides golf lessons to patrons.
 - 4:2 Assists with junior program.
5. INTERNAL AND EXTERNAL COMMUNICATIONS
 - 5:1 Greets and serves patrons in a courteous manner.
 - 5:2 Effectively communicates with other city employees to achieve customer satisfaction and provide a safe atmosphere at the Golf Course.
6. OTHER RELATED DUTIES:
 - 6:1 Acts as the emergency manager to cover for vacation or illness.
 - 6:2 Performs other related duties as required.

QUALIFICATIONS (minimum and preferred):

EDUCATION

~~Associates degree required-High School Diploma or GED equivalent required.~~

Associates degree or Professional Golf Management degree preferred.

EXPERIENCE

One year of employment experience at a golf facility (public preferred) ~~required~~ or specific education in the golf industry preferred.

One year experience providing lessons preferred.

LICENSURE

Valid Florida Drivers' License

PGA Apprentice

A combination of training and/or experience may be substituted at the discretion of the City for required education, experience and/or licensure.

ADMINISTRATIVE SKILLS

Answer telephone, schedule appointments, balance figures, compile statistics, calculator, ~~fax~~ and ~~cash register~~ point of sale system operation.

WORKING CONDITIONS

Subject to irregular hours, including weekends and holidays.

Handles absentee replacement on short notice.

WORKING ENVIRONMENT

Exposed to hot and humid work environment.

Temperature cold enough to cause marked bodily discomfort

High moisture content to cause bodily reactions.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand				✓
Walk			✓	
Bend			✓	
Squat		✓		
Crawl		✓		
Climb height 10 ft..				
Reach above shoulder level			✓	
Crouch		✓		
Balance			✓	
Kneel		✓		
Verbal Communications				✓
Written Communications		✓		
Hearing ordinary conversation			✓	
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more			✓	
Peripheral Vision, Distinguish colors, and Depth Perception			✓	

JOB REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right				✓
Left				✓
In firm grasping: Right				✓
Left				✓
In fine manipulating: Right			✓	
Left			✓	

Job Requires Ability to Lift/Carry and/or Push/Pull:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 50 lbs.			✓	
Up to 100 lbs.		✓		

JOB LOCATION:

A majority of duties performed outdoors on the golf course.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name

CITY OF TARPON SPRINGS JOB DESCRIPTION

JOB TITLE: GOLF COURSE MANAGER
DEPARTMENT: GOLF COURSE
REPORTS TO: PUBLIC SERVICES DIRECTOR
DEPT. HEAD: PUBLIC SERVICES DIRECTOR
FLSA STATUS: EXEMPT
CIVIL SERVICE: YES
LAST REVISION: ~~JUNE 17, 2008~~ AUGUST 2024

GENERAL STATEMENT OF JOB

This is a technical and supervisory ~~work of more than ordinary difficulty and position with~~ responsibility ~~for~~ the management or oversight of all aspects of the Golf Course operations. Work is performed independently within established policies and procedures. Must be able to promote, organize and stimulate good public relations with the community and various interest groups and agencies serving the community.

ESSENTIAL FUNCTIONS

1. Work involves overall management responsibility for the comprehensive planning, development operation and maintenance of all municipal Golf Course activities.
2. OVERSEES ALL ASPECTS OF GOLF COURSE MANAGEMENT:
 - 2:1 Plans, directs, coordinates, oversees and supervises all forms of work performed on the Golf Course, in the pro shop and ~~restaurants~~ snack bar.
 - 2:2 Responsible for the marketing of the Golf Course, food and refreshment concessions and related merchandise. This includes advertising, purchasing, pricing, inventory, displays and promotions.
 - 2:3 Work involves supervising the routine maintenance of battery powered electric golf cars and pull carts.
 - 2:4 Responsible for planning, procurement, and implementation of capital improvement projects at the golf course, in conjunction with other department and City staff.
 - 2:5 Works with department and City staff to assess and develop long term financial strategies to achieve goals and ensure proper golf course operations.
3. Duties require the direct supervision of a golf course maintenance program and oversight of City or contract personnel specialized in golf course equipment operation and approved techniques for the proper maintenance of greens, fairways, roughs, trees and other plants cultivated on the municipal Golf Course.
 - 3:1 Directly supervises golf course superintendent.
 - 3:2 Manages contracts for golf course maintenance, including procurement and scope development.
 - 3:3 Ensure that contract maintenance activities are conducted according to contract terms and ensures quality of all course maintenance activities.
4. INSURES COMPLIANCE WITH ESTABLISHED:
 - 4:1 City Policies and Procedures.
 - 4:2 State Statutes.
 - 4:3 Federal regulation
5. HIRING & SUPERVISING STAFF:
 - 5:1 Interviews and recommends the hiring of employees assigned to the Golf Course facility in accordance with Civil Service and Personnel Rules and Regulations.
 - 5:2 Directs and supervises all personnel assigned to the facility.
 - 5:3 Responsible for establishing employee scheduling.

- 5:4 Maintains accurate time records and payroll reports in compliance with established payroll procedures.
6. PREPARES ALL ASPECTS OF THE GOLF COURSE BUDGET:
 - 6:1 Assumes administrative control of budgeted items allocated to the Golf Course.
 - 6:2 Maintains daily attendance and revenue reports at facility.
 - 6:3 Develops and administers a policy manual for the Golf Course.
7. GOALS & OBJECTIVES:
 - 7:1 Prepares operational, financial and customer service goals and objectives, and evaluates these to actual results.
8. DUTIES TO INCLUDE:
 - 8:1 Conferring-Attend PGA and related golf operations meetings, seminars, and trainings to support PGA membership and golf operations with golf professionals.
 - 8:2 Organizing tournaments and training clinics.
 - 8:3 Involves considerable public relation and promotional activities.
 - 8:4 Oversees golf training and lessons program in coordination with onsite PGA professionals.
9. Studies and makes recommendations for improvements to the Golf Course operation.
10. Promotes, organizes and stimulates good public relations with the community and various interest groups and agencies serving the community, including local high school golf team participation at the golf course.
11. Performs related work as required.

QUALIFICATIONS (minimum and preferred):

EDUCATION

Bachelor's Degree in Business Management, Professional Golf Management, or golf operations related field preferred.

EXPERIENCE

Three to five years in golf course management preferred.

LICENSURE

Valid Florida Drivers' License Operator E

PGA Class "A"

EQUIPMENT, MACHINES & TOOLS USED

Computer Equipment: AS400 System Point of Sale System, tee time tracking software and personal computer.

General Office Equipment: calculator, cash register, fax and photocopier.

ADMINISTRATIVE SKILLS

Computer Skills: Use computerized spreadsheets to conduct analysis.

Communication Skills: Compose letters, emails, memorandums, coordinate events, coordinate meetings, interview others, and schedule appointments.

General Office Skills: Balance figures, compile statistics and maintain filing system.

WORKING CONDITIONS

Contact with persons under a wide variety of circumstances.
 Subject to varying and unpredictable situations.
 Subject to many interruptions.
 Subject to irregular hours.
 Travel required.
 Occasional pressure due to multiple calls and inquires.
 Handles absentee replacement on short notice.

WORKING ENVIRONMENT

Exposed to hot and humid work environment.
 Humid Conditions: high moisture content to cause bodily reactions.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand			✓	
Walk			✓	
Bend		✓		
Squat		✓		
Crawl				
Climb height 1 ft..		✓		
Reach above shoulder level		✓		
Crouch		✓		
Balance			✓	
Kneel				
Verbal Communications			✓	
Written Communications			✓	
Hearing ordinary conversation			✓	
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more			✓	
Peripheral Vision, Distinguish colors, and Depth Perception		✓		

JOB REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	

Left			✓	Golf Course Manager
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JOB REQUIRES ABILITY TO LIFT AND CARRY:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 50 lbs.			✓	
Up to 100 lbs.		✓		

JOB LOCATION:

A majority of the work duties are performed at the City of Tarpon Springs Golf Course.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name

CITY OF TARPON SPRINGS JOB DESCRIPTION

JOB TITLE: CEMETERY SUPERVISOR
DEPARTMENT: PUBLIC SERVICES
REPORTS TO: PUBLIC SERVICES DIRECTOR
DEPT. HEAD: PUBLIC SERVICES DIRECTOR
FLSA STATUS: EXEMPT
CIVIL SERVICE: YES
LAST REVISION: ~~FEBRUARY 2019~~ AUGUST 2024

GENERAL STATEMENT OF JOB

The Cemetery Supervisor oversees the daily operations and maintenance of cemetery grounds, ensuring a respectful and well-managed environment for visitors and families. Responsibilities include supervising staff, coordinating interment services, managing maintenance and landscaping tasks, and ensuring compliance with safety and regulatory standards. The supervisor also handles administrative duties such as record-keeping, scheduling, and budgeting. Strong leadership, organizational skills, and empathy are essential, as the role involves working closely with grieving families and addressing their needs with compassion and professionalism. Assists the Public Services Department in addressing cemetery concerns, completing necessary research, forecasting, budgeting, planning, and administering cemetery projects. Works closely with City Clerk's Office and Public Services Administration office to complete all required administration.

ESSENTIAL FUNCTIONS

Work involves overall management responsibility for the planning, operation, and maintenance of all cemetery activities.

Oversees all aspects of Cemetery management:

- 1.1 Oversees and coordinates maintenance and repair to cemetery facilities, initiating major repairs according to departmental procedures; recommends needed improvements; and ensures adherence to rules and regulations involving funerals, plots, crypts and mausoleum niches.
- 1.2 Performs administrative duties both during regular hours and after hours for funeral services, including witnessing, burials, leading assigned staff, preparing area for service, coordinating with service providers, locating burials, directing traffic, collecting and transmitting required records, completing orders and sales, reports, and other documentation.
- 1.3 Works closely as a team with the lead position for grounds maintenance to ensure staff has the necessary time, resources and equipment to perform at peak efficiency. Supports such operations and assists with solutions as needed.
- 1.4 Purchases required cemetery products and services in accordance with established procedures.
- 1.5 Coordinates inspections of assigned areas.
- 1.6 Prepares and processes reports on cemetery activities and conditions; prepares and processes related reports and records, to include, research calculation sheets, burial permits, cemetery charts, irrigation system maps, etc.
- 1.7 Coordinates and recommends revenue enhancement opportunities in all areas of assigned responsibility; prepares and processes annual budget for the cemetery.
- 1.8 Conducts surveys, analyzes results, and initiates appropriate operations and fees.
- 1.9 Inspects grave sites and insures sites are properly prepared; markets and sells plots, crypts and niches; assists with burials; measures, marks and stakes grave sites; verifies interments; locates and shows grave sites to owners and prospective buyers.

Management/Supervisory

- 1.1 Provides training to staff and develops training standards.
- 1.2 Ensures staff is cross-trained and resources are in place to reliably cover cemetery operations under a variety of conditions, including staffing shortage.
- 1.3 Works for growth and advancement within the profession through maintaining an active employee development program, encouraging participation in professional associations and training/licensing programs.
- 1.4 Required to emulate a working environment conducive to positive morale through fostering individual style, quality, creativity, and teamwork.
- 1.5 Instructs, assigns and reviews work of subordinate personnel; plans and maintains standards, coordinates activities, assists in performance evaluation.
- 1.6 Ensures that employees are performing their tasks according to established safety standards; and provides and/or coordinates equipment operations training.
- 1.7 Instructs subordinate personnel in proper work methods and practices; makes regular inspections to ascertain compliance with these methods and practices.
- 1.8 Develops, maintains, and reliably utilizes quality control procedures to ensure accuracy in plot, tomb, or niche locations and services, cemetery contracts, and other customer orders or transactions.
- 1.9 As assigned, attends meetings, seminars, courses, workshops, and training to enhance job knowledge, licensing, and skills.

Maintenance/Labor:

- 1.1 Maintains cemetery grounds, as needed, to including performing general cleaning, collection and disposal of litter/trash, etc.
- 1.2 Operates and utilizes various equipment/machinery in safe manner, to include, mowing equipment, casket lift, special tools utilized in opening crypts, etc.
- 1.3 Ensures safe practices are incorporated in all activities performed. Ensures that work area is clean and neat.
- 1.4 Assists with funeral services as needed, including after normal working hours.
- 1.5 Operates and maintains cemetery irrigation system and controls. Identifies system problems and implements solutions.
- 1.6 Performs opening and closing procedures for gravesites, mausoleums, and columbariums.
- 1.7 Completes other cemetery improvement projects as needed

Internal and External Communications:

- 1.1 Responds to citizen inquiries and complaints in a timely and courteous manner.
- 1.2 Ensures that customer service and grounds maintenance of the Cemetery represent the City to the highest standard.
- 1.3 Confers with the public to work out special problems and to address specific concerns.

Planning and Capital Improvements:

- 1.1 Plans, budgets, and implements capital improvement projects, in cooperation with the Recreation Superintendent and other Department and City staff.
- 1.2 Implements operational procedures associated with new interment locations, as constructed.
- 1.3 Works with department staff to transition new capital improvement to operational phase.

Performs related work as required.

QUALIFICATIONS (minimum and preferred):

EDUCATION

High School Diploma or GED equivalency required.

Vocational/specialized training in cemetery operations preferred.

EXPERIENCE

At least five years experience in cemetery operations or related area required. Supervisory experience preferred.

Additionally, **preferred** areas of experience include:

- 1.1 At least one year experience with grounds maintenance
- 1.2 Previous experience with customer service
- 1.3 Previous experience with electronic media and use of computers
- 1.4 Previous experience with irrigation system maintenance and operation

An equivalent combination of training and experience may be substituted for required education, experience and/or management experience.

LICENSURE

Valid Florida Drivers' License

EQUIPMENT, MACHINES & TOOLS USED

Golf cart, irrigation control systems, general software for cemetery administration.

General Office Equipment

ADMINISTRATIVE SKILLS

Computer Skills: Microsoft office suite, City enterprise software systems.

Communication Skills: Compose letters, emails, memorandums, coordinate events, coordinate meetings, interview others, and schedule appointments.

General Office Skills: Balance figures, compile statistics and maintain filing system.

WORKING CONDITIONS

Contact with persons under a wide variety of circumstances.

Subject to varying and unpredictable situations.

May be subject to irregular hours, including holidays and weekends.

Occasional pressure due to multiple calls and inquiries.

Handles absentee replacement on short notice.

Subject to hazards of flammable, explosive gases. Subject to burns and cuts.

Subject to injury from moving parts of equipment.

WORKING ENVIRONMENT

Exposed to hot and humid work environment.

Humid Conditions: high moisture content to cause bodily reactions.

Exposed to hazards from electrical/mechanical/power equipment.

Exposed housekeeping/cleaning agents/chemicals

Exposed to hot and humid work environment.

Exposed to heat, wetness and odors.

May be exposed to extremes of heat and cold in all weather conditions.

May be exposed to toxic chemicals.

Atmospheric conditions: conditions that affect the skin or respiratory.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand			✓	
Walk			✓	
Bend		✓		
Squat		✓		
Crawl		✓		
Climb height 1 ft..		✓		
Reach above shoulder level		✓		
Crouch		✓		
Balance			✓	
Kneel				
Verbal Communications			✓	
Written Communications			✓	
Hearing ordinary conversation			✓	
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more			✓	
Peripheral Vision, Distinguish colors, and Depth Perception		✓		

JOB REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	
Left			✓	

JOB REQUIRES ABILITY TO LIFT AND CARRY:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 20 lbs.		✓		
Up to 50 lbs.		✓		

JOB LOCATION:

A majority of the work duties are performed at the City of Tarpon Springs Cycadia Cemetery.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name

CITY OF TARPON SPRINGS JOB DESCRIPTION

JOB TITLE: RECREATION SUPERINTENDENT
DEPARTMENT: PUBLIC SERVICES
REPORTS TO: PUBLIC SERVICES DIRECTOR
DEPT. HEAD: PUBLIC SERVICES DIRECTOR
FLSA STATUS: EXEMPT
CIVIL SERVICE: YES
LAST REVISION: ~~ORIGINATED-NOVEMBER-2013~~AUGUST 2024

GENERAL STATEMENT OF JOB

~~The Recreation Superintendent oversees the planning, development, and management of recreational programs and facilities, ensuring they meet community needs and standards. This role involves supervising a team of staff and volunteers, managing budgets, and developing strategic initiatives to enhance recreational services. The Superintendent collaborates with local organizations, conducts needs assessments, and implements programs that promote health, wellness, and community engagement. Strong leadership, organizational skills, and a passion for community service are essential for success in this role. This position has provides direct supervision over the Community Center, Craig Park Recreation Center, City Splash Park, and associated staff. This position is also responsible for recreation programming, such as sports leagues, youth and senior programs, summer camps, and City events. This position also provides senior administrative and managerial support to the Public Services department, including the golf course and cemetery divisions. A highly responsible position under limited direction that leads, organizes, and administers the activities of the Recreation Division and other assigned division operations to ensure effective utilization of resources and successful completion of organizational objectives. Performs a variety of related duties including: serving as a working leader to ensure staff is motivated and working towards established goals and objectives; researching, establishing and updating programs to best meet customer needs; planning, communicating, budgeting, and administering facility maintenance and improvements to support programs; regularly reviewing personnel and training to ensure staffing meets objectives; overseeing City Recreation special event program as assigned that serves our residents and draws visitors to our City; creatively promoting recreation programs to maximize participation; overseeing administration of an active grants program as it relates to the division; ensuring successful partnership with athletic leagues, other City departments, and outside agencies to enhance our recreation program; preparing required documents and reports; planning and conducting meetings; performing public relations functions; and completing research and survey assignments.~~

ESSENTIAL FUNCTIONS

1 OPERATION/ADMINISTRATION:

- 1:1 Leads, organizes, and administers activities and serves as representative of the Recreation Division and other assigned division operations on behalf of the Public Services Director and the City in general.
- 1:2 Responsible for the planning, design, development, implementation, and administration of a comprehensive recreation program through the direction and supervision of subordinate managerial, professional, supervisory and technical employees responsible for specific programs and facilities.
- 1:3 Creatively promotes all assigned programs (including assisting leagues and contract programs) to maximize participation. Oversees for approval and distribution the preparation of brochures, printed materials, internet/social network marketing, draft press releases, and other promotional materials.
- 1:4 Promotes successful partnership with athletic leagues, other City departments, and outside agencies to enhance our recreation program and facilities.
- 1:5 Assists the Director of Public Services by serving as liaison between the director and the public, responding to requests for information and complaints. Maintains good

public relations by attending various community and civic functions, giving speeches and presentations and hosting social events. Prepares and delivers presentations in public forums, including to various boards.

