

# City of Doral, FL

## JOB DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **Community Rating System Coordinator/ Floodplain Plans Examiner**

**Department:** Building  
**Pay Grade:** I 15  
**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

The primary function of this position is to assist in the development and implementation of the Floodplain Management and Community Rating System (CSR) programs. This position provides support to the Floodplain Manager and Floodplain Administrator. This position is responsible for managing the CSR as well as performing site inspections on active building permits and field verifications of Floodplain Elevation Certificates (FEC).

#### **ESSENTIAL JOB FUNCTIONS**

- Supports all tasks and obligations of the Floodplain Manager and Floodplain Administrator.
- Records management of CRS, NFIP, and other flood-related activities.
- Plans review for approval or denial of permits, based on Land Development Code, Floodplain regulations, FEMA guidelines, and other laws as applicable.
- Assists and performs site visits and inspections to advise as to conditions of structure compliance for floodplain management purposes.
- Communicates effectively with the public in stressful situations.
- Assists and performs research for historical data on old building permits and advises the public.
- Assists in preparation of and administration of community rating system.
- Holds meetings as requested to discuss FEMA regulations with contractors, surveyors, etc.
- Handles FEMA and variance monthly reports.
- Acts as County liaison to State and Federal personnel.
- Composes correspondence and inputs data into computer, such as certificates of elevation, variances, violations, and demolition requirements.
- Utilizes multiple databases to complete assigned tasks.
- Administers the floodplain Certificate of Compliance Program.
- Assists with the substantial damage determinations; working with property owners whose properties are substantially damaged; and coordinate permitting of those structures.

- Through email or phone, contacts the public, realtors, homeowner associations, surveyors, architects, engineers, contractors, and additional entities to advise reasons for plan failures and requests necessary corrections to permit applications.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Associate's degree; and five (5) years of related work experience; or an equivalent combination of education and experience.

### **Special Qualifications:**

- Certified Floodplain Manager preferred.
- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

### **Knowledge, Skills and Abilities:**

- Ability to oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.
- Ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Ability to make decisions that govern own activities as well as others.
- Ability to work with less than ten co-workers who are mostly engaged in the same activities.

## **PHYSICAL DEMANDS**

- The work is light and requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. In addition, positions in this classification typically require balancing, climbing, crouching, feeling, grasping, perceiving sounds at a normal speaking level, kneeling, reaching, standing, expressing ideas by means of the spoken word, visual acuity to analyze data, and walking.
- In addition, positions in this classification typically require balancing, climbing, grasping, handling, perceiving sounds at normal speaking levels, discriminating among sounds, kneeling, lifting, manual dexterity, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, expressing ideas by the spoken word, visual acuity to analyze data/work with color or depth perception/determine accuracy or observe facilities/operate motor vehicles or equipment/inspect defects or fabricate parts, and walking.

**WORK ENVIRONMENT**

Work is performed in a relatively safe, secure, and stable work environment.

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### Capital Improvements Division Chief

**Department:** Office of the City Manager

**Pay Grade:** I20

**FLSA Status:** Exempt

#### **JOB SUMMARY**

This position assists the City to achieve higher performance through the strategic development, planning and implementation of the yearly and long-range capital plan for municipal infrastructure upgrades and replacement projects. Responsible for providing technical advice, managing, and supervising a team of engineers, technical, professional, consultants, para-professional and clerical support personnel in the administration of the Capital Improvement Program, and attending meetings and conferences as the City's representative on matters related to the Capital Improvement Program.

