

RESOLUTION 2012-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEXICO BEACH FLORIDA ADOPTING THE JOB CLASSIFICATION AND PAY GRADE PLAN AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT RESOLVED by the City Council of the City of Mexico Beach Florida as follows:

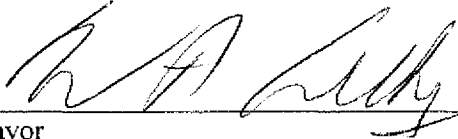
WHEREAS, the current pay grade and classification plan will be updated to reflect certain changes and plan adjustments to be used in classifying specific positions and pay rates.

WHEREAS, this resolution shall take effect immediately upon its adoption.

INTRODUCED and adopted at the Regular Council Meeting of the City Council on the 10th day of April, 2012.

BY:

ATTEST:



Mayor



City Clerk

Pay Scale			
Pay Grade	Minimum	Midpoint	Maximum
100	\$ 8.26	\$ 10.12	\$ 11.98
	\$ 17,180.80	\$ 21,049.60	\$ 24,918.40
101	\$ 8.62	\$ 10.56	\$ 12.50
	\$ 17,929.60	\$ 21,964.80	\$ 26,000.00
102	\$ 9.50	\$ 11.47	\$ 13.44
	\$ 19,760.00	\$ 23,857.60	\$ 27,955.20
103	\$ 9.83	\$ 12.04	\$ 14.25
	\$ 20,446.40	\$ 25,043.20	\$ 29,640.00
104	\$ 10.37	\$ 12.31	\$ 14.25
	\$ 21,569.60	\$ 25,604.80	\$ 29,640.00
105	\$ 10.83	\$ 12.86	\$ 14.88
	\$ 22,526.40	\$ 26,738.40	\$ 30,950.40
106	\$ 11.32	\$ 13.44	\$ 15.55
	\$ 23,545.60	\$ 27,944.80	\$ 32,344.00
107	\$ 11.84	\$ 14.05	\$ 16.26
	\$ 24,627.20	\$ 29,224.00	\$ 33,820.80
108	\$ 12.37	\$ 14.69	\$ 17.00
	\$ 25,729.60	\$ 30,544.80	\$ 35,360.00
109	\$ 12.56	\$ 15.17	\$ 17.77
	\$ 26,124.80	\$ 31,543.20	\$ 36,961.60
110*	\$ 12.53	\$ 15.55	\$ 18.57
	\$ 27,365.52	\$ 33,961.20	\$ 40,556.88
111	\$ 13.74	\$ 16.59	\$ 19.43
	\$ 28,579.20	\$ 34,496.80	\$ 40,414.40
112	\$ 14.01	\$ 17.17	\$ 20.32
	\$ 29,140.80	\$ 35,703.20	\$ 42,265.60
113	\$ 14.66	\$ 17.96	\$ 21.26
	\$ 30,492.80	\$ 37,356.80	\$ 44,220.80
114	\$ 15.34	\$ 18.79	\$ 22.24
	\$ 31,907.20	\$ 39,083.20	\$ 46,259.20
115	\$ 16.06	\$ 19.67	\$ 23.28
	\$ 33,404.80	\$ 40,913.60	\$ 48,422.40
116	\$ 16.81	\$ 20.59	\$ 24.37
	\$ 34,964.80	\$ 42,827.20	\$ 50,689.60
116*	\$ 16.81	\$ 21.56	\$ 25.52
	\$ 36,713.04	\$ 47,087.04	\$ 55,735.68
117	\$ 17.60	\$ 21.56	\$ 25.52
	\$ 36,608.00	\$ 44,844.80	\$ 53,081.60
118	\$ 17.96	\$ 21.92	\$ 25.88
	\$ 37,356.80	\$ 45,593.60	\$ 53,830.40
119	\$ 19.30	\$ 23.55	\$ 27.99
	\$ 40,144.00	\$ 48,975.68	\$ 58,208.80
119*	\$ 19.30	\$ 23.55	\$ 27.99
	\$ 42,151.20	\$ 51,424.46	\$ 61,119.24
120	\$ 20.21	\$ 24.76	\$ 29.31
	\$ 42,036.80	\$ 51,500.80	\$ 60,964.80

Pay Scale			
Pay Grade	Minimum	Midpoint	Maximum
121	\$ 21.17	\$ 25.94	\$ 30.70
	\$ 44,033.60	\$ 53,944.80	\$ 63,856.00
122	\$ 23.22	\$ 28.44	\$ 33.66
	\$ 48,297.60	\$ 59,155.20	\$ 70,012.80