- 1:6 Plans, organizes, executes and monitors a comprehensive day/evening recreation program for the general public. To maximize facility utilization: reviews possible programs and recommends for implementation, including before/after school care, group exercise classes, parent-and-toddler programs, home school recreation programs, senior programs, etc. Researches other area programs and facilities and provides recommendations for utilization in City programs.
- 1:7 Oversees various summer programs, ensuring that the program components are operational.
- 1:8 Evaluates for lessons, arts & crafts; interviews & hires instructors; handles contracts, payroll, publicity, availability, etc. of new and ongoing programs.
- 1:9 Performs such staff and program improvement related functions as planning and conducting staff meetings, conducting work standard analyses and acting upon them, completing research and survey assignments, evaluating staffing and recommending organizational changes as applicable, and attending various State and local meetings, seminars and conferences.
- 1:10 Receives, reviews, prepares, files and/or submits a variety of documents and reports such as program report, monthly attendance and expenditure reports, quarterly and annually reports, lease agreements, volunteer log sheets, general correspondence, facility program analysis, revenue reports and contracts.
- 1:11 Performs various other related duties including processing employee payroll; preparing, monitoring and recording budget; coordinating work request; preparing agenda material for various board meetings; authoring departmental recreational manuals; and writing program design projects.
- 1:12 Reviews and recommends the public use or lease of City recreational facilities; oversees and monitors the contractual obligation of lease.
- 1:13 Plans, budgets, administers, and oversees all maintenance and repair work on equipment and facilities.
- 1:14 Assists in the selection of and oversees work of contractors for all assigned facilities.
- [1:15](#) Ensures that assigned operations consistently meet all applicable City requirements (purchasing, finance, etc.), safety requirements, and other applicable rules and regulations.

[1:15:16 Provides senior administrative and managerial support to golf and cemetery operations as assigned, including personnel management, procurement assistance, and policies and procedures.](#)

2 STAFF LEADERSHIP/TRAINING:

- 2:1 Serves through example as a working leader to ensure that staff is motivated, has the necessary skills and resources, and is working towards established goals and objectives.
- 2:2 Performs various supervisory duties including; instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; selecting new employees and recommending transfers, promotions, disciplinary actions, discharges and salary increases.
- 2:3 Regularly reviews staff training, certification, and professional affiliation needs and opportunities; plans and budgets for such needs.
- 2:4 Maintains pay records of employees.

3 BUDGET AND GRANTS ADMINISTRATION:

- 3:1 Prepares and manages the budget for assigned Division(s) and associated responsibilities. Performs regular review of budgeted activities and applies creative

solutions (such as grants and/or new technology or methods) to ensure cost-effective operations. Maintains future (multi-year) prioritized budget planning to communicate needs and ensure resources are available to meet such needs.

3:2 Responsible for grants procurement and administration as required.

3:23:3 Works with department and City staff to help lead the development and implementation of City-wide recreation facility master planning and capital improvement plans.

4 RECREATION SPECIAL EVENTS PROGRAM:

- 4:1 Manages citywide Recreation special events program as assigned that serves our residents and draws visitors to our City.
- 4:2 Oversees coordination of involved parties, promotional activities, facilities planning, scheduling, meetings, and communications to maximize event success.
- 4:3 Ensures the proper care and maintenance of all equipment and recreation sites and facilities associated with special events as assigned.

5 OTHER DUTIES:

- 5:1 Subject to flexible work hours as applicable and as specified by the City to meet needs of facilities, programs, and/or events
- 5:2 During periods of local emergency, this position shall be required to perform emergency tasks which may result in extended work hours as well as extended periods of time away from family members.
- 5:3 Performs other related duties as required.

QUALIFICATIONS (minimum and preferred):

EDUCATION

Bachelor's Degree from an accredited college in Recreation, Leisure Services, [Physical Education Sports Management](#), Public Administration, or closely related field required.

~~Master's Degree or Bachelor's Degree in Recreation Administration preferred.~~

EXPERIENCE

At least four (4) years of progressively responsible experience in recreation programming required, two or more at a supervisory to managerial level required. Two or more years successful prior leadership experience similar to the requirements of this position preferred.

Experience working with or within a public recreation program preferred.

Experience working with special events management and promotion preferred.

LICENSURE

Valid Florida Drivers' License required.

FRPA [membership required within 6 months of hire.](#)

~~Certification required within 2 years of hire.~~

[Certified Parks and Recreation and Recreation Professional required within 2 years of hire.](#)

[Certified Parks and Recreation Executive preferred.](#)

AED and CPR Certification required.

Ability to pass rigid background checks as required by the City and State.

A combination of training and/or experience may be substituted for required education, experience and/or licensure.

EQUIPMENT, MACHINES & TOOLS USED

Computer Equipment: personal computer and associated equipment, Microsoft software and applications, point of sale systems, City enterprise software systems, and recreation management software, (RecTrac), network operations, and AS400.

General Office Equipment: calculator, cash register, fax, photocopier and typewriter.

Tools/Machines: may use power tools, motor vehicle equipment and basic machinery operations.

ADMINISTRATIVE SKILLS

Ability to develop and manage a budget; ability to write and edit correspondence, reports, and other communications materials; budgeting and planning for recreation programming and facility improvements, knowledge of and adherence to relevant regulations, safety standards, and legal requirements; skills in recruiting, training, and managing staff and volunteers, including performance evaluation and conflict resolution; proficiency in creating, managing, and optimizing budgets to ensure efficient use of resources and financial sustainability.

Communication Skills: professional writing and report preparation, preparing and delivering presentations, composing letters and memoranda, coordinating events, coordinating meetings, interviewing others, answering telephones, and scheduling appointments.

WORKING CONDITIONS

Contact with persons under a wide variety of circumstances.

Subject to varying and unpredictable situations.

Handles emergency of crisis situations.

May perform emergency care.

Subject to many interruptions.

Occasionally subjected to irregular hours, including early mornings, evenings, and weekends.

Handles absentee replacement on short notice.

WORKING ENVIRONMENT

Exposed to housekeeping/cleaning agents/chemicals.

Occasional exposure to unpleasant elements (accidents, injuries and illness).

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand			✓	
Walk			✓	
Bend			✓	
Squat		✓		
Crawl		✓		
Climb height 15 ft.		✓		
Reach above shoulder level		✓		
Crouch		✓		

Balance		✓		
Kneel		✓		
Verbal Communications				✓
Written Communications			✓	
Hearing ordinary conversation				✓
Near & Far Acuity- ability to see clearly at 20 inches or less and 20 feet or more				✓
Peripheral Vision, Distinguish colors, and Depth Perception				✓

JOB REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right		✓		
Left		✓		
In fine manipulating: Right		✓		
Left		✓		
In operating foot controls Right			✓	
Left			✓	

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
25 to 34 lbs.		✓		
Up to 24 lbs.			✓	

JOB LOCATION:

A majority of the work duties are performed within the City limits, [with occasional travel for external programs](#).

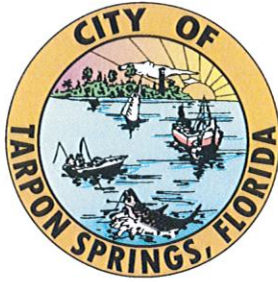
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name



CITY OF TARPON SPRINGS, FL

PUBLIC WORKS DEPARTMENT

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-3590
Fax (727) 937-8199

MEMORANDUM

To: Mark LeCouris, City Manager
From: Thomas Funcheon, Public Works Director
Date: August 20, 2024
Subject: Public Works Department, Recommendation for FY25 Budget, Organizational Changes

Recommendation

The following organizational changes are recommended for the Public Works department:

1. Re-grade Facilities Management Superintendent position from wage grade 19 to wage grade 21.
2. Re-grade Streets and Stormwater Supervisor position from wage grade 19 to wage grade 21.
3. Re-grade Sanitation Supervisor position from wage grade 17 to wage grade 18 and retitle to Solid Waste Supervisor.
4. Re-classify (2) Sanitation Tech I positions from wage grade 8 to Sanitation Tech II, wage grade 9.
5. Re-classify the Sanitation Tech II position (wage grade 9) to Crewleader (wage grade 13).
6. Re-classify the vacant Assistant Parks Maintenance Supervisor position (wage grade 15) to Parks Maintenance Coordinator (wage grade 12).
7. Re-grade Parks Maintenance Supervisor position from wage grade 17 to wage grade 19.
8. Re-classify (2) Parks Tech II positions (wage grade 9) to Parks Senior Technician (wage grade 13).
9. Re-classify Fleet Assistant position (wage grade 12) to Fleet Operations Coordinator (wage grade 14).
10. Re-classify Parks Tech II position (wage grade 9) to Fleet Technician (wage grade 15).

Background:

The proposed changes are based on our internal review of the Public Works divisions and their positions to improve efficiency and productivity. These changes will allow more supervision of projects, improve daily duties, and be reactive to ever-changing technical requirements. The changes will also assist the department and city in being competitive with the surrounding markets in retaining qualified employees and hiring top candidates.

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% increase
Public Works	Facilities Management Superintendent	19	\$64,314	same	21	\$69,137	7.5%
	Streets and Stormwater Supervisor	19	\$74,679	same	21	\$80,280	7.5%
	Sanitation Supervisor	17	\$71,111	Solid Waste Supervisor	18	\$74,666	5.0%
	Sanitation Tech I	8	\$42,284	Sanitation Tech II	9	\$44,398	5.0%
	Sanitation Tech I	8	\$45,365	Sanitation Tech II	9	\$47,633	5.0%
	Sanitation Tech II	9	\$41,537	Crewleader	13	\$45,691	10.0%
	Asst. Parks Maint. Supervisor	15	\$52,535	Parks Maint. Coordinator	12	\$44,387	N/A
	Parks Maint. Supervisor	17	\$60,415	same	19	\$64,946	7.5%
	Parks Tech II	9	\$45,365	Parks Senior Tech	13	\$51,036	12.5%
	Parks Tech II	9	\$45,365	Parks Senior Tech	13	\$51,036	12.5%
	Fleet Assistant	12	\$42,153	Fleet Ops Coordinator	14	\$45,314	7.5%
	Parks Tech II	9	\$40,622	Fleet Technician	15	\$49,762	22.5%

Attachments:

- Revised job descriptions
- Organization chart showing current and proposed positions.

Justification:

Facilities:

Regrade Facilities Superintendent position, move from Pay Grade 19 to Pay Grade 21 with the purpose of reflecting current market conditions, to be more in-line with other City Departments, to be competitive with surrounding agencies and for departmental efficiencies.

Streets and Stormwater:

Move Streets and Stormwater Supervisor Pay Grade from 19 to Pay Grade 21. with the purpose of reflecting current market conditions, to be more in-line with other City Departments, to be competitive with surrounding agencies and for departmental efficiencies.

Sanitation:

Regrade Sanitation Supervisor from Pay Grade 17 to Pay Grade 18. To modernize Solid Waste Department. Increase duties overseeing Equipment, Department training and responsibilities.

Regrade from Sanitation Tech I to Tech II, Pay Grade 8 to Pay Grade 9.

Reclassify Sanitation Tech II position to Crew leader, Pay Grade 9 to Pay Grade 13. Increase duties related to regulatory requirement included but not limited to EPA DEP SWFWMD and assist manager with day-to-day operations.

Parks:

Eliminate Parks Assistant Parks Maintenance Supervisor position. Pay Grade 15 to handle and process reports, records, and related documents, including but not limited to correspondence, work requests, work orders, requisitions, purchase orders, budget preparation, data entry, maintains time sheets, payroll processing, preparation of activity sheets, filing maintenance.

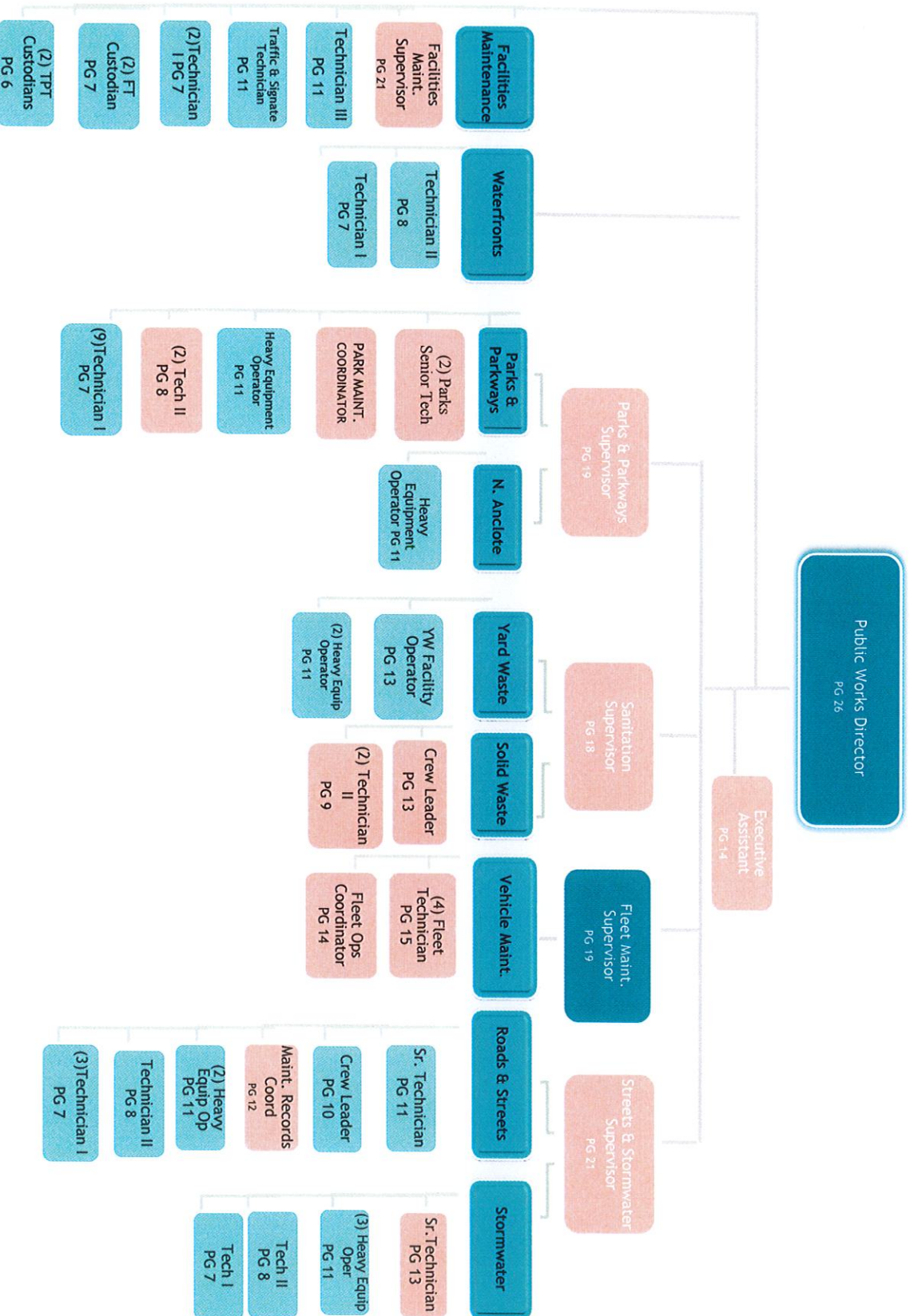
Regrade Parks Maintenance Supervisor from Pay Grade 17 to Pay Grade 19 (Salary split between Parks and CRA). to be more in-line with other City Departments, to be competitive with surrounding agencies and for departmental efficiencies.

Reclassify 2, Tech II's to Senior Technicians Pay Grade 13. Work directly with Parks Supervisor to improve crew efficiencies and to better manager special projects.

Fleet:

Reclassify Fleet Assistant to Fleet Operations Coordinator from Pay Grade 12 to Pay Grade 14. Increase duties related to regulatory requirement. To be more in-line with other City Departments, to be competitive with surrounding agencies and for departmental efficiencies.

Public Works Organizational Chart



**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: SANITATION ~~SOLID WASTE~~ SUPERVISOR
DEPARTMENT: ~~SOLID WASTE DEPARTMENT~~
REPORTS TO: ~~FACILITIES MANAGEMENT SUPERINTENDENT~~
DEPT. HEAD: ~~PUBLIC WORKS DIRECTOR~~
FLSA STATUS: EXEMPT
CIVIL SERVICE: YES
LAST REVISION: ~~OCTOBER 2017~~ AUGUST 2024

GENERAL STATEMENT OF JOB

Under limited direction of the Facilities Management Superintendent, this position provides supervisory, administrative, and customer service support within the Public Works Department, relating to contracted solid waste hauling, yard waste, and recycling services, ~~waterfronts, and parks~~ to the residents and businesses of the City of Tarpon Springs, ~~Assists the Facilities Management Superintendent and the Public Works Director through project management, supervision, and assignment of workers, as needed.~~ ~~Manages City closed Landfill, Department, Permits Monitoring.~~

ESSENTIAL FUNCTIONS

1. ESSENTIAL FUNCTIONS:
 - 1:1 Plans, evaluates, monitors, directs, coordinates and supervises the work of employees engaged in the maintenance and readiness of sanitation needs, and Yard Waste operations, ~~and waterfronts and parks.~~
 - 1:2 Oversees solid waste pickup throughout the service area to include recycling and yard waste.
 - 1:3 Instructs, assigns, reviews and plans the work of others; maintains standards, coordinates activities and allocates personnel.
 - 1:4 Responds to telephone and walk in citizen inquiries and concerns and resolves citizen complaints. Responds to concerns, inquiries and complaints from the general public in both oral and written context, providing information, assistance and/or resolution.
 - 1:5 Maintains sanitation service order work request system within the Navaline application and validates account holder names for contractor's database.
 - 1:6 Compile and maintain record of complaints, direct written requests to the contractor's representative.
 - 1:7 Responsible for answering inquiries from City staff of various departments and working with staff in other City departments and the contractor's representatives to maintain an excellent level of customer service.
 - 1:8 Receives, completes and/or submits records and documents including work orders, citizen concerns, maintenance records, invoices, disciplinary actions, performance evaluation and general office correspondence.
 - 1:9 Provide customers with written guidelines in order to comply with contract specification.
 - 2:0 Responds to emergency calls such as the pickup of illegal dumping.
 - 2:1 Performs office duties as well as field service duties, including, although not restricted to on site investigation of reported misses of curbside service, picking up missed garbage in order to accommodate the curbside customer, maintaining vehicle and required tools, etc.
 - 2:2 Manages the division within City, State and Governmental standards/guidelines.
 - 2:3 Adheres to established City/Public Works Department rules, policies and procedures and promotes same with employees under his/her jurisdiction.
 - 2:4 Keeps Facilities Management Superintendent abreast of daily divisional activities and operations to ensure successful performance and achievement of overall objectives.