#### **ESSENTIAL JOB FUNCTIONS**

- Responsible for leading a group of professionals in the management of capital improvement projects from initiation, planning, and execution.
- Plans, organizes, and controls division activities and directs appropriate personnel in all functions relating to capital improvement projects.
- Leads the division to coordinate appropriate studies, long range planning and assists with annual budget preparations.
- Responsible for leading the preparation of reports to the Council on all matters relating to municipal infrastructure improvements and planning.
- Leads, manages, and oversees the supervision of staff including routine discipline, performance reviews, training, and development. Recommend major discipline, termination, promotion, and transfer of staff. Oversee and monitor to ensure employees are working in compliance with health and safety policies and practices.
- Responsible for monitoring of the administrative performance of the division against annual work plans and budgets; preparation and submission of periodic performance reports for the City Manager with initiation of corrective action as necessary. Coordinates the development and refinement of work methods, procedures, structures, and systems for the preparation, monitoring and reporting of projects plans, work specifications, contract, and procurement documents.
- Manages and monitors contractors and consultants; develops, administers, and negotiates construction and consultant contracts, master plan studies, amendments, change orders, and work authorizations.

- Assess staffing needs and recommend changes to complement and/or make organization design changes. Participate and make recommendations in the recruitment, selection, and hiring process of staff.
- Develops and/or reviews, revises as necessary, and standardizes divisional policies and procedures, construction and equipment specifications, design criteria, and service levels and standards.
- Prepares, reviews, recommends, and implements annual capital and operating budgets, and forecasts and potential funding sources; monitor and administer approved divisional budgets and report on same and authorize payments of accounts.
- Coordinates the activities of the Capital Improvement Division with other City work programs and departments.
- Promotes a high standard of customer service to the public as well as to all internal customers. Prepares the schedules for replacements, capital improvements, and expansions in relation to the master plans and infrastructure studies.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree in Business Administration, Public Administration, Urban Affairs, Architecture, Civil Engineering, Economics, Finance, or a related field; master's degree may be preferred; and eight (8) years of related work experience; or an equivalent combination of education and experience.

### **Special Qualifications:**

- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

### **Knowledge, Skills and Abilities:**

- Strong technical knowledge of municipal capital works and related functions.
- Demonstrated understanding of engineering theories and principles including knowledge of Canadian/American Engineering standards
- Skills in the use of computers and Microsoft.
- Project preparation and planning skills to identify and manage resources, funding, and scheduling issues. Project Management Professional Certification would be considered an asset.
- Skills in verbal and written communication.
- Skill in leadership.
- Skills in analytical and problem solving.

**PHYSICAL DEMANDS**

The work is light work, which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. In addition, positions in this classification typically require feeling, perceiving sounds at normal speaking levels, ability to make rational decisions through sound logic, expressing ideas by means of the spoken word, visual acuity to prepare and analyze data, and talking.

**WORK ENVIRONMENT**

Work is performed in a fast-moving environment, frequently required to handle multiple projects and to perform under stressful conditions when confronted with an emergency.

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## JOB DESCRIPTION



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### CIP Senior Project Manager

**Department:** Office of the City Manager

**Pay Grade:** I 18

**FLSA Status:** Exempt

#### **JOB SUMMARY**

This position provides advanced responsible professional work, in project management, and oversight of capital improvement construction projects within the capital improvement division.

#### **ESSENTIAL JOB FUNCTIONS**

- Facilitates, coordinates, and guides projects through the review and approval process. Manages project teams to ensure consistency and conformance to negotiated time schedules and budgets. Ensures compliance with project-specific program requirements.
- Prepares project reports, as required.
- Defines scope, goals, and deliverables that support the goals.
- Serves as owner's representative between the client, consultants, and contractors during construction.
- Schedules, supervises, trains, and evaluates assigned staff as required.
- Collaborates with division leadership on managing capital project planning, budgeting, design, consultant, and contractor selection, pre-construction, bidding, agency approvals, construction management, quality assurance, and project turnover.
- Provides technical expertise and performs research pertaining to project specification and construction means, methods and materials. Conducts feasibility analyses and cost estimating for requested projects.
- Prepares, reviews, tracks, processes, and manages project documentation. Monitors work for compliance with applicable codes, industry standards, and best practices.
- Manages multiple contractors, consultants, and vendors.
- Coordinates project activities.
- Collaborates with division leadership in providing direction, supervision, and development input.
- Researches, prepares, and presents reports and presentations as requested.
- Supports and maintains project management system data integrity and helps enforce document control procedures.
- Works in conjunction with other members of the Capital Improvements Division to prepare the annual Capital Improvements Program budget and "in-progress" projects list by

performing an analysis to include, but not be limited to: cost estimates of existing and future projects, program budget forecasting, staff workload capacity, and project timeframes.