* Calculated at 2184 hours per year

REV: 04/12

CITY OF MEXICO BEACH JOB CLASSIFICATIONS AND PAY GRADES				
Job Title	Overtime	Pay Grade	Min	Max
Maintenance Worker	NE	102	\$ 9.50	\$ 13.44
Parks & Recreation Worker I	NE	102	\$ 9.50	\$ 13.44
Utility Service Worker I	NE	102	\$ 9.50	\$ 13.44
Computer Operator	NE	104	\$ 10.37	\$ 14.25
Parks & Recreation Worker II	NE	104	\$ 10.37	\$ 14.25
Sanitation Worker	NE	105	\$ 10.83	\$ 14.88
Administrative Assistant	NE	106	\$ 11.32	\$ 15.55
Utility Service Worker II	NE	106	\$ 11.32	\$ 15.55
Administrative Assistant (DPS)	NE	106	\$ 11.32	\$ 15.55
Heavy Equipment Operator I/Sanitation Driver	NE	107	\$ 11.84	\$ 16.26
Utility Billing Clerk	NE	107	\$ 11.84	\$ 16.26
Code Enforcement Officer	NE	107	\$ 11.84	\$ 16.26
Building Maintenance Worker	NE	108	\$ 12.37	\$ 17.00
Assistant City Clerk	NE	109	\$ 12.56	\$ 17.77
Heavy Equipment Operator II	NE	109	\$ 12.56	\$ 17.77
ESU Coordinator	NE	109	\$ 12.65	\$ 18.57
Water Plant Operator	NE	109	\$ 12.56	\$ 17.77
Police Officer*	NE	110	\$ 12.53	\$ 18.57
Vehicle Maintenance Specialist	NE	111	\$ 13.74	\$ 19.43
Road or Canal Supervisor	NE	113	\$ 14.66	\$ 21.26
Sanitation Supervisor	NE	113	\$ 14.66	\$ 21.26
Sewer Superintendant	NE	114	\$ 15.34	\$ 22.24
Utility Administrator	NE	115	\$ 16.06	\$ 23.28
Police Captain*	Exempt	116	\$ 16.90	\$ 24.37
Water Superintendant	NE	116	\$ 16.81	\$ 24.37
Public Safety Director*	Exempt	119	\$ 19.30	\$ 27.98
Public Works Director	NE	119	\$ 19.30	\$ 27.98

* Calculated at 2184 hours per year

Management Positions (Exempt)

City Administrator Set by Council
City Clerk Set by Council

DIRECTOR OF PUBLIC SAFETY

DEFINITION

Administers, plans, organizes, directs, coordinates, and supervises the operations of the Public Safety Department in providing law enforcement, crime prevention, fire suppression, fire prevention, emergency medical first response, animal control, emergency/disaster planning, and other related services concerned with the preservation of life and property in the City; performs other duties as required.

DISTINGUISHING CHARACTERISTICS

The Director of Public Safety is the administrative head of the Public Safety Department and is charged with the overall management of all of the Department's programs and operations serving as the Chief of Police and Fire Chief.

SUPERVISION RECEIVED/EXERCISED

Policy direction is given by the City Administrator. Supervisory responsibilities entail direct and indirect supervision of sworn law enforcement, volunteer firefighters, certified medical provider, volunteer first responders, as well as non-sworn management employees.

ESSENTIAL DUTIES

Provides leadership, short and long term planning, organization development to the department; administers, plans, organizes, and directs the Public Safety Department's program activities involved in law enforcement, fire suppression, medical first response, and related programs concerned with the preservation of life and property; provides consultation and makes recommendations to the City Administrator regarding Departmental programs; directs the coordination of Departmental programs with services provided by other City departments and public agencies; oversees the selection, training, discipline and development of Department personnel; ensures that department personnel receive adequate training to carry out their assigned duties; develops and promotes Public Safety concepts and programs; formulates a variety of rules, policies, and procedures for the operation of the Department to ensure compliance with State, Federal, and local laws, ordinances, and policies; represents the City and Department on a variety of boards and commissions concerned with Department program issues; prepares or directs the preparation of reports, studies, and projects related to Department operations; develops Departmental budget recommendations; manages the appropriate expenditure of allocated funding; develops procedures and oversees compliance with applicable laws and procedures for conducting criminal investigations; meets with a variety of community organizations to promote Department activities and develop positive community relations; administers, plans, and coordinates the City's disaster preparedness and hazardous material response activities; directs the investigations of citizen complaints regarding officer misconduct; responds to complaints and inquiries regarding Department operations and policies.

QUALIFICATIONS

Experience/Education

Sufficient experience and education to successfully perform the duties of the Director of Public Safety. A typical way of obtaining the required qualifications is to possess the equivalent of a Associates degree in Police science, Fire science, or a related field from an accredited college or university and five years of increasingly responsible work experience in public safety enforcement and service work, including at least two years in a management capacity. A Bachelor's degree in Police or Fire Science is desirable.