- 2:5 Submits requisitions for equipment and materials; ensures appropriate procedures and distribution.
 - 2:6 Prepares divisional annual budget for approval by the Public Works Director and manages approved budget.
 - 2:7 Must maintain a working knowledge of the City's contract with the service provider.
 - 2:8 Performs other duties as required, including but not limited to general administrative support to the Public Works Department.
2. STAFF MANAGEMENT/TRAINING:
- 2:1 Evaluate personnel for effectiveness and efficiency; initiates personnel disciplinary actions; assists in hiring, promotions and terminations.
 - 2:2 Provides a leadership example for department staff in matters such as public contact, budget maintenance, work ethics and report presentation.
 - 2:3 Ensures that employees are performing their tasks according to established safety standards; provides and/or coordinates equipment operations training.
 - 2:4 Instructs subordinate personnel in proper work methods and practices; makes periodic inspections to ascertain compliance with these methods and practices.
3. PUBLIC RELATIONS:
- 3:1 Ensures that all employees are cognizant of creating good public relations in the performance of their duties.
 - 3:2 Responds to citizen inquiries and complaints in a timely and courteous manner.
 - 3:3 Confers with the public to solve special problems and to address specific concerns.
4. PERFORMS ALL OTHER DUTIES AS REQUESTED.

QUALIFICATIONS (minimum and preferred):

EDUCATION

High School Diploma or GED Equivalency.

EXPERIENCE

One to two years' applicable related experience preferably in municipal government preferred.

One year of supervisory experience required.

Two or more years of supervisory experience preferred.

An equivalent combination of education/training and experience may be substituted for required education/training and experience requirements, at the City's discretion.

LICENSURE

Valid Florida Driver's License required.

PERSONAL PROTECTIVE EQUIPMENT

Safety shoes, ear/eyes/noise protection, gloves, vest, hard hat, face protection. Any additional required safety equipment will be provided.

EQUIPMENT, MACHINES, & TOOLS USED

Personal computer, calculator, photocopier, motor vehicle operations, Naviline system, Fax, hand and power tools and handheld radio.

ADMINISTRATIVE SKILLS

Computer Skills: Input data into computer programs, working knowledge of computer and associated programs and knowledge of outlook express.

Communication Skills: Answer telephones, use of e-mail and type correspondence.

General Office Skills: compile statistics, balance figures, develop procedures, establish and maintain filing systems, research information and maintain logs.

WORKING CONDITIONS

Contact with persons under a wide variety of circumstances.

Subject to varying and unpredictable situations.

Handles emergency of crisis situations.

Subject to many interruptions.

Occasionally subjected to irregular hours.

Occasional pressure due to multiple calls and inquiries.

WORKING ENVIRONMENT

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all-inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit				✓
Stand				✓
Walk				✓
Bend				✓
Squat				✓
Crawl				
Climb height 10 ft.				
Reach above shoulder level			✓	
Crouch				
Balance				
Kneel			✓	
Verbal Communications				✓
Written Communications				✓
Hearing ordinary conversation				✓
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more		✓		
Peripheral Vision, Distinguish colors, and Depth Perception		✓		

REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	

In fine manipulating: Right			✓	
Left			✓	
In operating foot controls Right			✓	
Left			✓	

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
24 to 50 lbs.		✓		
Up to 24 lbs.			✓	

JOB LOCATION:

A majority of the work duties are performed within the City limits and City Hall. Occasional travel may be required for site visits, training, seminars, or meetings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: PARKS MAINTENANCE SUPERVISOR
DEPARTMENT: PUBLIC WORKS
REPORTS TO: PUBLIC WORKS DIRECTOR
DEPT. HEAD: PUBLIC WORKS DIRECTOR
FLSA STATUS: EXEMPT
CIVIL SERVICE: YES
LAST REVISION: NOVEMBER 2009 **AUGUST 2024**

GENERAL STATEMENT OF JOB

Under limited direction of the Public Works Director, oversees the efficient maintenance and readiness for use of all active and passive parks, rights-of-way (ROWs), by-ways, the beach, City-owned lots and City building grounds. This includes turf grass, floral/plantings, trees, surfaces, irrigation systems, athletic fields/courts and tot lot playgrounds. ~~Supervises the operations of the City's Yard Waste Facility.~~ Assists the Public Works Director through project management, supervision and assignment of workers, as needed. **Works directly with Economic Development Manager. Maintaining maintenance with the CRA District.**

ESSENTIAL FUNCTIONS

1. OPERATIONS/ADMINISTRATION:
 - 1:1 Plans, evaluates, monitors, directs, coordinates and supervises the work of employees engaged in the maintenance and readiness of parks, ROWs, ~~Yard Waste operations~~ and other City owned properties.
 - 1:2 Instructs, assigns, reviews and plans the work of others; maintains standards, coordinates activities and allocates personnel.
 - 1:3 Manages the division's Maintenance Program with the City's Standard Maintenance Mode Classification System.
 - 1:4 Oversees the maintenance of athletic fields, including preparedness-for-use needs and cultural practices, such as mowing, fertilizing, irrigation, dethatching/verticutting, compaction, aerification, top-dressing, over seeding and pest control.
 - 1:5 Establishes schedules and implements turf cultivation tasks, including watering, soil testing, fertilizing, aerification, weeding and pest control.
 - 1:6 Keeps Public Works Director abreast of daily divisional activities and operations to ensure successful performance and achievement of overall objectives.
 - 1:7 Adheres to established City/Public Works Department rules, policies and procedures and promotes same with employees under his/her jurisdiction.
 - 1:8 Responsible for the operation, care and maintenance of assigned equipment and machinery.
 - 1:9 Receives, completes and/or submits records and documents including work orders, citizen concerns, maintenance records, invoices, disciplinary actions, performance evaluation and general office correspondence.
 - 1:10 Submits requisitions for equipment and materials; ensures appropriate procedures and distribution.
 - 1:11 Responds to emergency calls such as the pickup of illegal dumping.
 - 1:12 Prepares divisional annual budget for approval by the Public Works Director and manages approved budget.
 - 1:13 Utilizes various types of machinery and equipment.
 - 1:14 Oversees the mangroves trimming program and roadside maintenance duties such as mowing, trimming, cutting and hauling brush.
 - 1:15 Assists with maintenance of the exterior and slopes of retention ponds as required.
 - 1:16 Responsible for the cleanliness of all assigned areas.
 - 1:17 Oversees the installation and repairs of sprinkler systems and chain link fences.
 - 1:18 Responsible for flags and flag poles in assigned areas.

- 1:19 Responsible for the lighting systems of all athletic fields and courts.
 - 1:20 Oversees the maintenance needs of athletic courts.
 - 1:21 Oversees new facilities construction projects, contracted athletic courts maintenance projects and the installation of athletic lighting systems.
 - 1:22 Assists with Cemetery maintenance as directed by the Public Works Director.
2. **STAFF MANAGEMENT/TRAINING:**
- 2:1 Evaluates personnel for effectiveness and efficiency; initiates personnel disciplinary actions; assists in hiring, promotions and terminations.
 - 2:2 Provides a leadership example for department staff in matters such as public contact, budget maintenance, work ethics and report presentation.
 - 2:3 Ensures that employees are performing their tasks according to established safety standards; provides and/or coordinates equipment operations training.
 - 2:4 Instructs subordinate personnel in proper work methods and practices; makes periodic inspections to ascertain compliance with these methods and practices.
3. **PUBLIC RELATIONS:**
- 3:1 Ensures that all employees are cognizant of creating good public relations in the performance of their duties.
 - 3:2 Responds to citizen inquiries and complaints in a timely and courteous manner.
 - 3:3 Confers with the public to solve special problems and to address specific concerns.
4. **PERFORMS ALL OTHER DUTIES AS REQUIRED:**

QUALIFICATIONS (minimum and preferred):

EDUCATION

High School Diploma required.

Vocational/specialized training in turf maintenance required.

EXPERIENCE

Three years of progressively responsible experience in maintenance of turf and athletic fields, parks maintenance, playground maintenance, plants and tree trimming, and associated tasks required.

One year of supervisory experience required.

Two or more years of supervisory experience preferred.

A combination of training and/or experience may be substituted for required education, experience and/or management experience.

LICENSURE

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

Certification in lawn and ornamental and pest control required within six months of employment.

PERSONAL PROTECTIVE EQUIPMENT

Eye, face and ear/noise protection, clothing, gloves, vest, safety shoes, hard hat and respirator/dust mask.

EQUIPMENT, MACHINES & TOOLS USED

Tools/Machines: motor vehicle operations, light equipment operations, basic and specialized machinery operations, hand & power tools.

General Office Equipment: calculator, personal computer, computer peripheral equipment and software programs, fax, photocopier.

ADMINISTRATIVE SKILLS

General Office Skills: compile statistics, research information, balance figures, develop procedures, establish and maintain filing systems, maintain logs.

Communication Skills: compose letters, schedule appointments, interview others, answer telephone, and coordinate meetings and events.

WORKING CONDITIONS

Contact with persons under a wide variety of circumstances.

Subject to varying and unpredictable situations.

Subject to many interruptions.

Subject to irregular hours.

Occasional pressure due to multiple calls and inquiries.

Subject to injury from moving parts of equipment.

Subject to burns and cuts.

Subject to hazards of flammable, explosive gases.

Works in precarious or high locations (e.g. ladders, scaffolding)

Travel required.

Requires judgment/action which could result in a death of a person.

WORKING ENVIRONMENT

Exposed to hazards from electrical/mechanical/power equipment.

May be exposed to toxic chemicals.

Occasional exposure to unpleasant elements (accidents, injuries and illness).

May be exposed to extremes of heat and cold in all weather conditions.

Exposed to hot and humid work environment.

Exposed housekeeping/cleaning agents/chemicals

Exposed to hot or noisy equipment.

Exposed to heat, wetness and odors.

Noise: sufficient to cause distraction or possible hearing loss without protective equipment.

Temperature Changes: variations in temperature from hot to cold.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all-inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand			✓	
Walk			✓	
Bend			✓	
Squat			✓	
Crawl		✓		
Climb height 65 ft.		✓		
Reach above shoulder level		✓		
Crouch		✓		
Balance		✓		
Kneel		✓		
Verbal Communications				
Written Communications				
Hearing ordinary			✓	

conversation				
Near & Far Acuity- ability to see clearly at 20 inches or less and 20 feet or more			✓	
Peripheral Vision, Distinguish colors, and Depth Perception			✓	

JOB REQUIRES COORDINATION FOR REPETITIVE ACTION'

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right		✓		
Left		✓		
In firm grasping: Right		✓		
Left		✓		
In fine manipulating: Right		✓		
Left		✓		
In operating foot controls Right			✓	
Left		✓		

JOB REQUIRES ABILITY TO LIFT AND CARRY AND/OR PUSH AND PULL'

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
24 - 100 lbs.		✓		
Up to 24 lbs.			✓	

JOB LOCATION:

A majority of the work duties are performed within the City limits.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: ~~TECHNICIAN II~~ **CREWLEADER**
DEPARTMENT: SOLID WASTE DEPARTMENT
REPORTS TO: ~~FACILITIES MANAGEMENT SUPERINTENDENT~~ **SANITATION SUPERVISOR**
DEPT. HEAD: PUBLIC WORKS DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: ~~DECEMBER 2014~~ **AUGUST 2024**

GENERAL STATEMENT OF JOB

Under limited supervision, coordinates, plans, directs and participates in a variety of ~~maintenance~~ **Admin.** duties including but not limited to solid waste collection, ~~restroom maintenance~~, special event setup, ~~repair/maintenance of street light bulbs and minor emergencies.~~ Must have ability to identify and solve problems. Performs ~~limited~~ supervisory role with assigned staff to ensure work is completed in an organized, prioritized and efficient manner consistent with department standards. **Assist Parks Supervisor in regulatory/requirements include but not limited to EPA, DEP, and SWFWMD.**

ESSENTIAL FUNCTIONS

1. MAINTENANCE/LABOR:
 - 1:1 Coordinates and performs solid waste collection throughout the City.
Coordinates and performs a variety of general manual maintenance labor which will require light to heavy lifting.
 - 1:2 Organizes general custodial tasks, such as cleaning work area and assisting in maintenance and repair of work area.
 - 1:3 Ensures safe practices and incorporated in all activities performed.
 - 1:4 Manages and performs variety of unskilled light and heavy labor.
2. OPERATES AND MAINTAINS EQUIPMENT AND TOOLS IN A SAFE AND EFFECTIVE MANNER:
 - 2:1 Performs light equipment and tool operations for various tools and equipment.
 - 2:2 Performs preventative maintenance on equipment and tools prior to performing assigned duties to include but not limited to safety equipment check and appropriate pre-operation maintenance.
3. SUPERVISORY DUTIES:
 - 3:1 Oversees other staff members in performing assigned tasks.
 - 3:2 Coordinates staff assignments to include assigning, reviewing, and planning work duties and maintaining departmental procedures.
 - 3:3 Assists Supervisor in evaluation of employees.
4. INTERNAL AND EXTERNAL COMMUNICATIONS:
 - 4:1 Responds to citizen and internal personnel inquiries and complaints promptly and courteously by referring to appropriate supervisory personnel.
 - 4:2 Completes required paperwork, including record keeping.
5. PERFORMS ALL OTHER DUTIES AS REQUIRE:

QUALIFICATIONS (minimum and preferred):

EDUCATION

High School Diploma or GED Equivalency required.

EXPERIENCE

Three years of laborer/maintenance experience required,

One year of Supervisory experience preferred.

An equivalent combination of training and experience may be substituted for required education and/or experience.

LICENSURE

Valid Florida Commercial Drivers' License required.

PERSONAL PROTECTIVE EQUIPMENT

Safety shoes, ear/eyes/noise protection, gloves, vest, hard hat, face protection. Any additional required safety equipment will be provided.

EQUIPMENT, MACHINES & TOOLS USED

Hand and power tools, light equipment operations, motor vehicle operations and basic & specialized machinery operations.

ADMINISTRATIVE SKILLS

General Office Skills: maintain logs and balances figures.

General Office Equipment: calculator.

WORKING CONDITIONS

Subject to hazards of flammable, explosive gases.
 Subject to burns and cuts.
 Subject to injury from moving parts of equipment.
 Contact with persons under a wide variety of circumstances.
 Subject to varying and unpredictable situations.
 Occasionally subject to irregular hours.
 Subject to working in confined spaces.

WORKING ENVIRONMENT

Exposed to hazards from electrical/mechanical/power equipment.
 Exposed housekeeping/cleaning agents/chemicals
 May be exposed to the risk of blood borne disease.
 Exposed to hot or noisy equipment.
 Exposed to hot and humid work environment.
 Exposed to heat, wetness and odors.
 Temperature Changes: variations in temperature from hot to cold.
 Noise: sufficient to cause distraction or possible hearing loss without protective equipment.
 May be exposed to extremes of heat and cold in all weather conditions.
 Wet frequent contact with water or other liquid.
 Atmospheric Conditions: conditions that affect the skin or respiratory.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit				
Stand				
Walk				
Bend				
Squat				
Crawl				

Climb height 20 Ft.				
Reach above shoulder level				
Crouch				
Balance				
Kneel				
Verbal Communications				
Written Communications				
Hearing ordinary conversation				
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more				
Peripheral Vision, Distinguish colors, and Depth Perception				

JOB REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right				
Left				
In firm grasping: Right				
Left				
In fine manipulating: Right				
Left				
In operating foot controls Right				
Left				

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
25 -100 lbs.				
Up to 24 lbs.				

JOB LOCATION:

A majority of the work duties are performed within the City limits.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change;

Employee's Signature

Date

Print Name

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: ~~MAINTENANCE RECORDS TECHNICIAN~~ **PARKS MAINTENANCE COORDINATOR**
DEPARTMENT: ~~STREETS AND STORMWATER~~ **PARKS AND PARKWAYS**
REPORTS TO: PUBLIC WORKS DIRECTOR
DEPT. HEAD: NON-EXEMPT
FLSA STATUS: YES
CIVIL SERVICE:
LAST REVISION: ~~DECEMBER 2014~~ **AUGUST 2024**

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of record-keeping and clerical duties including organizing, distributing, and processing work orders and purchase orders, typing correspondence, filing assistance in budget preparation, payroll processing and other related administrative duties for the Public Works Maintenance Divisions. ~~Including Fleet Maintenance.~~ Dispatches workers via radio or telephone, receives and directs telephone calls, handles customer complaints, communicates to customers as required regarding fleet repair or maintenance status, and assists Public Works Maintenance staff with record keeping activities. The position maintains Fleet Maintenance records and inventory, organizes Fleet **Parks** activities, and maintains the Fleet **Parks** operations database as assigned by the Fleet Parks Maintenance Supervisor.