- Monitors and evaluates projects and project processes at varying stages (e.g. planning, design, construction) to recommend amendments and strategies to ensure high quality, cost-effective, and on-time project completion.
- Interacts with project stakeholders to gather project requirements and address all project related issues, complaints, or concerns.
- Assists with evaluating and prioritizing new project requests by analyzing project needs statements and applying established ranking criteria.
- Assists with identifying and developing process improvements for the Capital Improvements Program.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree in engineering, Architecture, Construction Management, Computer Science, Public/Business Administration, or other related field; **AND** four (4) years of related work experience; **OR** an equivalent combination of education and experience.

### **Special Qualifications:**

- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
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- Must be a non-smoker.

### **Knowledge, Skills and Abilities:**

- Thorough knowledge of business processes and data analysis methods useful in administering a municipal capital engineering and construction projects program.
- Thorough knowledge of the capabilities and limitations of current project management software.
- Thorough skills and experience in planning, budgeting, and evaluating municipal infrastructure design and construction projects.
- Thorough experience with Microsoft Word, Excel, and PowerPoint, and basic knowledge of and experience working with Microsoft Project and Visio.
- Considerable knowledge of current theories, resources, and methodologies in the field of fiscal analysis, budget, and strategic planning.
- Ability to perform well in stressful and difficult situations.
- Ability to analyze facts and exercise independent judgment and discretion in establishing, applying, and interpreting policies and procedures.
- Ability to read, analyze, and interpret complex technical documents, diagrams, data models, and process documents.

- Ability to apply critical thinking to complicated issues and provide accurate analysis and workable solutions.
- Ability to diagram business process flows.
- Ability to express ideas clearly and concisely, both orally and written.
- Ability to develop and sustain cooperative working relationships with fellow employees, vendors, and other organizations as required.

### **PHYSICAL DEMANDS**

The work is light work, which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. In addition, positions in this classification typically require feeling, perceiving sounds at normal speaking levels, ability to make rational decisions through sound logic, expressing ideas by means of the spoken word, visual acuity to prepare and analyze data, and talking.

### **WORK ENVIRONMENT**

Work is performed in a fast-moving environment, frequently required to handle multiple projects and to perform under stressful conditions when confronted with an emergency; must be able to work flexible hours to include evenings and weekends.

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### Finance Coordinator

**Department:** Finance

**Pay Grade:** I 13

**FLSA Status:** Exempt

#### **JOB SUMMARY**

Under the supervision of the Assistant Finance Director, this position performs professional level accounting/analytical work in the City's Finance Department. Employees in this class are responsible for performing specific analyses, forecasting, and completing financial reporting projects, as assigned. Work is performed with little direct supervision and with some latitude for use of independent judgment in the selection of work methods and procedures. Work is reviewed for compliance with generally accepted accounting principles, established departmental policies and standards, and attainment of desired objectives.

#### **ESSENTIAL JOB FUNCTIONS**

- Analyzes and reconciles accounts, financial records, and prepares detailed accounting reports.
- Prepares a variety of journal entries related to the functions of the department.
- Performs revenue and balance sheet monitoring and analysis.
- Reviews and approves invoices, to ensure compliance with policies and procedures, to ensure sufficient documentation is provided and the appropriateness of account coding.
- Performs daily, monthly, quarterly, and annual closing processes.
- Assists with the preparation of accounting reports, financial statements and on tasks related to a variety of special projects, including records requests, audits, and quarterly reports.
- Uses office machines and equipment with skill and proficiency.
- Demonstrates superior customer service, integrity and commitment to innovation, efficiency, and fiscally responsible activity.
- Responsible for budgetary, financial and policy analysis, identify trends, including revenue and expenditure forecasting.
- Assists in the annual preparation and daily maintenance of the City's budget, which includes providing reports and information to City Management, reviewing expenses and revenue information, and providing monthly budget updates.
- Assists external auditors with schedules and other data requested for the year end audit.
- Administers Finance Department contracts and agreements.
- Assists departments in accounting and processing procedures and practices.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree in finance, Business Administration, Accounting, or related field required.; **AND** three (3) years of related work experience; or an equivalent combination of education and experience.