Knowledge/Skill/Ability

Thorough *knowledge* of the principles, codes, laws, practices, and techniques of police, fire, emergency medical, organization, and management. *Ability* to plan, assign, direct, coordinate, and supervise the Department's varied program activities, including law enforcement, fire services, emergency medical first response; provide leadership, direction, and supervision to assigned staff; develop recommendations on policies and procedures for department operations, and evaluate program effectiveness; interpret, explain, apply, and enforce a variety of laws, ordinances, regulations, and court decisions affecting public safety functions; develop and present Department budget recommendations; efficiently manage the control of the expenditure of allocated funds; provide professional sound consultation to the City Administrator and others regarding public safety related programs and policies; prepare comprehensive and concise reports; make effective public speaking presentations; tactfully and courteously represent the Public Safety Department with citizens, community groups, and other government agencies; establish and maintain cooperative working relationships.

Working Conditions

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in writing reports, and using a scenes and evidence and firing a weapon. As a law enforcement officer the incumbent may, although infrequently, be required to run in pursuit and subdue suspects while taking them into custody. In emergency situations the incumbent may work outdoors in all weather conditions, around loud siren noise, moving vehicles. This position may require working around chemicals, pesticides, blood, and other potential toxic exposures. Incumbents may be subjected to physical threats, verbal abuse, and other stressful situations.

License/Certificate

Possession of a law enforcement certificate issued by the Florida Department of Law Enforcement and a valid Florida driver's license by date of appointment.

CITY OF MEXICO BEACH

Job Description

CITY ADMINISTRATOR

DEPARTMENT: Administration

GENERAL DESCRIPTION:

Responsible for administration of the City of Mexico Beach by directing and coordination all phases of the municipal government. Work involves the supervision of activities related to the City in Accordance with the policies determined by the City Council, City Charter and applicable laws and ordinances.

ESSENTIAL JOB FUNCTIONS

1. Directs the overall effort of all City government activities, except those of the City Clerk. Coordinates the efforts of the City Clerk to insure efficient operations of all city activities.
2. Administers through subordinate staff such functions as public safety, fire protection, emergency medical services, maintenance of public streets and property, financial operations and budgets, recreational activities, inspectional services, utilities operations, code enforcement and related functions. Responsible for overseeing and controlling the inventory, maintenance, repairs, improvements and use of city property, materials, equipment and supplies.
3. Prepares the annual city budget for submission to the Council. Submits recommendations to the Council for their discussion and approval concerning the efficient operation of the city government. Keeps the Council informed of general city operations and activities. Makes plans and recommends future programs of the city.
4. Performs the duties of Purchasing Agent of the city with authority to sign all purchase orders up to an amount of \$3,000 for General Fund expenditures as long as they are budgeted expenditures; and up to \$5,000 for Enterprise Funds that are budgeted, contracted for, and paid at least quarterly in the normal operations and maintenance of the enterprise Funds. May also sign purchase orders for expenditures associated with properly budgeted grant funds in advance of receipt of grant funds for both the general fund and enterprise funds.
5. Attends all meeting and workshops of the City Council and Planning and Zoning Board and other committees or workshops as directed by the Mayor or City Council.
6. Responsible for all media relations activities.
7. Performs any and all such duties as may be consistent with the Administrators office or as directed by the City Council.

QUALIFICATIONS – KNOWLEDGE SKILLS AND ABILITIES

Knowledge of laws and administrative policies governing municipal activities and of operations of municipal government. Ability to delegate authority and responsibility to subordinate department heads and to maintain an effective organization. Ability to express oneself clearly in writing and orally and appear before groups of taxpayers and the Council to present data and program which enhance the efficient operations of the city.

EDUCATION AND EXPERIENCE

Graduation from an accredited four year college or university with a Bachelor's Degree in Business Administration, Public Administration or a related field supplemented by course work in management.

At least two years experience in a responsible administrative/management position in municipal government.

(Experience can be substituted for education requirements. Experience qualification can be waived or altered provided incumbent has clearly demonstrated experience of a nature that demonstrates capability to quickly perform at a high level.)

LICENSES, CERTIFICATES AND REGISTRATIONS: None

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight and hearing (with or without glasses or hearing aids)

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability

ENVIRONMENTAL CONDITIONS

Works inside an office environment but must be able to also work outside.

OTHER FACTORS

It's preferred that the City Administrator reside within the corporate limits of the city of Mexico Beach. However, the City Administrator may reside outside the corporate limits of the City of Mexico Beach provided that: (1) the Administrator can respond to City needs within one (1) hour and; (2) written approval to reside outside the corporate limits of the city is given by City Council.