ESSENTIAL FUNCTIONS

1. RECORD KEEPING AND CLERICAL DUTIES
 - 1:1 Processes reports, records and related documents, including but not limited to correspondence, work requests, work orders, requisitions, purchase orders, budget preparation, data entry, maintains time sheets, payroll processing, preparation of activity sheets, filing maintenance.
 - 1:2 Processes incoming and outgoing mail; types various documents; processes personnel related requests and documents.
 - 1:3 Maintains Public Works Maintenance inventory and prepares documentation and solicits quotes and bids for services, supplies, and equipment consistent with City Purchasing requirements.
 - 1:4 Dispatches workers via radio transmission or telephone.
 - 1:5 Assists Streets and Storm water with administrative duties as assigned.
2. PUBLIC RELATIONS RESPONSIBILITIES:
 - 2:1 Interviews callers and visitors to secure details of specialized information, assist in research and to provide information regarding the services and operation of the Public Works ~~Maintenance Division~~ **department**.
 - 2:2 Handles routine complaints and requests for information with tact and ensures appropriate follow-up concerning resolution.
 - 2:3 Provides generalized information to the public regarding Public Works Department policies and procedures.
3. ~~FLEET~~ **PARKS** MAINTENANCE DUTIES:
 - 3:1 Uses established recordkeeping formats including computer database programs to maintain data and information for the ~~Fleet Maintenance~~ **Parks** Division to allow instantaneous reporting and analyses of ~~Fleet Maintenance~~ **Parks** operations.
 - 3:2 Organizes and maintains ~~Fleet Maintenance~~ **Parks** operations schedules and records as assigned by the ~~Fleet Maintenance~~ **Parks** Supervisor.
 - 3:3 Maintains ~~Fleet Maintenance~~ **Parks** inventory and prepares documentation and solicits quotes and bids for services, supplies, and equipment consistent with City Purchasing requirements as assigned by the ~~Fleet Maintenance~~ **Parks** Supervisor
 - 3:4 Assists the ~~Fleet Maintenance~~ **Parks** Supervisor as required for administrative assistance within the ~~Fleet Maintenance~~ **Parks** Division.
4. PERFORMS ALL OTHER DUTIES AS REQUIRED:

QUALIFICATIONS (minimum and preferred):

EDUCATION

High School Diploma or GED Equivalency required.

Secretarial/clerical certification or associate degree in secretarial/clerical sciences preferred.

EXPERIENCE

At least one year of secretarial or clerical experience required.

Administrative experience associated with Public Works or Fleet Maintenance Parks activities preferred.

An equivalent combination of education/training and experience may be substituted for required education/training and experience requirements.

ADMINISTRATIVE SKILLS

Computer Skills - input data, review data, and prepare reports using computer programs.

Communication Skills - answer telephones, coordinates meetings, assign duties as directed by the supervisor, schedule appointments and compose letters.

General Office Skills - maintain logs, proofread documents, balance figures, establish and maintain filing system and research information.

WORKING CONDITIONS

Subject to many interruptions.

Contact with persons under a wide variety of circumstances.

WORKING ENVIRONMENT

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all-inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

Requires full range of body motion including:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand		✓		
Walk		✓		
Bend		✓		
Squat		✓		
Crawl		✓		
Climb height 10 ft..		✓		
Reach above shoulder level		✓		
Crouch		✓		
Balance		✓		
Kneel		✓		
Verbal Communications			✓	
Written Communications			✓	
Hearing ordinary conversation		✓		

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: FLEET ASSISTANT **COORDINATOR**
DEPARTMENT: VEHICLE MAINTENANCE
REPORTS TO: FLEET MANAGER
DEPT. HEAD: PUBLIC WORKS DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: **AUGUST 2024**

GENERAL STATEMENT OF JOB

Under general supervision, orders, stocks, maintains parts and supplies for Vehicle Maintenance in order to maintain fleet operations. Maintains our fleet software system and related records as it pertains to inventory control, job orders and all others documents as needed in the operations of the department. Writes service repair job orders.

ESSENTIAL FUNCTIONS

1. SPECIFIC DUTIES AND RESPONSIBILITIES:
 - 1:1 Solicits quotations in accordance with established procedures to ensure materials are purchased at the lowest cost consistent with established specifications.
 - 1:2 Prepares purchase requisitions for purchase orders; blanket orders for materials and supplies.
 - 1:3 Inspects the quality and quantity of received goods; accepts or rejects as necessary.
 - 1:4 Operates computers to input inventory data; maintains accurate inventory database.
 - 1:5 Receives, completes and/or submits records and documents including work orders, invoices, delivery/packing slips, receiving reports, price quotations and general office correspondence.
 - 1:6 Processes inventory requisitions.
 - 1:7 Performs radio and telephone communications as needed.
 - 1:8 Utilizes various types of equipment and tools such as computer, copier, two-way radio, pick-up truck, and materials handling equipment.
 - 1:9 Works within Finance/Procure Policies and Procedures to ensure inventory procedures are consistent with City policies.
 - 1:10 Maintains a secure, clean, and orderly inventory stockroom.
 - 1:11 ~~Performs annual and quarterly inventory.~~
 - 1:12 Performs all data entry of job orders, parts, and labor to ensure accurate fleet service records are maintained.
 - 1:13 Serves as customer contact to relay repair status or other information as required.
 - 1:14 ~~Works in shop as needed.~~
 - 1:15 Maintains computerized inventory records.
 - 1:16 Monitors the movement of stocked parts; monitors new vehicles and equipment entering the fleet and present vehicles and equipment leaving the fleet.
 - 1:17 Assists in issuing, receiving and storing of parts and supplies.
 - 1:18 Conducts physical annual and quarterly inventory of all stock parts and supplies though the use of handheld calculators.
 - 1:19 Checks delivery of parts and supplies against the invoices to make sure they were billed and shipped properly.
 - 1:20 Operates forklift, pallet jack, computerized equipment, battery charger and other warehouse equipment.
 - 1:21 Solicits quotes from vendors and documents quotes submits warranty claims for vehicles still under original equipment warranty.
 - 1:22 Submits warranty claims for vehicles still under original equipment warranty.
 - 1:23 Ability to work with little direct supervision.
 - 1:24 ability to plan and maintain the supply of parts and material that will assure timely and effective support of maintenance requirements.

- 1:25 Coordinates the Vehicle Safety Recall Program to ensure that all vendor recalls are processed according to specifications.
- 1:26 Handles office duties of Fleet Manager in their absence and/or direction.

2. PERFORMS OTHER RELATED DUTIES AS REQUIRED.

QUALIFICATIONS (minimum and preferred):

EDUCATION

High School Diploma or GED Equivalency required.

EXPERIENCE

One to two years' experience in accounting, computer operations, purchasing or warehouse administration preferred.

Or an equivalent combination of training, education and experience that provides the required knowledge, skills and abilities may be considered at the City's discretion towards the required experience.

LICENSURE

Valid Florida Driver's License required. Valid Florida Class "B" CDL with Air Brakes Endorsement, Tanker and Passenger required within one year of employment.

- Level 1 – ASE (Automotive Service Excellence) certification Automobile Service Consultant Certification Test (C1). 5% on top of **current** pay. Employee must keep active to receive this incentive. Level 1 must be acquired within 1 year of hire.
- Level 2 – Level 1 ASE certification plus two (2) additional ASE Certifications to include Medium-Heavy Truck Dealership Parts Specialist (P1) & Automobile Parts Specialist (P2). 5% pay ~~over level 1 pay for a total of 10% above starting pay.~~ **increase over current salary**. Employee must keep active to receive this incentive.
- ~~Level 3 – Before advancing to this level, employee must successfully complete and retain both levels 1-2. Complete two (2) ASE tests in either Auto & Light Truck Certification or Medium-Heavy Truck Certification, 5% pay over level 2, making this a total of 15% above starting pay, employee must keep these active to receive this incentive.~~
- ~~Level 4 – Levels 1-3 plus two (2) additional ASE in the same discipline as level 3 20% above starting pay, employee must keep these active to receive this incentive.~~
- ~~Level 5 Levels 1-4 plus two (2) additional ASE in the same discipline as level 4 25% above starting pay, employee must keep these active to receive this incentive.~~
- ~~Level 6 – Levels 1-5 plus the two (2) remaining ASE test in the same discipline as level 5, after this level the employee will have obtained Master Technician status. 30% above starting pay, employee must keep these active to receive this incentive.~~

PERSONAL PROTECTIVE EQUIPMENT

Safety shoes, ear/eyes/noise protection, gloves, vest, hardhat, face protection and any additional required safety equipment will be provided.

EQUIPMENT, MACHINES & TOOLS USED

Hand and power tools, light and heavy equipment operations, motor vehicle operations and basic machinery operations.

ADMINISTRATIVE SKILLS

Computer Skills: Input data into computer program, personal computer.

Communication Skills: Answer telephones, coordinate meetings, schedule appointments and compose letters/reports.

General Office Skills: Maintain logs, proofread documents, balance figures, establish and maintain filing systems, research information and compile statistics.

WORKING CONDITIONS

Subject to many interruptions.

Contact with persons under a wide variety of circumstances.

Occasional pressure due to multiple calls and inquiries.

Subject to occasional irregular hours as required by Supervisor.

WORKING ENVIRONMENT

May be exposed to toxic chemicals.

May be exposed to extremes of heat and cold in all weather conditions.

Exposed to hot and humid work environment.

Exposed to housekeeping/cleaning agents/chemicals.

Exposed to hot or noisy equipment.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all-inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand		✓		
Walk		✓		
Bend		✓		
Squat		✓		
Crawl		✓		
Climb height up to 100 ft.		✓		
Reach above shoulder level		✓		
Crouch		✓		
Balance		✓		
Kneel			✓	
Verbal Communications				✓
Written Communications				✓
Hearing ordinary conversation				✓
Near & Far Acuity-			✓	

Ability to see clearly at 20 inches or less and 20 feet or more				
Peripheral Vision, Distinguish colors, and Depth Perception			✓	

JOB REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	
Left			✓	
In operating foot controls Right		✓		
Left		✓		

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 20 lbs.			✓	
21 to 50 lbs.		✓		
51 to 75 lbs.		✓		
76 to 100 lbs.		✓		

JOB LOCATION:

A majority of the work duties are performed within the City limits.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name

Attachment 7



City of Tarpon Springs, Florida

324 EAST PINE STREET
POST OFFICE BOX 5004
TARPON SPRINGS, FLORIDA 34688-5004
(727) 938-3711
FAX (727) 937-8199

MARK G. LECOURIS
CITY MANAGER

To: Mayor and Board of Commissioners
From: Mark LeCouris, City Manager
Date: August 20, 2024
Subject: Recommendation for FY25 Budget, Organizational Change

Recommendation

The following organizational changes are recommended for the City Departments.

1. Regrade the City's Department Heads as outlined below.

POSITION	CURRENT WAGE GRADE	PROPOSED WAGE GRADE	PROPOSED WAGE INCREASE
PROCUREMENT SERVICES DIRECTOR	26	27	3.0%
PUBLIC WORKS DIRECTOR	26	27	3.0%
BUILDING DEVELOPMENT DIRECTOR	27	28	3.0%
CULTURAL & CIVIC SERVICES DIRECTOR	27	28	3.0%
HUMAN RESOURCES DIRECTOR	27	28	3.0%
INFORMATION TECHNOLOGY DIRECTOR	27	28	3.0%
PLANNING & ZONING DIRECTOR	27	28	3.0%
PROJECT ADMINISTRATION DIRECTOR	27	28	3.0%
PUBLIC SERVICES DIRECTOR	27	28	3.0%
FINANCE DIRECTOR	29	30	3.0%
FIRE CHIEF	29	30	3.0%
POLICE CHIEF	29	30	3.0%

2. Redistribute the functions of the vacant Research & Information Officer position.

Background

Since 2015 the City has focused on raising lower wage levels via a tiered matrix of salary increases. As a result, the Florida minimum wage rate has been exceeded several years in advance of the state deadline. An unintended consequence of this undertaking, has been salary compression between mid-level managers/supervisors and department heads. Recent pay studies conducted by local

municipalities confirm that department head salaries are falling well behind those of competing jurisdictions, while at the same time are being compressed by lower wage grades. I am recommending a one-grade increase for each Department Head position with an accompanying 3% raise for incumbents. These increases are in addition to the annual raise.

With the retirement of the Research & Information Officer, those duties have been reassigned on a permanent basis to the following positions with proposed increases outlined below. These increases are in addition to the annual raise

- *Executive Office Manager* – Reclassification (Attachment 8)
- *Economic Development Manager* – Regrade from Wage Grade 22 to Wage Grade 23
- *Information Technology Director* – Within grade increase of 5%

Attachments:

- Revised Job Description – *Economic Development Manager*
- Revised Job Description – *Information Technology Director*

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: ECONOMIC DEVELOPMENT MANAGER
DEPARTMENT: DEVELOPMENT SERVICES
REPORTS TO: CITY MANAGER
FLSA STATUS: EXEMPT
CIVIL SERVICE: YES
LAST REVISION:

GENERAL STATEMENT OF JOB

Under minimal direction develops, proposes and seeks approval of programs and policies to recruit new business, industry and investment into the city; creates strategies to revitalize identified corridors, to enhance commercial areas and industrial sites. Assists existing business and industry as well as prospective developers and investors with (re)development plans and programs designed to facilitate new development as well as the expansion and retention of existing business and industry. **Manages the Community Redevelopment Area (CRA) and serves as Public Information Officer.**

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Research and Analysis
 - 1.1 Researches, compiles and summarizes data from existing business and industry, economic development organizations and other governmental agencies.
 - 1.2 Identifies financing sources including alternative revenue streams.
 - 1.3 Stays abreast of current federal, state and local laws, policies, procedures and regulatory requirements applicable to business development, business assistance and related grants.
2. Development and Marketing
 - 2.1 Develops and conducts an effective marketing/public relations program designed to recruit new business and industry, support and expand existing business and industry and to create local employment opportunities.
 - 2.2 Contacts and cultivates business, commercial and industrial prospects locally, statewide, nationally and internationally.
 - 2.3 Coordinates with local, regional, state and national economic development organizations to ensure best use of available resources.
 - 2.4 Cultivates and assists business/industry prospects in an effort to attract them to the City; assists local businesses in expansions and development of other market opportunities.
 - 2.5 Develops and/or enhances products for marketing the City, including but not limited to presentations, statistical data, and publications.
 - 2.6 **Creates and administers CRA incentive grant programs, prepares annual report and follows County and State reporting requirements.**
 - 2.7 **Manages historic preservation marker program and serves as liaison to the Tarpon Springs Historical Society.**
3. Public Relations and Program Management
 - 3.1 Establishes close working relationships with other local governments, Chamber of Commerce, existing business and industry as well as economic development organizations.
 - 3.2 Assists developers with land packaging and other development needs.
 - 3.3 Serves as liaison between the City and other economic development entities.
 - 3.4 Responsible for writing and administering city grants related to economic development.
 - 3.5 Participates in the review of new development proposals with the City's Technical Review Committee.
 - 3.6 **Serves as Public Information Officer (PIO), including as spokesperson, primary contact for news media, Pinellas County Film Commission, City Help Email and other requests.**
 - 3.7 **Prepares news releases and coordinates special events, groundbreakings, ribbon cuttings.**
 - 3.8 **Manages social media posts.**

- 3.9 Distributes notices of meeting agendas, road closures and other city-related infrastructure notices.
4. Other Related Duties
- 4.1 Performs all other duties as required

QUALIFICATIONS:**MINIMUM EDUCATION, TRAINING AND EXPERIENCE**

Minimum requirements: Bachelor's degree in Economics, Public Administration or Business Administration or related field, from an accredited college or university and five (5) years of professional experience in the field demonstrating broad knowledge of and exposure to revenue development, marketing & recruitment, economic development or related field.

A Master's degree in one of the above listed fields may be substituted for two (2) years of the required experience.

The successful candidate is expected to be in the process of obtaining Certified Economic Developer (CEcD) certification.

Additional Preferred Requirements:

Prior Public Sector Experience

Prior Economic Development Experience

At a minimum, completion of the *Basic Economic Development Course* (International Economic Development Council (IEDC))

An equivalent combination of training and experience may be substituted for required education and/or experience.

LICENSURE

Valid Florida Driver's License.

ADMINISTRATIVE SKILLS**General Office Skills**

Compile, manage and analyze data/statistics

Conduct in depth research

Prepare structured reports and presentations

Perform algebraic and geometric operations

Prepare all types of correspondence

Communication Skills

Excellent verbal and written skills

Ability to conduct negotiations

Strong public speaking skills

Ability to deal effectively with a wide range of personalities

Coordination of meetings/appointments

Ability to solve complex problems

Computer Skills

Input data into computer programs

Use computerized spreadsheets to conduct analysis

Use computer software packages to prepare presentations, graphics/charts

Use desktop publishing software

GENERAL OFFICE EQUIPMENT/MACHINERY OPERATIONS**General Office Equipment**

Calculator

Personal Computer

Fax

Photocopier

Tools/Machines

Motor vehicle operations

WORKING CONDITIONS

Contact with persons under a wide variety of circumstances.

Subject to varying and unpredictable situations.

Subject to many interruptions.

Subject to irregular hours.

Occasional pressure due to multiple calls and inquiries.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

Requires full range of body motion including:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand			✓	
Walk			✓	
Bend		✓		
Squat		✓		
Crawl		✓		
Climb height 12 ft.		✓		
Reach above shoulder level		✓		
Crouch		✓		
Balance		✓		
Kneel		✓		
Verbal Communications				✓
Written Communications			✓	
Hearing ordinary conversation				✓
Near & Far Acuity- ability to see clearly at 20 inches or less and 20 feet or more				✓
Peripheral Vision, Distinguish colors, and Depth Perception			✓	

Job Requires Coordination for Repetitive Action:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In operating foot controls Right		✓		
Left		✓		
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right		✓		
Left		✓		
In fine manipulating: Right		✓		
Left		✓		

Job requires Ability to Lift/Carry and/or Push/Pull:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 35 lbs.		✓		

JOB LOCATION:

While some of the duties involved with this position are considered "office work", many site visits, meetings, travel, training, and seminars can be expected within the City and/or outside of the City as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Department Head's Signature

Employee's Signature

Date

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE:	IT DIRECTOR
DEPARTMENT:	INFORMATION TECHNOLOGY (IT)
REPORTS TO:	CITY MANAGER
FLSA STATUS:	EXEMPT
CIVIL SERVICE:	NO
LAST REVISION:	August 2024

GENERAL STATEMENT OF JOB

Under limited supervision, manages and supervises IT activities and functions, ensuring compliance with established policies and procedures. Is responsible for system design and implementation, production support, infrastructure, system security standards, performance management, hardware and software acquisitions, disaster recovery, schedules, plans and reviews software enhancements.