### **Special Qualifications:**

- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
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- Must be a non-smoker.

### **Knowledge, Skills and Abilities:**

- Knowledge of generally accepted accounting principles and practices, including municipal accounting.
- Knowledge of research techniques and sources and availability of information applicable to area of assignment.
- Knowledge of financial analysis techniques and financial reporting.
- Knowledge and understanding of the operations of computerized accounting systems, and of personal computer operations.
- Knowledge of applicable Federal, State, and City laws and regulations relating to departmental operations.
- Knowledge of supervisory principles and practices.
- Knowledge of research methods and techniques.
- Knowledge of departmental, legal, administrative, and procedural regulations.
- Knowledge of the principles and practices of modern office administration.
- Ability to carry out complex verbal and written instructions.
- Ability to communicate clearly and concisely, verbally and in writing to groups and individuals.
- Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies, and the public.
- Ability to supervise and review the work of clerical personnel.

## **PHYSICAL DEMANDS**

The work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly to move objects. In addition, positions in this classification typically require perceiving sounds at normal speaking levels, speaking, ability to make rational decisions, visual acuity to analyze data/determine accuracy, and talking.

## **WORK ENVIRONMENT**

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### Risk Manager

**Department:** Human Resources

**Pay Grade:** I 18

**FLSA Status:** Exempt

#### **JOB SUMMARY**

This position performs professional administrative work managing, planning, implementing, and evaluating the activities of the Risk Management division of the Human Resources Department. Work involves responsibility for planning, assigning, and coordinating risk management programs, including worker's compensation, employee safety, occupational health, general loss control, and property and liability exposures. Work is performed with limited supervision and considerable latitude. The position relies on advanced level experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures. Position seeks technical guidance only on unusual or complex problems or issues.

#### **ESSENTIAL JOB FUNCTIONS**

- Responsible for the coordination of activities within risk determination, evaluation, claims administration, contract administration, loss prevention, and wellness initiatives.
- Responsible for a comprehensive citywide safety and wellness program.
- Manages liability, property damage and worker's compensation programs; identifies and evaluates loss, evaluates claims, and facilitates claims administration.
- Reviews and evaluates incident reports/liability damages and takes appropriate action; determines loss control methods for exposure and extent of liability; processes claims; prepares related documentation.
- Reviews bids and proposals to ensure that all contractor services are covered with the proper insurance.
- Provides technical guidance, coaching, consultation, information and assistance to the City Manager, department directors, supervisors and employees regarding risk management policies, practices, procedures, and programs.
- Schedules medical appointments for injured employees and ensures that they receive appropriate medical care promptly and that all benefits are provided in a timely manner.
- Interprets loss data and prepares reports for control and analysis; recommends corrective action and maintains state required forms and records.
- Maintains periodic contact with the City's third-party adjuster and legal defense to review certain cases.

- Secures insurance renewal quotes and coverage information on various City insurance policies; makes recommendation to City officials.
- Keeps informed of developments concerning potential liability exposures through state legislation and legal court decisions in all areas of insurance.
- Reviews all certificates of insurance to ensure City contractors have the proper insurance in place.
- Oversees and participates in the development of the division budget.
- Provides or arranges safety training for City staff.
- Completes inspections of City facilities.
- Reports to scenes of accidents or injuries as required.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree in insurance, Risk Management, or a related field; five (5) experience in development and administration of all lines of insurance and accident and loss prevention programs or an equivalent combination of education, certification, training, and/or experience.