ESSENTIAL FUNCTIONS

1. SYSTEMS MANAGEMENT/HARDWARE/SOFTWARE
 - 1:1 Supervises and manages IT activities.
 - 1:2 Manages, assigns, and processes user-written work requests, ensuring satisfactory completion.
 - 1:3 Establishes departmental guidelines; manages systems security and systems performance.
 - 1:3 Prepares and processes specification documents relating to IT purchases.
 - 1:4 Implements and evaluates both new and existing software; performs automation feasibility studies.
 - 1:5 Manages and maintains data, file and folder security; assigns new user passwords and conducts periodic audits of security violations.
 - 1:6 Manages and maintains City's primary website, the employee Intranet, website redesigns, compliance management, content updates, training, website applications and software.
2. DEPARTMENT OPERATIONS/STAFF SUPERVISION
 - 2:1 Schedules assignments of work within the IT Department; reviews and evaluates work methods and procedures; and directs modifications.
 - 2:2 Recommends goals and objectives and assists in the development of departmental policies and procedures.
 - 2:3 Prepares and processes a variety of reports and records including budget documents, employee evaluations, memorandums, cost analyses, procedures, policies, etc.
3. CUSTOMER SERVICE
 - 3:1 Interacts and communicates with various individuals and groups both internal and external in a courteous and professional manner.
4. Performs other related duties as required.

QUALIFICATIONS:**EDUCATION / EXPERIENCE**

Minimum Education requirement: Bachelor's degree in Computer Science or management.

Minimum Experience requirement: Five to ten years experience in system analysis. Five to ten years experience in supervisory experience.

An equivalent combination of training and experience may be substituted for required education, experience and/or management experience.

LICENSURE

- Valid Florida Driver's License

ADMINISTRATIVE SKILLS**Computer Skills**

Advanced computer hardware/software
Programming operations.

Communication Skills

Answer telephones.
Interview others
Coordinate events.
Coordinate meetings.

General Office Skills

Develop office procedures
Maintain logs
Research information

EQUIPMENT/MACHINE/TOOLS USE

Computer peripheral equipment
Mainframe computer operations

Personal computer
Network operations

WORKING ENVIRONMENT/CONDITIONS

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

Subject to many interruptions.
Subject to hazards of high voltage equipment.
Occasional pressure due to multiple calls and inquiries.

PHYSICAL DEMANDS: The following list is not exhaustive, it merely provides some of the physical duties of the position.

Requires full range of body motion including:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand		✓		
Walk		✓		
Bend		✓		
Squat		✓		

Crawl	✓			
Climb height 12 ft.	✓			
Reach above shoulder level			✓	
Crouch	✓			
Balance			✓	
Kneel			✓	
Verbal Communications			✓	
Written Communications			✓	
Hearing ordinary conversation			✓	
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more			✓	
Peripheral Vision, Distinguish colors, and Depth Perception			✓	

Job Requires Coordination For Repetitive Action:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In operating foot controls Right		✓		
Left				
In simple, firm & fine grasping/manipulating: Right			✓	
Left			✓	

Job Requires Ability to Lift, Push, Pull and/or Carry:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 50 lbs.			✓	
50 - 100 lbs.		✓		

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

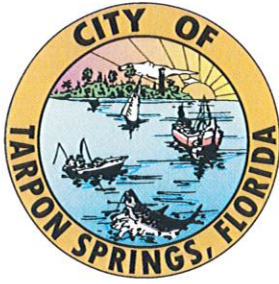
Department Head's Signature

Date

Employee's Signature

Date

Employee's Name (Print)



CITY OF TARPON SPRINGS, FL

HUMAN RESOURCES DEPARTMENT

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-3590
Fax (727) 937-8199

MEMORANDUM

To: Mark LeCouris, City Manager
From: Jane Kniffen, Human Resources Director
Date: August 20, 2024
Subject: Recommendation for FY25 Budget, Organizational Change

Recommendation

The following organizational change is recommended for the City Manager/BOC Office:

1. Reclassify the Executive Office Coordinator position (wage grade 15) to an Executive Office Manager (wage grade 17).

Background

The Executive Office of the Board of Commissioners and City Manager is responsible for the highest levels of administration. The current Executive Office Coordinator position has assumed many of the additional duties of the vacated Research and Information Officer position. The position has also taken on several duties which have not been previously included in the job description. A reclassification is recommended to address these additional responsibilities.

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase
City Manager	Executive Office Coordinator	15	\$ 72,146	Executive Office Manager	17	\$ 79,361	10.0%

Attachments:

- Revised Job Description for *Executive Office Manager*

CITY OF TARPON SPRINGS JOB DESCRIPTION

JOB TITLE: EXECUTIVE OFFICE ~~COORDINATOR~~ MANAGER
DEPARTMENT: MAYOR / COMMISSIONERS / CITY MANAGER
REPORTS TO: CITY MANAGER
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: ~~10/2012~~ 10/2024

GENERAL STATEMENT OF JOB

Under limited supervision, performs a wide range of administrative support duties relating to the operations and activities of the Office of the Mayor, City Commissioners and City Manager. Responsible for the organization and implementation of an administrative support system for the Mayor, Commissioners and City Manager. Organizes schedules and the flow of information in accordance with established priorities. Act as the primary point of contact for all executive office matters. Providing a wide array of complex, diverse and administrative support for a rapidly changing environment.

Organizes, coordinates and produces the agenda and related documents for the Board of Commissioners meetings, workshops, special sessions and executive sessions in consultation with and under the direction of the City Manager.

Posting and maintaining the Board of Commission agendas in the CivicClerk program.

Indexing the Board of Commission agendas and back-up items to the OnBase Program for search purposes.

Serves as a liaison between the Executive Office and Department Heads including the City Attorney's Office.

Provides assistance with City help line, press releases, road closures, and PIO information

Has specific areas of responsibility as listed under essential functions. In these specialized capacities, must insure adherence to all laws, Florida Statutes, City Codes and Ordinances, Personnel and Departmental Rules/Regulations, Policies and Procedures, as well as exercise appropriate confidentiality, diplomacy, tact and courtesy. The duties recorded below are representative of the duties of the position and are not intended to cover all the duties performed by the incumbent.

ESSENTIAL FUNCTIONS

1. PUBLIC RELATIONS RESPONSIBILITIES:

- 1:1 Interviews callers and visitors, securing details of specialized information, assisting in research and providing information regarding the services and operation of the City.
- 1:2 Handles routine inquiries, complaints and requests for information with tact, and ensures appropriate follow-up concerning resolution.
- 1:3 Provides generalized information regarding City policies and procedures to the public.

- 1:4 Greets and interacts with office visitors; performs customer/public service duties on behalf of Mayor, Commissioners and City Manager.
- Maintains Mayor, Vice Mayor, Commissioners and City Manager calendars in Outlook.
- Maintains an extensive working knowledge of City events for the Board of Commissioners and City Manager.
- 1.5 Clearly and concisely communicates both orally and in writing with other departments and the public and provides accurate data/information in a timely manner.
2. PERFORMS EXECUTIVE OFFICE ~~COORDINATOR~~ MANAGER DUTIES WITH AN ADVANCED LEVEL OF INDEPENDENT INITIATIVE AND ORGANIZATION:
- 2:1
- 2:2 Prepares and/or processes reports, records and related documents, including but not limited to correspondence, minutes, forms, schedules, manuals, booklets, requisitions, purchase orders, payroll administration, policies and procedures, data entry, proposals, surveys, contracts, reports and statistical analysis. Prepares and maintains the City's Public Meeting Calendars, City Hall Telephone Lists and Employee Extension Lists.
- 2:3 Researches es and retrieval of retrieves records and data.
- 2:4 Organizes schedules to include arrangement of appointments, meetings seminars and ceremonial grand openings/ribbon cuttings for Mayor, Commissioners, City Manager and department staff;
- Liasion to Chamber of Commerce Office and Mayor's Office.
- Coordinates meetings between the City Attorney, Board of Commissioners and Staff as needed.
- Serves as a liaison to City staff for assistance with CivicClerk agenda program.
- 2:5 Processes incoming and outgoing mail; prepares ~~and/or—types~~ various documents; creates and maintains filing systems; processes personnel related requests and documents.
- Insures processing of City Attorney invoices for payment.
- 2:6 Composes, types, copies, files and mails various routine and confidential correspondence for the Mayor, Commissioners and City Manager; generates drafts of proclamations, awards and related documents, as assigned. Prepares and composes correspondence independently for the City Manager's signature.
- 2:7 Registers, makes transportation and accommodation arrangements for City Manager's, Mayor's, Commissioners' and other department members' attendance at meetings, conferences, and other functions.
- 2:8 Maintains departmental budget control and oversight including but not limited to preparation of reports, research, analysis.

- 2:9 Coordinates activities for specific City committees and joint committees, including but not limited to preparation and distribution of agenda material, minutes, reports and correspondence, scheduling and coordination of meetings; assists in the preparation of documents to maintain not-for-profit status of a specific City committee.
- 2:10 Responsible for maintenance of office supplies and equipment inventory and service.
- 2.11 Provides assistance to the Economic Development Manager as needed, including grant processing, payroll, purchasing card administration, proofing of monthly newsletter and correspondence as needed.
- Provides assistance to Internal Auditor with department payroll and purchasing card administration.
3. FUNCTIONS AS A LIAISON AS DIRECTED BY AND ON BEHALF OF THE MAYOR AND CITY MANAGER IN COMMUNICATION WITH OFFICIALS, DIRECTORS, SUPERVISORS, OTHER CITY STAFF AND THE GENERAL PUBLIC:
- 3:1 Remains diplomatic and is effective in dealing with customers in a variety of situations.
- 3:2 Maintains confidentiality of preliminary or sensitive information.
4. Performs all other duties as requested.

QUALIFICATIONS (minimum and preferred):**EDUCATION**

High School Diploma or GED equivalency and administrative assistant certification or Associate's degree in business or related field required.

Bachelor's degree in business management or related field preferred.

EXPERIENCE

Five years of executive secretarial or administrative assistant experience required.

Five years government administrative assistant experience and supervisory experience preferred.

An equivalent combination of education/training and experience may be substituted for required education/training and experience requirements.

ADMINISTRATIVE SKILLS**COMPUTER SKILLS**

Input data into computer programs (50 wpm)

Use computer software packages to prepare graphics/charts

Use computerized spreadsheets to conduct analysis

Use desktop publishing software and advanced computer hardware/software

COMMUNICATION SKILLS

Answer telephones and compose letters

GENERAL OFFICE SKILLS

Maintain logs

Executive Office Coordinator
 Coordinate events & meetings,
~~Take shorthand/speedwriting~~
 Schedule appointments
 Interview others
~~Transcribe dictated documents.~~

Job Description

Proofread documents
 Balance figures
 Establish and maintain filing systems
~~Proofread Documents and e~~Compile statistics
 Develop office procedures
 Research information

COMPUTER EQUIPMENT
 Personal computer ~~and AS400~~

GENERAL OFFICE EQUIPMENT
 Calculator
 Fax
~~Photocopier~~ Copier/printer
 Scanner
 Typewriter (50-wpm)
 Dictaphone

WORKING CONDITIONS

Contact with persons under a wide variety of circumstances.
 Subject to varying and unpredictable situations.
 Handles emergency ~~of or~~ crisis situations.
 Subject to many interruptions.
 Occasionally subjected to irregular hours.
~~Occasional~~ Frequent pressure due to multiple calls, and inquiries, and complaints

WORKING ENVIRONMENT

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand			✓	
Walk			✓	
Bend			✓	
Squat		✓		
Crawl	✓			
Climb height 3 ft.		✓		
Reach above shoulder level		✓		
Crouch		✓		
Balance		✓		
Kneel		✓		
Verbal Communications				✓
Written Communications				✓
Hearing ordinary conversation				✓
Near & Far Acuity-			✓	

ability to see clearly at 20 inches or less and 20 feet or more				
Peripheral Vision, Distinguish colors, and Depth Perception			✓	

REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	
Left			✓	
In operating foot controls Right		✓		
Left		✓		

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 24 lbs.		✓		

JOB LOCATION:

Majority of the work performed at City Hall.

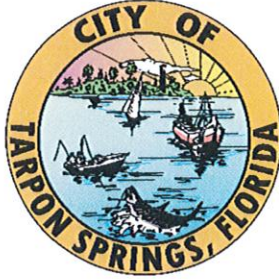
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name



CITY OF TARPON SPRINGS, FL INFORMATION TECHNOLOGY

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 943-1157

MEMORANDUM

To: Mark LeCouris, City Manager
From: Suzanne Linton, IT Director
Date: August 20, 2024
Subject: Information Technology Department, Recommendation for FY25 Budget, Organizational Changes

Recommendation

The following organizational changes are recommended for the Information Technology (IT) department:

1. Re-classify the IT Enterprise Administrator position (wage grade 22) to IT Assistant Director (wage grade 25).
2. Combine and reclassify the part time Library Assistant position and the part time IT Specialist position to IT System Administrator wage grade 22.
3. Modification of IT Specialist Position to include the additional responsibilities of "Supports Cameras and Door Controllers at Public Safety Facilities and Fire Stations"

Background

The IT Department proposes a reorganization to better align with the evolving needs and growth of our organization. Over the past decade, the IT Department has experienced significant expansion and the incorporation of additional departments such as GIS and Theater. While this growth has been beneficial in enhancing our capabilities, it has also emphasized the necessity for additional management staff to effectively oversee our operations. The following changes to the IT Department's organizational structure are recommended:

Upgrade IT Enterprise Administrator Position to IT Assistant Director:

Given the need for succession planning and the increased complexity of our department's responsibilities, it is prudent to elevate the role of IT Enterprise Administrator to IT Assistant Director. This position will serve as a pivotal management role, providing strategic direction, overseeing departmental operations, and assisting in resource allocation. The elevation of this

position is consistent with the structure of other departments with assistant director positions, thereby maintaining organizational parity. The wage grade is proposed to be increased from 22 to 25 to reflect the increased responsibility with a recommended 5% pay increase for the incumbent employee.

Upgrade Vacant Library Assistant II Position to IT System Administrator Position:

The IT Department proposes upgrading the vacant Library Assistant II position to IT System Administrator and moving the position under IT. This upgrade will be facilitated by combining two existing part-time positions: one part-time Library Assistant II position and one part-time IT specialist position. This individual will be tasked with managing and maintaining our IT systems, troubleshooting technical issues, and implementing new technologies to optimize departmental efficiency. By consolidating these roles, we can streamline operations and enhance the effectiveness of our technical support services. The wage grade is proposed to be 22.

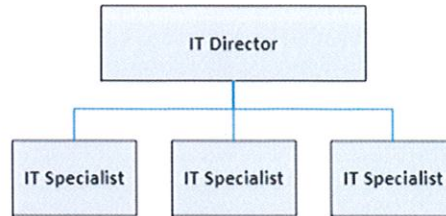
	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase
IT	IT Enterprise Admin.	22	\$ 97,799	IT Asst. Director	25	\$ 102,689	5.0%
	PT Library Assistant position, PT IT Specialist position	7		IT System Administrator	22	\$ 71,982	N/A
	IT Specialist	20	\$ 65,438	Same	20	\$ 68,710	5.0%
	IT Specialist	20	\$ 61,691	same	20	\$ 64,776	5.0%

Attachments:

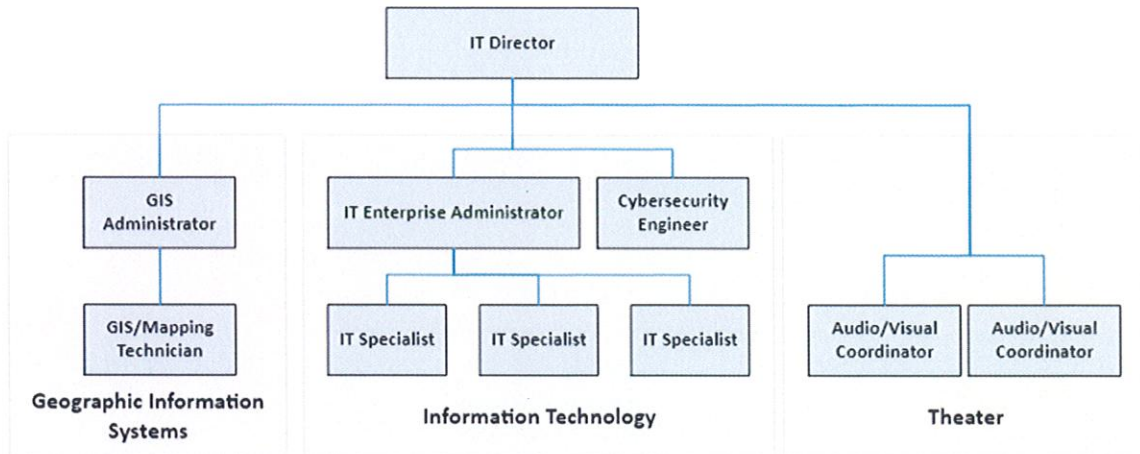
- Org chart showing current and proposed
- Job descriptions

Information Technology Department Organizational Structure

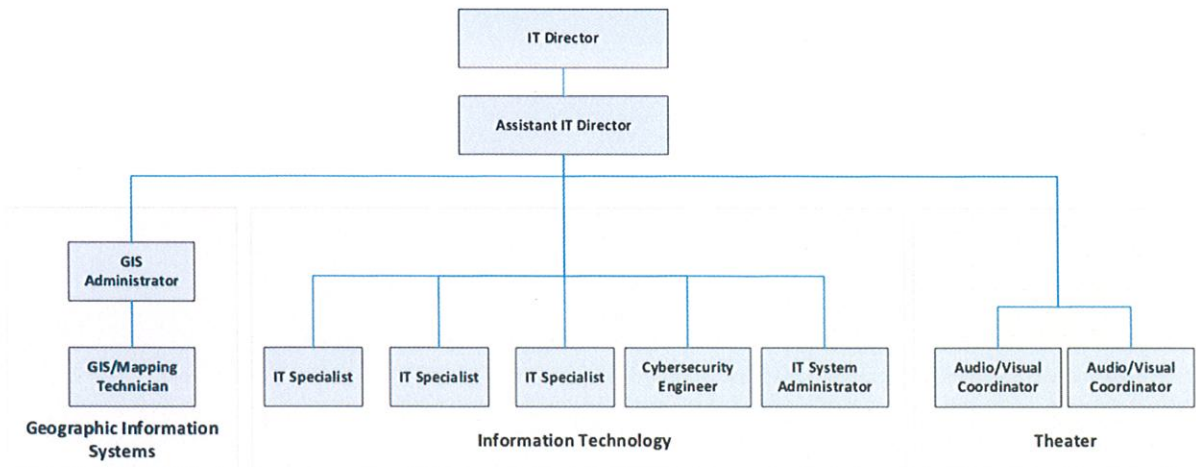
2016



Current



Proposed



CITY OF TARPON SPRINGS JOB DESCRIPTION

JOB TITLE: INFORMATION TECHNOLOGY ASSISTANT DIRECTOR
DEPARTMENT: INFORMATION TECHNOLOGY
REPORTS TO: DIRECTOR OF INFORMATION TECHNOLOGY
DEPT. HEAD: DIRECTOR OF INFORMATION TECHNOLOGY
FLSA STATUS: EXEMPT
CIVIL SERVICE: YES
JOB LOCATION: A MAJORITY OF WORK DUTIES ARE PERFORMED WITHIN THE CITY LIMITS
LAST REVISION: MAY 2024

GENERAL STATEMENT OF JOB

Under limited supervision, assists the department director in managing and supervising IT activities and functions, ensuring compliance with established policies and procedures. Is responsible for system design and implementation, production support, infrastructure, system security standards, performance management, hardware and software acquisitions, disaster recovery, schedules, plans and reviews software enhancements.