### **Special Qualifications:**

Must have National Incident Management System (NIMS) certification (level to be determined by job classification requirements) or obtain within one year of employment.

- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
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- Must be a non-smoker.

### **Knowledge, Skills and Abilities:**

- Knowledge of the standard principles, practices, technology, and terminology of all areas of risk management, safety, and insurance policies.
- Knowledge of principles and processes for providing outstanding customer service.
- Knowledge of state workers' compensation laws, regulations, and procedures.
- Knowledge of loss prevention practices, procedures, and techniques.
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays, or unexpected events.
- Ability to operate a computer using Microsoft Office products (Word, Outlook, and Excel) and applicable organizational software.
- Ability to exercise sound judgment and maintain confidentiality regarding critical and sensitive information, records, and reports.

- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Ability to regularly attend work and arrive punctually for designated work schedule.
- Ability to communicate effectively verbally and in writing.
- Ability to organize work for timely completion.
- Ability to follow oral and written instructions.
- Ability to deal effectively with the public.

### **PHYSICAL DEMANDS**

Depending on the functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking, or standing.

### **WORK ENVIRONMENT**

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### Marketing Specialist

**Department:** Public Affairs

**Pay Grade:** I 12

**FLSA Status:** Exempt

#### **JOB SUMMARY**

This position supports the marketing efforts of the assigned department or function by developing and designing marketing materials, and/or participating in department events. Responsibilities include writing compelling copy and developing graphic designs. Develops marketing plans and implements innovative marketing strategies to promote the City's image and initiatives.

#### **ESSENTIAL JOB FUNCTIONS**

- Creates a variety of presentations, publications, and marketing materials, which may include creating graphics for print and digital marketing; writing and editing copy for websites; updating websites; summarizing customer statistics; updating news information; and performing related activities.
- Creates social media content for all departments.
- Assists department divisions with the design and development of creative branding of events and programming support.
- Edits and proofreads publications and communication materials to ensure content meets established design criteria.
- Maintains records of marketing efforts.
- Collects and summarizes marketing and advertising statistics.
- Provides customer service, which may include responding to a variety of inquiries and collaborating with customers to determine event needs.
- Performs other related job duties as assigned.

#### **QUALIFICATIONS**

##### **Education and Experience:**

Bachelor's degree in graphic design, visual communication, marketing, communications, or a related field; and four (4) years of experience in a related field; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

##### **Special Qualifications:**

- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
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- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

**Knowledge, Skills and Abilities:**

- Knowledge of marketing principles and practices.
- Knowledge of graphic design principles and software applications.
- Knowledge of publications development techniques and practices.
- Knowledge of proper use of the English language.
- Knowledge of recordkeeping principles.
- Knowledge of customer service principles.
- Knowledge of adobe Creative Suite or similar design software.
- Knowledge of basic statistical methods.
- Knowledge of computers and related software applications.
- Skill in advertising design and layout.
- Skills in preparing clear and concise marketing and communication materials.
- Skills in providing customer service.
- Skill in creating, composing, and editing written materials.
- Skill in maintaining records.
- Skill in summarizing operational statistics.
- Skill in basic photography skills.
- Skill in using a computer and related software applications.
- Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the public, etc. sufficient to exchange or convey information and to receive work direction.

**PHYSICAL DEMANDS**

The work is sedentary Work which requires exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Employee may be subject to travel.

**WORK ENVIRONMENT**

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

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### **Parks Engagement Specialist**

**Department:** Parks and Recreation

**Pay Grade:** I 12

**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

This position will be responsible for creating and carrying out the department's on-boarding process, training, and will be the gatekeeper of the department's culture. Works closely with park staff and supervisors to ensure procedures are followed and standard, training is conducted. Serves as the HR liaison. Organizes and manages programs and initiatives that promote the Department's culture, staff engagement and internal processes.

#### **ESSENTIAL JOB FUNCTIONS**

- Identifies Ways the department internal processes can be improved.
- Implement and carry out the department's onboarding process.
- Monitors the implementation of the staff engagement programs and staff trainings.
- 
- Manages projects, programs, or operations as assigned.
- Organizes, prioritizes, and manages multiple projects, effectively making use of delegations.
- Assesses progress to determine changes in the environment and subsequently the running and the focus of the program.
- Performs general administrative and clerical duties as required, including but not limited to preparing reports and correspondence, entering, and retrieving computer data, greeting, and assisting office visitors; copying and filing documents; sending and receiving faxes; answering the telephones; and attending and conducting meetings etc.
- Operates a personal computer, printer, copier, fax machine, scanner, phone system, and other office related equipment as needed to complete essential functions, to include the use of word processing, spreadsheet, database, and other system software.
- Interacts and communicates with various groups and individuals such as the City Manager, department heads, elected officials, State agencies, and the public.
- Performs other related job duties as assigned.

#### **QUALIFICATIONS**

**Education and Experience:**

Associate degree; and three (3) years of related work experience; or an equivalent combination of education and experience.

**Special Qualifications:**

- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

**Knowledge, Skills and Abilities:**

- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of the reports, records, and documents, which must be recorded, indexed, filed, etc. to meet departmental requirements.
- Knowledge of other City departments to communicate with their representatives as necessary in carrying out duties and responsibilities.
- Knowledge of the organization of the city and of related departments and agencies.
- Knowledge of and skill in the maintenance of efficient filing systems.
- Knowledge of modern office practices and procedures.
- Knowledge of how to operate and maintain a variety of office equipment as necessary in the performance of daily activities.
- Knowledge of how to maintain effective relationships with co-workers, personnel of other departments, professionals, and members of the public through contact and cooperation.
- Skill in the use of computers for data processing, word processing, and records management.
- Skill in organization techniques.
- Ability to maintain a high standard of accuracy while maintaining constant attention to detail.
- Ability to comprehend, interpret, and apply regulations, procedures, and related information.
- Ability to assemble information and make written and oral reports concisely, clearly, and effectively.
- Ability to take the initiative to complete the duties of the position without the need of direct supervision.
- Ability to type and enter computer data with speed and accuracy.
- Ability to maintain records with accuracy and confidentiality.
- Ability to plan, organize, and prioritize daily assignments and work activities.

**PHYSICAL DEMANDS**

Must be able to hear and understand communications through a telephone, operate a variety of common office equipment such as computers and copiers, etc. The work is light work and requires exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Also required are the following physical abilities: balancing, climbing, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, reading, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

### **WORK ENVIRONMENT**

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

# City of Doral, FL

## JOB DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **Parks Aquatic Superintendent**

**Department:** Parks and Recreation

**Pay Grade:** I 16

**FLSA Status:** Exempt

#### **JOB SUMMARY**

This position is responsible for managing and overseeing the Aquatics Facility at Doral Center Park and Splash Pad at Doral Legacy Park. Supervises staff, creates policies and procedures for the new Aquatic Facility. Responsible for the operation, programming, staffing, and maintenance of municipal aquatic facilities. Plans, organizes, coordinates, implements, and supervises community aquatic, water safety and wellness programs including instructional, enrichment, social, wellness, and special interest programming. Position supervises employees and schedules day-to-day work activities to provide optimum efficiency and productivity. Position requires a complete understanding and wide application of principles, theories, and concepts in assigned function or business area.