MINIMUM QUALIFICATIONS REQUIREMENTS

- Eight (8) years of technical and professional experience in information technology in the assigned subject matter tasks and two (2) years of professional team leadership or supervision in the assigned subject matter tasks; or
- Associate's degree in information technology, computer science, computer technology, or related field and six (6) years experience as described above; or
- Bachelor's degree and four (4) years experience as described above; or
- An equivalent combination of related education, training, and/or experience.

PREFERRED MINIMUM QUALIFICATIONS REQUIREMENTS

- Candidate to demonstrate competence and/or possess certifications in one or more specific IT functions.

APPOINTING AUTHORITY MAY ALSO REQUIRE

- A valid Florida Driver's License.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

KNOWLEDGE, SKILLS AND ABILITIES

Work requires advanced proficiency in:

- Advanced understanding of IT principles, frameworks, and best practices relevant to local government.
- Comprehensive knowledge of network infrastructure, security protocols, and data management, ensuring compliance with government regulations.
- Proficiency in project management methodologies and tools for effective planning and execution of IT projects.
- Strong leadership and management skills to motivate and guide teams.
- Excellent communication skills to convey technical information effectively to diverse stakeholders, including elected officials and department heads.
- Analytical and problem-solving abilities to address complex IT issues.
- Strategic thinking to develop long-term IT goals aligned with organizational priorities and regulatory requirements.
- Collaboration and interpersonal skills to establish positive relationships with internal departments, external vendors, and regulatory agencies.
- Adaptability to changing priorities and technologies in a dynamic environment.
- Decision-making skills to balance technical considerations, budgetary constraints, and regulatory requirements in IT decision-making processes.
- Familiarity with industry-standard security frameworks (e.g., NIST Cybersecurity Framework)
- Knowledge of IT governance principles
- Understanding of disaster recovery and business continuity planning
- Experience in conducting IT audits and assessments to ensure compliance with government regulations and industry standards.
- Proficiency in risk management methodologies to identify, assess, and mitigate IT-related risks in alignment with regulatory requirements.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand			✓	
Walk			✓	
Bend			✓	
Squat			✓	
Crawl			✓	
Climb height 50 ft..		✓		
Reach above shoulder level			✓	
Crouch			✓	
Balance			✓	
Kneel			✓	
Verbal Communications			✓	
Written Communications			✓	
Hearing ordinary conversation			✓	
Clear vision in differentiating colors (i.e. wires, etc.)			✓	
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more			✓	

JOB REQUIRES ABILITY TO LIFT AND CARRY:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	
Left			✓	

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 75 lbs.		✓		

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: INFORMATION TECHNOLOGY SPECIALIST
DEPARTMENT: INFORMATION TECHNOLOGY
DIVISION: INFORMATION TECHNOLOGY
REPORTS TO: INFORMATION TECHNOLOGY DIRECTOR
DEPT. HEAD: INFORMATION TECHNOLOGY DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: AUGUST 2024

GENERAL STATEMENT OF JOB

This is professional work tactical in nature and includes advanced analytical and technical assignments. The incumbent is required to identify and resolve major work problems of a nature that lower level employees are unable to solve or overcome. Work requires creative and original thinking and is performed under the general direction with significant latitude for individual and team initiative, judgment and discretion to determine hardware, software, maintain functioning operations, as well as to achieve business objectives. Work requires advanced proficiency in two or more of the following areas: Database Administration, Network Management, Server Management, Application Design, Application Development, Enterprise Architecture, Quality Assurance, Incident Management, Security Management, Service Management, Production Application Services, Storage Area Network, Middleware Management, Project/Portfolio Management, and/or Document Management.

ESSENTIAL FUNCTIONS

1. Overall Division Operations
 - 1.1. Demonstrates intermediate-level proficiency in two of the departmental section disciplines: Database Administration, Network Management, Desktop Management, Server Management, Application Design, Application Development, Enterprise Architecture, Security Management, Quality Assurance, Incident Management, Financial Management, Project Management, Document Management, Service Management, Asset Management, Production Application Services, Storage Area Network, Middleware Management.
 - 1.2. Demonstrates intermediate-level job knowledge, quality, dependability, judgment, communications and initiative, with demonstrated intermediate-level proficiency in meeting design specifications of computer systems, programs and operating systems, with the following core competencies: Analysis, Design, Business Process Improvement, Data Modeling, Development, Planning, Implementation, Test Script Development, Monitoring/Controls, Troubleshooting/Problem Solving, Documentation, and Service Motivation.
 - 1.3. Demonstrates technical support that fosters commitment, team spirit, pride and trust. Facilitates and fosters open communication and cooperation within the organization and with customer groups in a team environment.
 - 1.4. Supports organizational change that fosters a quality of service essential to high performance. Supports a shared vision and is able to work with others to translate vision into actions and meaningful contributions that drive performance to higher levels of effectiveness and productivity.
 - 1.5. Shows initiative; effectively manages and performs personal daily activities and multiple minor projects under the discipline of defined departmental business processes.
 - 1.6. Executes project plans/schedules, tasks, work assignments and critical milestones, with a demonstrated ability to focus on priority tasks.
 - 1.7. Identifies and analyzes minor problems; distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to problems.

- 1.8. Takes ownership of assignments and minor cross-sectional problems and works with a team to resolve, with an appropriate sense of urgency.
- 1.9. Communicates effectively, both verbally and in writing, to peers, management and customers at various levels of the organization. Prepares and delivers occasional section-level presentations to various audiences using clear, concise and effective communication.
- 1.10. Supports Cameras and Door Controllers at Public Safety Facilities and Fire Stations.
- 1.11. Performs other related work as assigned or required.

ADMINISTRATIVE SKILLS

2. Overall Administrative Functions

- 2.1. Knowledge of standard office practices, procedures, policies, personal computers, operating systems and related software applications. Recommends changes to improve operational efficiencies.
- 2.2. Skill in managing personal daily activities and minor projects for self.
- 2.3. Skill in use and application of reference materials to research and solve minor problems.
- 2.4. Skill in the application of theory in resolving minor problems.
- 2.5. Skill in applying new technologies, soft skills and procedures.
- 2.6. Ability to mentor teammates; work within teams to achieve success with others.
- 2.7. Ability to prepare and deliver effective section-level presentations at various levels.
- 2.8. Ability to use diplomacy in dealing with difficult customers and delivery of services.
- 2.9. Ability to communicate effectively, both verbally and in writing, with peers and others.
- 2.10. Ability to communicate with tact, patience and courtesy at all levels of the organization.
- 2.11. Ability to assist lower level personnel with training of new technologies.
- 2.12. Ability to establish and maintain effective work relationships, both inside and outside of the work section.
- 2.13. Ability to self-develop relevant job-related skill(s) for current role.
- 2.14. Ability to understand and follow specific instructions, priorities, policies and procedures.
- 2.15. Ability to identify, to take ownership of, and to troubleshoot and solve minor problems.

QUALIFICATIONS:

EDUCATION

- Associate's degree in information technology, computer science, computer technology, or related field and four (4) years experience as described above; or
- Bachelor's degree and two (2) years experience as described above; or
- An equivalent combination of related education, training, and/or experience.

EXPERIENCE

- Six (6) years of technical and professional experience in information technology in the assigned subject matter tasks and one (1) year of team leadership or supervision in the assigned subject matter tasks; or
- An equivalent combination of related education, training, and/or experience.

LICENSURE

- A valid Florida Driver's License.
- Candidate to demonstrate competence and/or possess certifications in one or more specific IT functions.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

WORKING CONDITIONS/ENVIRONMENT

- Contact with persons under a wide variety of circumstances.
- Subject to irregular hours.

- Subject to varying and unpredictable situations.
- Subject to many interruptions.
- Travel required.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

Requires full range of body motion including:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			√	
Stand			√	
Walk			√	
Bend		√		
Squat		√		
Crawl		√		
Climb height 3 ft.		√		
Reach above shoulder level			√	
Crouch		√		
Balance		√		
Kneel		√		
Verbal Communications				√
Written Communications				√
Hearing ordinary conversation				√
Near & Far Acuity- ability to see clearly at 20 inches or less and 20 feet or more				√
Peripheral Vision, Distinguish colors, and Depth Perception			√	

Job Requires Coordination for Repetitive Action:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In operating foot controls		√		
Right		√		
Left		√		
In simple grasping:			√	
Right			√	
Left			√	
In firm grasping:		√		
Right		√		
Left		√		
In fine manipulating:			√	
Right			√	
Left			√	

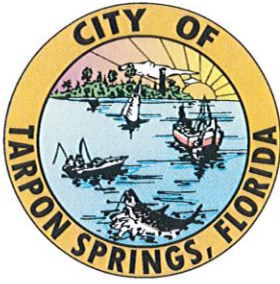
Job Requires Ability to Lift/Carry and/or Push/Pull:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 34 lbs.		√		

JOB LOCATION: Office within City Hall or Public Safety.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



CITY OF TARPON SPRINGS, FL PLANNING & ZONING DEPARTMENT

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-3590
Fax (727) 937-8199

MEMORANDUM

To: Mark LeCouris, City Manager
From: Renea Vincent, Planning & Zoning Director
Date: August 20, 2024
Subject: Planning and Zoning, Recommendation for FY25 Budget, Organizational Change

Recommendation

The following organizational change is recommended for the Planning & Zoning department:

1. Re-classify the P&Z Coordinator position (wage grade 11) to an Executive Assistant – P&Z (wage grade 14).

Background

The Planning Coordinator position (Wage Grade 11) has not been evaluated since 2015. Since 2015 this position has evolved and includes additional duties utilizing electronic plan review and agenda management software applications to support 3 appointed boards and the City's Technical Review committee. This includes tracking applications, creating agendas, assisting applicants (and other Department staff members) in navigating the electronic submission and review processes. In doing so, the Planning Department has achieved a long-standing goal of "paperless" applications and now maintains all files electronically. In turn this greatly reduces the time needed to respond to future public records requests, zoning confirmations, etc.

In addition, the position must attend all meetings and perform duties of Board Secretary for the Planning & Zoning Board, Board of Adjustments, Heritage Preservation Board. The position assists the Director with development and management of the budget, processes invoices and payments and assists with general administration of the Planning Department. The Position also serves as the first point of contact for the public and is expected to provide accurate information about zoning, land use, codes, etc. In doing so, this frees up the Planning staff to focus on other planning duties.

The evaluation of this position indicates that the duties of this position are most closely aligned with those of an Executive Assistant (Wage Grade 14).

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% increase
P&Z	P&Z Coordinator	11	\$ 51,015	Executive Asst.- P&Z	14	\$ 53,566	5.0%

Attachments:

- Job Description (strikethrough)

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: EXECUTIVE ASSISTANT, PLANNING & ZONING ~~COORDINATOR~~
DEPARTMENT: PLANNING AND ZONING
REPORTS TO: PLANNING AND ZONING SUPERVISOR
DEPT. HEAD: PLANNING AND ZONING DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES

GENERAL STATEMENT OF JOB

~~Under general supervision, performs various office administrative duties such as providing customer service, communications, word processing, maintaining databases, records maintenance, answering telephones, data entry, filing, bookkeeping, payroll administration, handling mail, meeting coordination and record keeping, and report preparation. Provides administrative support to Planning & Zoning and Economic Development operations and activities. Position requires limited after-hours work, such as evening meeting attendance as assigned. Position requires superior organizational skills and attention to detail.~~

Under general supervision, performs office administrative duties and support of professional planning staff by providing customer service, managing project applications, compiling and maintaining records, serving as secretary to boards, producing minutes, managing the budget, performing departmental administration duties, processing administrative applications, masteringutilizing planning and permitting software applications, producing written correspondence, providing basic planning information and procedures, and, managing multiple daily tasks in a dynamic office environment. Position requires after-hours work to attend evening meetings and other events as assigned. Position requires superior organizational skills, customer service skills, and attention to detail.

ESSENTIAL FUNCTIONS

1. PUBLIC RELATIONS RESPONSIBILITIES:

- ~~1.1. Interviews callers and visitors, securing details of specialized information, assisting in research and providing information regarding the services of Planning & Zoning and Economic Development.~~
- ~~1.2. Communicates clearly and concisely, orally and in writing, providing accurate data/information in a timely manner. This includes residents, developers, customers, city departments, county, and state agencies.~~
- ~~1.3. Handles routine complaints and requests for information with tact, and ensures appropriate follow-up concerning resolution.~~
- ~~1.4. Provides generalized information regarding City policies and procedures to the public, including City Code of Ordinances, P&Z policies, and procedures.~~
- ~~1.5. Serves as "first contact" with the public seeking assistance with planning and zoning and development-related inquiries.~~

~~2. PERFORMS SECRETARIAL DUTIES WITH A LEVEL OF INITIATIVE AND ORGANIZATION:~~

- ~~2.1. Processes reports, records and related documents, including but not limited to correspondence, work requests, work orders, requisitions, purchase orders, budget preparation and adherence, data entry, maintain time sheets, payroll processing, and preparation of activity sheets.~~
- ~~2.2. Processes incoming and outgoing mail; types various documents, processes personnel related requests and documents.~~
- ~~2.3. Maintains filing system which includes preparing files; filing all records and archiving old records.~~
- ~~2.4. Assists the Planning & Zoning Director and Economic Development Manager with general administrative duties.~~
- ~~2.5. Performs secretarial duties relating to four City Boards – BOC, P&Z, HPB and BOA. Attends meeting as necessary and prepares minutes for the various monthly planning and zoning boards.~~
- ~~2.6. Performs secretarial duties relating to the Technical Review Committee, including communicating with applicants, preparing agendas, taking minutes, performing followup with committee members, preparing approval letters, and more.~~
- ~~2.7. Maintains timelines for legal public notification requirements and ensures legal notification requirements are met.~~
- ~~2.8. Maintains filing system for P&Z and ED records.~~
- ~~2.9. Maintains databases including property inventories.~~
- ~~2.10. Assists with CRA activities, including maintaining grant incentive program reports and applications.~~
- ~~2.11. Accepts payments for processing for various development and board hearing applications.~~
- ~~2.12. Assists with preparation of reports, records, brochures, and special event activities.~~
- 1. Serves as "first contact" with the public seeking assistance and information (including development-related inquiries), secures details of inquiries and provides independent responses (as authorized) verbally and/or in writing, screens/greets and escorts visitors to planning offices. This includes residents, developers, City departments, extra-jurisdictional agencies, and non-governmental organizations.
- 2. Handles requests for public records and for zoning verification letters, including research of digital, microfiche and hard copy files, and, preparation of written responses.
- 3. Acts as Board Secretary to Planning and Zoning Board, Board of Adjustment, Heritage Preservation Board and other boards as assigned. Assists board chairs with meeting procedure, takes attendance, records motions and votes, records public comment, and compiles and produces meeting minutes. Prepares and executes timely public noticing of applications in coordination with the planner assigned.
- 4. Handles citizen and applicant complaints with tact and diplomacy including initial collection of information and immediate action towards resolution, as directed by the Supervisor or Director.
- 5. Exercises a basic working knowledge of regulatory codes and land use concepts to independently respond to basic inquiries regarding land use parameters and application

procedures.

6. Processes and assigns building permit applications and complex land use/development inquiries to appropriate staff.
 7. Handles assigned administrative permits independently including intake, processing, review and issuance of permit approval documents.
 8. Exercises and maintains a high level of proficiency in agenda management software, electronic plans review software, and other planning-related programs including troubleshooting, vendor interaction and provision of technical assistance to other City departments.
 9. Maintains and archives all records including implementation of "paperless office" environment, and, transition of historical and microfiche records to digital format.
 10. Works with the Director to prepare the annual budget, monitors and manages budget throughout the year. Manages contract procurement process, invoicing and payments. Manages tracking and invoicing of grant funds.
 11. Assists as needed with special planning projects, public engagement, and special events.
 12. Serves as liaison for the Economic Development Manager in processing and awarding grant funds for the Community Redevelopment Area, including preparation of grant award letters.
 13. Carries out daily secretarial duties including but not limited to, digital filing, mail processing, billing and collecting (including applying appropriate development review fees), purchasing, work orders, payroll processing and maintenance/replenishment of office supplies and equipment.
 14. Exercises daily time management skills in a dynamic and active office setting to provide timely completion of tasks while responding to daily priorities of the Director and Supervisor. Exercises an appropriate degree of judgment and initiative on a daily basis to support the time and project management goals of the Director, Supervisor and professional planning staff.
- ~~3.~~ 15. PERFORMS ALL OTHER DUTIES AS REQUESTED Perform all other duties as assigned.

QUALIFICATIONS (minimum and preferred):

EDUCATION

High School Diploma or GED Equivalency.

Associate degree in public administration, public safety, secretarial science office administration, office management, office technology, or related degree preferred. Secretarial certification or associate's degree in secretarial science preferred.

EXPERIENCE

At least three years of ~~secretarial/clerical or other~~ administrative office experience. Customer service experience ~~is~~ preferred.

Executive level administrative assistance experience preferred.

Experience with coordination of multiple administrative functions to achieve goals and objectives is preferred.

Experience with planning-related functions a plus.

An equivalent combination of education/training and experience may be substituted for required education/training and experience.

LICENSURE

Valid Florida Drivers' License (operator E) preferred.

Florida Notary Public (notary commission certificate) a plus.

ADMINISTRATIVE SKILLS

Computer Skills: Proficiency in word processing, spreadsheets, publisher and powerpoint formats; input data into computer programs understanding of basic project management, community engagement and on-line portal software platforms (electronic plan review/processing and agenda management systems).

Communication Skills: answer telephones, coordinate meetings, schedule appointments and compose letters.

General Office Skills: maintain logs, proofread documents, balance figures, establish and maintain filing systems, research information and compile statistics.

Computer Equipment: Personal computer and associated applications, including database, spreadsheet, word

processing, internet, ~~and~~ e-mail and specialized software programs.

General Office Equipment: calculator, ~~fax,~~ photocopier, scanner, microfiche viewer

WORKING CONDITIONS

Subject to many interruptions.

Contact with persons under a wide variety of circumstances.

Subject to after-hours assignment.

Occasional pressure due to multiple calls and inquiries.

WORKING ENVIRONMENT

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS:

The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			<u>✓</u>	
Stand			<u>✓</u>	
Walk			<u>✓</u>	
Bend		<u>✓</u>		
Squat		<u>✓</u>		
Crawl	<u>✓</u>			
Climb height <u>20 ft.</u>	<u>✓</u>			
Reach above shoulder level		<u>✓</u>		
Crouch		<u>✓</u>		
Balance	<u>✓</u>			
Kneel		<u>✓</u>		
Verbal Communications			<u>✓</u>	
Written Communications			<u>✓</u>	
Hearing ordinary conversation				<u>✓</u>

Near & Far Acuity- ability to see clearly at 20 inches or less and 20 feet or more			<u>✓</u>	
Peripheral Vision, Distinguish colors, and Depth Perception		<u>✓</u>		

REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	
Left			✓	
In operating foot controls Right	✓			
Left	✓			

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 24 lbs.				

	<u>Never</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continuously</u>
<u>Up to 24 lbs</u>		✓		

JOB LOCATION:

Majority of the work performed at City Hall and limited off-site work as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

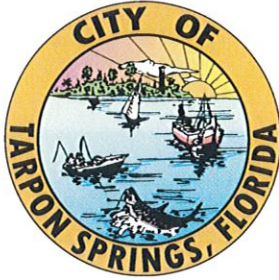
The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Planning Coordinator, Wage Grade ~~11-14~~
Revision Date: August ~~2023~~2024

Employee's Signature

Date

Print Name



CITY OF TARPON SPRINGS, FL

FINANCE DEPARTMENT

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-5612
Fax (727) 942-5637

MEMORANDUM

To: Mark LeCouris, City Manager
From: Ron Haring, Finance Director, CPFO, CGFO
Date: August 20, 2024
Subject: Finance Department – Recommendation for FY25 Budget, Organizational Changes

Recommendation

The following organizational changes are recommended for the Finance division of the Finance department:

1. Accounting Specialist increase 5% for assuming additional higher-level functions
2. Re-classify the (1) Accounting Technician position (wage grade 14) to Accounting Technician II (wage grade 15). Increase of 5% for grade change and functions performed.
3. Accounting Coordinator increase 5% for assuming additional higher-level functions.
4. Accounting Technician increase 5% for assuming additional higher-level functions.

Background

During the past 18 months the City has been without an Assistant Finance Director and Accounting Manager. During this absence other Finance employees stepped up and offered to perform these additional duties. This period of time also provided the opportunity to look at the duties performed by the Accounting Manager, reallocate them to other positions and assign higher level functions to the Accounting Manager position. This is of particular importance for succession planning within the Finance Department.

One critical function of performing the City's primary bank reconciliation, which safeguards the Cities financial assets and is critical it be kept up to date, was taken on by the Accounting Specialist position. This position also undertook the monthly recording of all the Cities electronic receipt processing. Both duties were previously performed by the Accounting Manager.

The Accounting Specialist is critical in that it backs up both the Payroll Coordinator position and the Accounting Coordinator position, both higher level positions. These additional duties performed by the Accounting Specialist required approximately an additional 10 days of her work time per month. The employee in this position was able to manage the workload but at times it is too much for one person to maintain.

I would propose to maintain the bank reconciliation and electronic funds posting with the Accounting Specialist position but also shift the payroll back-up duties to the reclassified position of Accounting Technician II. This provides another position for the important function of backing up payroll.

The Accounting Coordinator position performed the duties of Abandon Property Reporting and 1099 reporting, both duties previously performed by the Accounting Manager. Both these functions are maintained during the Fiscal Year but mainly during the required reporting with the State and the IRS respectively at calendar year end.

The Accounting Technician took on the duties of performing the calculations for utility adjustments, a function previously performed by the Accounting/Budget Analyst. This freed up time for the Accounting/Budget Analyst to perform additional duties during the past 18 months. This function is performed weekly requiring approximately 4-6 hours of her time per week.

The reallocation of the duties mentioned above from the Accounting Manager position affords this position and the Assistant Finance Director position the opportunity to learn more higher-level monthly and year end duties within the Finance Department. This is of particular importance for succession planning within the Finance Department.

Summary of functions reassigned within the Finance Department:

<u>Function</u>	<u>Previous Performed</u>	<u>Currently Performing</u>
Bank Reconciliations	Accounting Manager	Accounting Specialist
Electronic Deposits	Accounting Manager	Accounting Specialist
Abandon Property	Accounting Manager	Accounting Coordinator
1099 Reporting	Accounting Manager	Accounting Coordinator
Payroll Backup	Accounting Specialist	Accounting Technician II
Utility Adjustments	Accounting/Budget Analyst	Accounting Technician

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase
Finance	Accounting Coordinator	17	\$ 66,245	same	17	\$ 69,557	5.0%
	Accounting Specialist	16	\$ 58,685	same	16	\$ 61,619	5.0%
	Accounting Technician (1)	14	\$ 51,157	Accounting Technician II	15	\$ 53,715	5.0%
	Accounting Technician (1)	14	\$ 48,359	same	14	\$ 50,777	5.0%

Attachments:

Job Descriptions:

Accounting Specialist
Accounting Coordinator
Accounting Technician II
Accounting Technician

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: ACCOUNTING SPECIALIST
DEPARTMENT: FINANCE
REPORTS TO: ACCOUNTING MANAGER
DEPARTMENT HEAD: FINANCE DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: 01/2016
JOB LOCATION: CITY HALL

GENERAL STATEMENT OF JOB

The incumbent functions as a professional specialist and requires advanced knowledge in the field of work. This position is responsible for highly complex assignments; the scope of work is significant and has considerable impact within the department and the City. Under minimal supervision, the employee works independently reviewing, monitoring and processing all accounting functions including accounts payable, accounts receivable, bank reconciliations, electronic funds transfer processing and assists with building permits, planning and zoning, business tax, fleet, payroll, cash receipt and any other accounting related transactions. The employee is also the back-up for the accounting coordinator and payroll coordinator positions.

ESSENTIAL FUNCTIONS

1. Accounts Payable
 - 1:1 Reviews object codes on all purchase orders.
 - 1:2 Processes additional accounting reports through purchasing inventory system as needed by the accounts payable staff.
 - 1:3 Checks journal entries and updates cash receipts (CR), utility billing (UT), business tax (OL), building permits (BP), purchasing inventory (PI), accounts payable (AP), adjusting journals (AJ), encumbrances (EN), fleet, fixed assets and budget adjustment (BA) edits daily
 - 1:4 Pulls backup and prints weekly accounts payable checks, processes any emergency checks.
 - 1:5 Assist with Positive Pay, electronic funds transfer and ePayable processes.
 - 1:6 Assist administrator of assigned employee purchasing cards and reconciles and processes statements.
 - 1:7 Assist with special event security deposit, one-time payment and revenue refunds.
 - 1:8 Assist with year-end encumbrance and contract encumbrance clean-up and analysis.
 - 1:9 Assist with reconciling and maintaining construction contracts and retainage.
 - 1:10 Function as lead employee for accounts payable processing in the absence of the accounting coordinator.
2. Miscellaneous Receivable
 - 2:1 Assist with daily accounting reports and maintains accounts and codes.
 - 2:2 Assist with accounts and prepares monthly billing of all City invoices which include, Yard Waste, retiree/COBRA (Consolidated Omnibus Budget Reconciliation Act) insurance, mausoleum loans, Marina slip rental, mandatory sewer impact loans and sewer connection loans, Performing Arts, etc.
 - 2:3 Assist with Processing refunds to customers.
 - 2:4 Assist with recording non-sufficient funds checks for Yard Waste, building permits, business tax and library fees.

Accounting Specialist

Job Description

- 2:5 Assist with request for miscellaneous invoices including grant reimbursement for traffic signal maintenance, leases, contracts, auditorium rental, Police off duty and Cultural Center billing.
- 2:6 Function as lead employee for miscellaneous receivables processing in the absence of the accounting coordinator.
- 3. Building Permits & Planning & Zoning
 - 3:1 Assist with preparing daily accounting reports and processes refunds for permits issued in error.
 - 3:2 Assist with corrections to building permits.
 - 3:3 Assist with Reconciling and processing electronic payment for quarterly Florida Building Code surcharge.
 - 3:4 Function as lead employee for building permits & planning & zoning processing in the absence of the accounting coordinator.
- 4. Business Tax
 - 4:1 Assist with preparing daily accounting reports; makes adjustments and corrections to business tax accounts, and processing refunds, as needed.
 - 4:2 Assist with monthly business tax activity and renewal reports for Collection Center and Building Department.
 - 4:3 Function as lead employee for business tax in the absence of the accounting coordinator.
- 5. Cash Receipts
 - 5:1 Reviews daily cash reports and all backup from Collection Center; completes all corrections.
 - 5:2 Prepares/updates monthly spreadsheets – Cash report and credit card receipts.
 - 5:3 Downloads and uploads daily cash report, credit cards and ePayable files.
 - 5:4 Assist with Processing Utility interdepartmental billing for City Water and Sewer accounts.
- 6. Customer Service
 - 6:1 Interacts and communicates with various individuals and groups both internal and external in a courteous and professional manner.
- 7. Fleet
 - 7:1 Assist with reconciling and processing Fleet transactions.
 - 7:2 Assist with monthly fuel tax.
- 8. Payroll
 - 8:1 Assists with weekly, monthly and year-end payroll, and serve as back-up for the payroll coordinator in absence of Accounting Technician II.
- 9. Year-End
 - 9:1 Assists with year-end closing, audit and 1099 preparation.
- 10. Record electronic fund transfer transactions.
- 11. Record merchant fees.
- 12. Record payroll account entries.
- 13. Bank and investment reconciliations.
- 14. Assists all positions when others are away on vacation or sick leave. Performs all other duties as required.

**QUALIFICATIONS:
LICENSURE**

Must possess and maintain a valid Florida Driver's License

EDUCATION / EXPERIENCE

Required Education/Experience: High School or equivalent General Education Development (G.E.D.). Three to five years' accounting experience or associate degree in accounting.

Preferred Education/Experience: Associate degree in accounting. Three to five years' accounting experience and two years of accounting experience in public or municipal government.

An equivalent combination of education, training and experience may be substituted at the City's discretion for the above requirements.

ADMINISTRATIVE SKILLS**Computer Skills**

Input data into computer programs
Use computerized spreadsheets to conduct analysis

Communication Skills

Answer telephones
Compose letters

EQUIPMENT, MACHINES & TOOLS USED**Computer Equipment**

Personal Computer

General Office Skills

Balance figures
Research information
Establish filing systems
Maintain filing systems
Proofread documents
Compile statistics

Motor Vehicle Operations

WORKING ENVIRONMENT/CONDITIONS

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

Subject to many interruptions.
Occasional pressure due to multiple calls and inquiries.

PHYSICAL DEMANDS: The following list is not exhaustive, it merely provides some of the physical duties of the position.

Requires full range of body motion including:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit		✓	
Stand	✓		
Walk	✓		
Bend	✓		
Squat	✓		
Reach above shoulder level	✓		
Crouch	✓		
Balance	✓		

Accounting Specialist

Job Description

Kneel	✓		
Verbal Communications			✓
Written Communications	✓		
	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Hearing ordinary conversation			✓
Near & Far Acuity- ability to see clearly at 20 inches or less and 20 feet or more			✓
Peripheral Vision, Distinguish colors, and Depth Perception	✓		

Job Requires Coordination for Repetitive Action:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In operating foot controls Right			
Left			
In simple grasping: Right		✓	
Left		✓	
In firm grasping: Right		✓	
Left		✓	
In fine manipulating: Right			
Left			

Job Requires Ability to Lift, Carry and/or Push/Pull:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 10 lbs.		✓	
Up to 34 lbs.	✓		

Employee's Signature _____

Date _____

Print Name _____

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: ACCOUNTING TECHNICIAN II
DEPARTMENT: FINANCE
REPORTS TO: ACCOUNTING MANAGER
DEPARTMENT HEAD: FINANCE DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: 01/16
JOB LOCATION: City Hall

GENERAL STATEMENT OF JOB

This position requires certain technical abilities in performing the required functions of the position. This position is responsible for technical assignments; the scope of work is significant and has considerable impact within the department and the City. Under minimal supervision, the employee works independently reviewing, monitoring and processing accounting functions including accounts payable, sales tax processing, legal bill transactions, fuel card transactions, City utility bill transactions, document retention maintenance, off-site cash receipt transaction downloads, assist with payroll and be payroll back-up, input and maintain journal entries and budget transfers.

ESSENTIAL FUNCTIONS

1. Accounts Payable
 - 1:1 Reviews purchase orders, voucher requests, field purchase orders, invoices and payment authorizations for accuracy, insures timely and proper payments, resolves questions with appropriate individual departments on incorrect payments, processes for payment all invoices, vouchers, field purchase orders, contracts and utility bills.
 - 1:2 Processes all Field Purchase Order transactions
 - 1:3 Reviews and processes city employees' monthly purchasing card transactions.
 - 1:4 Processes requisitions for payment of contract services, receives and resolves vendor and City employee inquiries regarding accounts payable.
 - 1:5 Maintains spreadsheet for allocation and payment of city utilities.
 - 1:6 Prepares journal entries.
2. Sales Tax
 - 2:1 Calculates sales tax collected from city functions, creates vouchers for each sales tax account, completes sales tax electronic filing.
 - 2:2 Prepares alcohol surcharge forms for remittance and electronic transfers; prepares journal entries.
 - 2:3 Prepares cash receipt corrections.
 - 2:4 Maintain spreadsheet for sales tax.
3. City Utility
 - 3:1 Processes utility refunds and prints checks.
4. Payroll
 - 4:1 Assists with weekly, monthly and year-end payroll, and serve as back-up for the payroll coordinator.

5.

Additional Job Functions

- 5:1 Answer phones.
- 5:2 Handle distribution of mail.
- 5:3 Input journal entries.
- 5:4 Input budget transfer entries.
- 5:5 Maintain filing.
- 5:6 Maintain document retention.
- 5:7 Maintain and process legal bills and maintain spreadsheet.
- 5:8 Maintain and process fuel card transactions and maintain spreadsheet.
- 5:9 Download and process Golf Course and Recreation daily transactions.
- 5:10 Maintain office supplies.
- 5:11 Process and maintain all City utilities.
- 5:12 Create and maintain financial spreadsheets as requested.
- 5:13 Have working knowledge of computer programs.

6. Customer Service

- 6:1 Interacts and communicates with various individuals and groups both internal and external in a courteous and professional manner.

7. Performs all other duties as required.

QUALIFICATIONS:**LICENSURE**

- * Florida Driver's License

EDUCATIONMinimum Education Requirement: High School or Equivalent (G.E.D.)**EXPERIENCE**Minimum Experience Requirement: Two to three years experience in accounting field.**ADMINISTRATIVE SKILLS****Computer Skills**

- Input data into computer programs
- Use computerized spreadsheets to conduct analysis

Communication Skills

- Answer telephones
- Compose letters

General Office Skills

- Balance figures
- Research information
- Establish filing systems
- Maintain filing systems
- Proofread documents
- Compile statistics

EQUIPMENT, MACHINES & TOOLS USED**Computer Equipment**

- Personal Computer

Motor Vehicle Operations**WORKING ENVIRONMENT/CONDITIONS**

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

Subject to many interruptions.

Occasional pressure due to multiple calls and inquiries.

PHYSICAL DEMANDS: The following list is not exhaustive, it merely provides some of the physical duties of the position.

Requires full range of body motion including:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit		✓	
Stand	✓		
Walk	✓		
Bend	✓		
Squat	✓		
Crawl			
Climb height ____ ft.			
Reach above shoulder level	✓		
Crouch	✓		
Balance	✓		
Kneel	✓		
Verbal Communications			✓
Written Communications	✓		
	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Hearing ordinary conversation			✓
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more			✓
Peripheral Vision, Distinguish colors, and Depth Perception	✓		

Job Requires Coordination for Repetitive Action:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In operating foot controls			
Right			
Left			
In simple grasping:		✓	
Right			
Left		✓	
In firm grasping:		✓	
Right			
Left		✓	
In fine manipulating:			
Right			
Left			

Job Requires Ability to Lift, Carry and/or Push/Pull:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 10 lbs.		✓	
Up to 34 lbs.	✓		

Employee's Signature

Date

Print Name

word/jobdesp/acctech.doc (9/98)

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: ACCOUNTING COORDINATOR
DEPARTMENT: FINANCE
REPORTS TO: ACCOUNTING MANAGER
DEPARTMENT HEAD: FINANCE DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: 07/2024
JOB LOCATION: CITY HALL

GENERAL STATEMENT OF JOB

Employees in this position function as lead accounting professional and require advanced knowledge in the field of work. The employee is responsible for highly complex assignments and the scope of work is significant and has considerable impact within the department, working with other departments, and citizens and outside agencies. Under minimal supervision, the employee works independently reviewing, monitoring and processing all accounts payable, accounts receivable, building permits, planning and zoning, business tax, fleet, fixed assets, cash receipt, abandoned property, 1099 Reporting, performs business & professional regulation/florida permit reporting, and any other accounting related transactions. This position is also a back-up for payroll processing and assist with bank and investment reconciliations and budget transfers. This position has to have knowledge of the programs being utilized, be able to identify problems within the programs, make recommendations for changes, and work with programmers on any problems and/or changes.

ESSENTIAL FUNCTIONS

1. Accounts Payable
 - 1:1 Reviews object codes on all purchase orders.
 - 1:2 Processes additional accounting reports through purchasing inventory system as needed by the accounts payable staff.
 - 1:3 Checks journal entries and updates cash receipts (CR), utility billing (UT), business tax (OL), building permits (BP), purchasing inventory (PI), accounts payable (AP), adjusting journals (AJ), encumbrances (EN), fleet, fixed assets and budget adjustment (BA) edits daily
 - 1:4 Pulls backup and prints weekly accounts payable checks, processes any emergency checks.
 - 1:5 Performs all aspects of Positive Pay, electronic funds transfer and ePayable processes.
 - 1:6 Acts as administrator of assigned employee purchasing cards and reconciles and processes statements.
 - 1:7 Processes special event security deposit, one-time payment and revenue refunds.
 - 1:8 Performs year-end encumbrance and contract encumbrance clean-up and analysis.
 - 1:9 Reconciles and maintains construction contracts and retainage.
 - 1:10 Performs Abandoned Property reporting annually.
 - 1:11 Performs stop payments, and voids and reissues.
 - 1:12 Performs 1099 Reporting
 - 1:13 Knows functioning operations of program and works with programmers on problems and/ or changes.
2. Miscellaneous Receivable

Accounting Coordinator	Job Description
2:1	Daily accounting reports and maintenance of accounts and codes.
2:2	Sets up accounts and prepares monthly billing of all City invoices which include, Yard Waste, retiree/COBRA (Consolidated Omnibus Budget Reconciliation Act) insurance, mausoleum loans, Marina slip rental, mandatory sewer impact loans and sewer connection loans, Performing Arts, etc.
2:3	Processes refunds to customers.
2:4	Record non-sufficient funds checks for Yard Waste, building permits, business tax and library fees.
2:5	Prepares request for miscellaneous invoices including grant reimbursement for traffic signal maintenance, leases, contracts, auditorium rental, Police off duty and Cultural Center billing.
2:6	Knows functioning operations of program and works with programmers on problems and/ or changes.
3.	Building Permits & Planning & Zoning
3:1	Daily accounting reports and processes refunds for permits issued in error.
3:2	Corrections to building permits.
3:3	Reconciles and processes electronic payment for quarterly Florida Building Code surcharge.
3:4	<u>Performs Business & Professional Regulation/Florida Permit reporting</u>
3:5	Assist department with operating and accounting functions of program.
4.	Business Tax
4:1	Daily accounting reports; adjustments and corrections to business tax accounts, and processing refunds, as needed.
4:2	Monthly business tax activity and renewal reports for Collection Center and Building Department.
4:3	Assist department with operating and accounting functions of program.
5.	Cash Receipts
5:1	Reviews daily cash reports and all backup from Collection Center; completes all corrections.
5:2	Monthly spreadsheets – Cash report and credit card receipts.
5:3	Download & upload of daily cash report, credit cards and ePayable files.
5:4	Processes Utility interdepartmental billing for City Water and Sewer accounts.
5:5	Assist department with operating and accounting functions of program.
6.	Customer Service
6:1	Interacts and communicates with various individuals and groups both internal and external in a courteous and professional manner.
7.	Fleet
7:1	Reconciles and processes Fleet transactions.
7:2	Preparation of monthly fuel tax.
7:3	Assist department with operating and accounting functions of program.
8.	Payroll
8:1	Serves as backup for payroll and bank drafting.
9.	Year-End
9:1	Assist with year-end closing, audit and 1099 preparation.
10.	Assist with bank and investment reconciliations.
11.	Assist with budget transfers.
12.	Assists all positions when others are away on vacation or sick leave. Performs all other duties as required.

QUALIFICATIONS:**LICENSURE**

Florida Driver's License

EDUCATION / EXPERIENCE

Required Education/Experience: High School or equivalent General Education Development (G.E.D.). Three to five years accounting experience or associate degree in accounting.

Preferred Education/Experience: Associate degree in accounting. Three to five years accounting experience and two years of accounting experience in public or municipal government.

An equivalent combination of education, training and experience may be substituted at the City's discretion for the above requirements.

ADMINISTRATIVE SKILLS**Computer Skills**

Input data into computer programs
Use computerized spreadsheets to conduct analysis

Communication Skills

Answer telephones
Compose letters

General Office Skills

Balance figures
Research information
Establish filing systems
Maintain filing systems
Proofread documents
Compile statistics

EQUIPMENT, MACHINES & TOOLS USED**Computer Equipment**

Personal Computer

Motor Vehicle Operations**WORKING ENVIRONMENT/CONDITIONS**

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

Subject to many interruptions.
Occasional pressure due to multiple calls and inquiries.

PHYSICAL DEMANDS: The following list is not exhaustive, it merely provides some of the physical duties of the position.

Requires full range of body motion including:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit		✓	
Stand	✓		
Walk	✓		
Bend	✓		

Squat	✓		
Reach above shoulder level	✓		
Crouch	✓		
Balance	✓		
Kneel	✓		
Verbal Communications			✓
Written Communications	✓		
	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Hearing ordinary conversation			✓
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more			✓
Peripheral Vision, Distinguish colors, and Depth Perception	✓		

Job Requires Coordination for Repetitive Action:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In operating foot controls			
Right			
Left			
In simple grasping:		✓	
Right		✓	
Left		✓	
In firm grasping:		✓	
Right		✓	
Left		✓	
In fine manipulating:			
Right			
Left			

Job Requires Ability to Lift, Carry and/or Push/Pull:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 10 lbs.		✓	
Up to 34 lbs.	✓		

Employee's Signature _____

Date _____

Print Name _____

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: ACCOUNTING TECHNICIAN
DEPARTMENT: FINANCE
REPORTS TO: ACCOUNTING MANAGER
DEPARTMENT HEAD: FINANCE DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: 01/16
JOB LOCATION: City Hall

GENERAL STATEMENT OF JOB

This position requires certain technical abilities in performing the required functions of the position. This position is responsible for technical assignments; the scope of work is significant and has considerable impact within the department and the City. Under minimal supervision, the employee works independently reviewing, monitoring and processing accounting functions including accounts payable, sales tax processing, legal bill transactions, fuel card transactions, City utility bill transactions, process and review utility adjustments, document retention maintenance, off-site cash receipt transaction downloads, input and maintain journal entries and budget transfers .

ESSENTIAL FUNCTIONS

1. Accounts Payable
 - 1:1 Reviews purchase orders, voucher requests, field purchase orders, invoices and payment authorizations for accuracy, insures timely and proper payments, resolves questions with appropriate individual departments on incorrect payments, processes for payment all invoices, vouchers, field purchase orders, contracts and utility bills.
 - 1:2 Processes all Field Purchase Order transactions
 - 1:3 Reviews and processes city employees' monthly purchasing card transactions.
 - 1:4 Processes requisitions for payment of contract services, receives and resolves vendor and City employee inquiries regarding accounts payable.
 - 1:5 Maintains spreadsheet for allocation and payment of city utilities.
 - 1:6 Prepares journal entries.
2. Sales Tax
 - 2:1 Calculates sales tax collected from city functions, creates vouchers for each sales tax account, completes sales tax electronic filing.
 - 2:2 Prepares alcohol surcharge forms for remittance and electronic transfers; prepares journal entries.
 - 2:3 Prepares cash receipt corrections.
 - 2:4 Maintain spreadsheet for sales tax.
3. City Utility
 - 3:1 Processes utility refunds and prints checks.
 - 3:2 Processes and reviews utility adjustments.
4. Additional Job Functions
 - 4:1 Answer phones.
 - 4:2 Handle distribution of mail.

- 4:3 Input journal entries.
 - 4:4 Input budget transfer entries.
 - 4:5 Maintain filing.
 - 4:6 Maintain document retention.
 - 4:7 Maintain and process legal bills and maintain spreadsheet.
 - 4:8 Maintain and process fuel card transactions and maintain spreadsheet.
 - 4:9 Download and process Golf Course and Recreation daily transactions.
 - 4:10 Maintain office supplies.
 - 4:11 Process and maintain all City utilities.
 - 4:12 Create and maintain financial spreadsheets as requested.
 - 4:13 Have working knowledge of computer programs.
5. Customer Service
- 5:1 Interacts and communicates with various individuals and groups both internal and external in a courteous and professional manner.
6. Performs all other duties as required.

QUALIFICATIONS:**LICENSURE**

- * Florida Driver's License

EDUCATION

Minimum Education Requirement: High School or Equivalent (G.E.D.)

EXPERIENCE

Minimum Experience Requirement: Two to three years experience in accounting field.

ADMINISTRATIVE SKILLS**Computer Skills**

Input data into computer programs
Use computerized spreadsheets to conduct analysis

Communication Skills

Answer telephones
Compose letters

General Office Skills

Balance figures
Research information
Establish filing systems
Maintain filing systems
Proofread documents
Compile statistics

EQUIPMENT, MACHINES & TOOLS USED**Computer Equipment**

Personal Computer

Motor Vehicle Operations**WORKING ENVIRONMENT/CONDITIONS**

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

Subject to many interruptions.

PHYSICAL DEMANDS: The following list is not exhaustive, it merely provides some of the physical duties of the position.

Requires full range of body motion including:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit		✓	
Stand	✓		
Walk	✓		
Bend	✓		
Squat	✓		
Crawl			
Climb height ___ ft.			
Reach above shoulder level	✓		
Crouch	✓		
Balance	✓		
Kneel	✓		
Verbal Communications			✓
Written Communications	✓		
	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Hearing ordinary conversation			✓
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more			✓
Peripheral Vision, Distinguish colors, and Depth Perception	✓		

Job Requires Coordination for Repetitive Action:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In operating foot controls			
Right			
Left			
In simple grasping:		✓	
Right		✓	
Left		✓	
In firm grasping:		✓	
Right		✓	
Left		✓	
In fine manipulating:			
Right			
Left			

Job Requires Ability to Lift, Carry and/or Push/Pull:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 10 lbs.		✓	
Up to 34 lbs.	✓		

Accounting Technician

Job Description

Employee's Signature

Date

Print Name

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City of Tarpon Springs
Salary and Classification Plan Amendments and Pay Increase FY 2025
Cost of Regrades/Reclassifications

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase
Finance	Meter Technician	9	\$ 42,748	same	10	\$ 44,885	5.0%
	Meter Technician	9	\$ 39,891	same	10	\$ 41,886	5.0%
	Meter Technician	9	\$ 37,101	same	10	\$ 38,956	5.0%
Total Cost							\$ 5,987

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase
Building Development	Dev. Services Permit Tech I	10	\$ 38,761	same	12	\$ 41,668	7.5%
	Dev. Services Permit Tech I	10	\$ 42,382	same	12	\$ 45,561	7.5%
	Dev. Services Permit Tech II	11	\$ 47,410	Executive Asst. -Bldg. Dev	14	\$ 50,966	7.5%
Total Cost before Reductions							\$ 9,641
Reduction in Overtime and Professional Services (Contract Inspection)							\$ (10,000)
Total Cost after Reductions							\$ (359)

City of Tarpon Springs
Salary and Classification Plan Amendments and Pay Increase FY 2025
Cost of Regrades/Reclassifications

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase
Police	Police Records Center Tech	10	\$ 43,309	same	11	\$ 45,474	5.0%
	Police Records Center Tech	10	\$ 38,272	same	11	\$ 40,186	5.0%
	Law Enforcement Support Spec	11	\$ 46,756	same	12	\$ 49,094	5.0%
	Code Enforcement Clerk	10	\$ 36,798	same	11	\$ 38,638	5.0%
Total Cost							\$ 8,257

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase
Public Services	Recreation Superintendent	21	\$ 78,829	same	22	\$ 82,770	5.0%
	Golf Course Manager	20	\$ 92,204	same	21	\$ 96,814	5.0%
	Cemetery Supervisor	18	\$ 55,956	same	19	\$ 58,754	5.0%
	Assistant Golf Professional	7	NA	same	11		0.0%
Total Cost							\$ 11,349

City of Tarpon Springs
Salary and Classification Plan Amendments and Pay Increase FY 2025
Cost of Regrades/Reclassifications

	Current			Proposed				
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase	Increase (Decrease)
Public Works	Facilities Management Superintendent	19	\$ 64,314	same	21	\$ 69,138	7.5%	\$ 4,824
	Streets and Stormwater Supervisor	19	\$ 74,679	same	21	\$ 80,280	7.5%	\$ 5,601
	Sanitation Supervisor	17	\$ 71,111	Solid Waste Supervisor	18	\$ 74,667	5.0%	\$ 3,556
	Sanitation Tech I	8	\$ 42,284	Sanitation Tech II	9	\$ 44,398	5.0%	\$ 2,114
	Sanitation Tech I	8	\$ 45,365	Sanitation Tech II	9	\$ 47,633	5.0%	\$ 2,268
	Sanitation Tech II	9	\$ 41,537	Crewleader	13	\$ 45,691	10.0%	\$ 4,154
	Asst. Parks Maint. Supervisor	15	\$ 52,535	Position Elliminated		\$ -	0.0%	\$ (52,535)
	Parks Maint Coordinator			Reclassified Position	12	\$ 44,387	0.0%	\$ 44,387
	Parks Maint Supervisor	17	\$ 60,415	same	19	\$ 64,946	7.5%	\$ 4,531
	Parks Tech II	9	\$ 45,365	Parks Senior Tech	13	\$ 51,036	12.5%	\$ 5,671
	Parks Tech II	9	\$ 45,365	Parks Senior Tech	13	\$ 51,036	12.5%	\$ 5,671
	Fleet Assistant	12	\$ 42,153	Fleet Ops Coordinator	14	\$ 45,314	7.5%	\$ 3,161
	Parks Tech II	9	\$ 40,622	Fleet Technician	15	\$ 49,762	22.5%	\$ 9,140
Total Cost before Reductions								\$ 42,542
Projected Reduction in Overtime								\$ (5,000)
Total Cost after Reductions								\$ 37,542

City of Tarpon Springs
Salary and Classification Plan Amendments and Pay Increase FY 2025
Cost of Regrades/Reclassifications

	Current			Proposed				
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase	Increase (Decrease)
Department Heads	Procurement Services Director	26	\$ 97,317	same	27	\$ 100,237	3.0%	\$ 2,920
	Public Works Director	26	\$ 111,322	same	27	\$ 114,662	3.0%	\$ 3,340
	Building Development Director	27	\$ 118,000	same	28	\$ 121,540	3.0%	\$ 3,540
	Cultural/Civic Services Director	27	\$ 97,071	same	28	\$ 99,983	3.0%	\$ 2,912
	Human Resources Director	27	\$ 130,651	same	28	\$ 134,571	3.0%	\$ 3,920
	IT Director	27	\$ 120,257	same	28	\$ 123,865	3.0%	\$ 3,608
	Planning & Zoning Director	27	\$ 130,651	same	28	\$ 134,571	3.0%	\$ 3,920
	Project Administration Director	27	\$ 130,651	same	28	\$ 134,571	3.0%	\$ 3,920
	Public Services Director	27	\$ 125,577	same	28	\$ 129,344	3.0%	\$ 3,767
	Finance Director	29	\$ 131,548	same	30	\$ 135,494	3.0%	\$ 3,946
	Fire Chief	29	\$ 131,365	same	30	\$ 135,306	3.0%	\$ 3,941
	Police Chief	29	\$ 129,980	same	30	\$ 133,879	3.0%	\$ 3,899
Total Cost								\$ 43,632

City of Tarpon Springs
Salary and Classification Plan Amendments and Pay Increase FY 2025
Cost of Regrades/Reclassifications

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase
Reassigned Duties	Economic Development Manager	22	\$ 102,367	same	23	\$ 107,485	5.0%
	IT Director	27	\$ 120,257	same	27	\$ 126,270	5.0%

Total Cost

Increase (Decrease)	
\$	5,118
\$	6,013
\$	11,131

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase
City Manager	Executive Office Coordinator	15	\$ 72,146	Executive Office Manager	17	\$ 79,361	10.0%

\$ 7,215

City of Tarpon Springs
Salary and Classification Plan Amendments and Pay Increase FY 2025
Cost of Regrades/Reclassifications

	Current			Proposed				
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase	
IT	IT Enterprise Admin.	22	\$ 97,799	IT Asst. Director	25	\$ 102,689	5.0%	\$ 4,890
	PT Library Assistant position, PT IT Specialist position	7		IT System Administrator	22	\$ 71,982	N/A	\$ 71,982
	IT Specialist	20	\$ 65,438	Same	20	\$ 68,710	5.0%	\$ 3,272
	IT Specialist	20	\$ 61,691	same	20	\$ 64,776	5.0%	\$ 3,085
	Total Cost before Reductions							\$ 83,228
Reductions/Adjustments:								
IT Professional Services funding Eliminated								\$ (35,000)
Library PT position Eliminated								\$ (17,885)
Additional Revenue from County for additional Library expenditures								\$ (25,967)
								\$ (78,852)
Total Cost after Reductions/Adjustments								\$ 4,376

	Current			Proposed				
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase	
Planning	P&Z Coordinator	11	\$ 51,015	Executive Asst.-P&Z	14	\$ 53,566	5.0%	\$ 2,551

City of Tarpon Springs
Salary and Classification Plan Amendments and Pay Increase FY 2025
Cost of Regrades/Reclassifications

	Current			Proposed				
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase	
Finance	Accounting Coordinator	17	\$ 66,245	same	17	\$ 69,557	5.0%	\$ 3,312
	Accounting Specialist	16	\$ 58,685	same	16	\$ 61,619	5.0%	\$ 2,934
	Accounting Technician (1)	14	\$ 51,157	Accounting Technician II	15	\$ 53,715	5.0%	\$ 2,558
	Accounting Technician (1)	14	\$ 48,359	same	14	\$ 50,777	5.0%	\$ 2,418
Total Cost								\$ 11,222

Total of Increase before reductions/adjustments	\$ 236,756
Total of reductions/adjustments	\$ (93,852)
Net amount of Salary and Pay Plan Amendments	\$ 142,904
Net amount with projected benefits,FICA,Pension	\$ 164,339
Funds available from 5% funding, vacant positions and positions not getting increase (new)	\$ (97,688)
Additional Funding Required before Charter Officials	\$ 66,651

Charter Positions

	Current			Proposed				
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase	
Charter Positions	City Clerk	B1	\$ 131,673	same	B1	\$ 135,623	3.0%	\$ 3,950
	Internal Auditor	B3	\$ 113,017	same	B3	\$ 116,408	3.0%	\$ 3,391
								\$ 7,341

Additional Funding Required with Charter Positions 3%, same Percent as Department Heads	\$ 73,992
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Funding Shortfall Eliminated:

Increase Property Tax Revenue to Taxable Value increase of 9.18%, current budget based on 8.25%