#### **ESSENTIAL JOB FUNCTIONS**

- Manages and supervises assigned operations to achieve goals within available resources; maintains monthly calendar of aquatic and wellness activities to ensure patrons are kept appraised of program offerings.
- Serves as primary point of community contract for assigned facilities and programs.
- Supervises assigned staff, volunteers, recreation contact instructors and patrons.
- Ensures a high level of customer service and safety for all persons within the assigned facilities through direct supervision, scheduling, and training of staff including a comprehensive in-service training program.
- Processes and reconciles payroll to ensure accuracy.
- Responsible for complaint management; troubleshoots and resolves issues as needed.
- Oversees front desk operations to ensure prompt and accurate service for customers including answering phones, routing callers, providing information, patron registration, facility reservation, and rental of park properties.
- Responsible for the collection of fees and administration of the revenue collection policy.
- Monitors, oversees, and coordinates the janitorial and maintenance of assigned facilities to ensure the facilities are operated in a safe and clean manner and meet all health and safety standards.

- Conducts scheduled inspections and safety checks to ensure facilities and equipment are in good working condition and facilities are well maintained and safe for patrons.
- Processes work orders for service as needed; oversees completion of repairs.
- Prepares and maintains a variety of studies, reports, records, and related information for decision making purposes.
- Responsible for the development, implementation, and ongoing evaluation of all aquatic and wellness programs, activities, and events to ensure all goals and objectives are achieved, research new and value-added programs.
- Oversees facility use including programs, rentals, equipment set-up/ break-down and daily custodial responsibilities.
- Maintains and controls the division's inventory; processes the purchasing of supplies, materials, equipment, goods, and services including developing scope of service, quotes, vendor selection, requisition entry, ordering, receiving, and processing invoices for timely payment.
- Performs a variety of miscellaneous duties such as typing correspondence, running errands, picking up supplies, and monitoring participants, spectators, and facility users.
- Attends meetings and serves on committees as needed.
- Assists in the creation of marketing and promotional materials for assigned facilities and programs.
- Assists with department wide programs, activities, and events.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's Degree in Recreation Management or related field; and four (4) or more years' experience in municipal aquatic management; or an equivalent combination of education, certification, training, and/or experience.

### **Special Qualifications:**

- Must have National Incident Management System (NIMS) certification (level to be determined by job classification requirements) or obtain within one year of employment.
- Must have a valid Florida Driver's license with a satisfactory driving record throughout employment.
- Must have American Red Cross Lifeguard, American Red Cross Lifeguard Instructor, American Red Cross Lifeguard Management, American Red Cross Water Safety Instructor, Certified Pool Operator or Aquatic Facility Operator Certification designations.
- American Red Cross Water Safety Instructor Trainer, American Red Cross Lifeguard Instructor Trainer, and Certified Parks and Recreation Professional (CPRP) or Executive (CPRE) designations preferred.
- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.

- Must be a non-smoker.

### **Knowledge, Skills and Abilities:**

- Knowledge of safety practices, procedures and regulations governing public pools.
- Knowledge of the principals, methods, and content of aquatic events, pool activities, and other related programs.
- Knowledge of the operation and maintenance requirements of a municipal pool
- Knowledge of safety practices and procedures.
- Ability to operate a computer using Microsoft Office products (Word, Outlook, Excel, PowerPoint, and Publisher) and applicable organizational software; experience with RecTrac software preferred.
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Ability to regularly attend work and arrive punctually for designated work schedule.
- Ability to instruct swim lessons, aquatic programs, and lifeguard training.
- Ability to communicate effectively verbally and in writing.
- Ability to delegate and supervise effectively.
- Ability to deal effectively with the public.

### **PHYSICAL DEMANDS**

The work involves lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling. Required to maintain physical condition by training to include rescue procedure drills, running, swimming, paddling and other necessary conditioning and rescue exercises.

### **WORK ENVIRONMENT**

Work is performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

# City of Doral, FL

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### Community Center Manager II

**Department:** Parks and Recreation

**Pay Grade:** I09

**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

This position is responsible for serving as a supervisor between the Recreation Facility Supervisor and Community Center Managers. This position performs difficult administrative work planning, organizing, and directing the community center programs and staff, and related work as apparent or assigned. Work is performed under the general direction of the Public Services Director. Divisional supervision is exercised over all personnel within the division.

#### **ESSENTIAL JOB FUNCTIONS**

- Manages day-to-day operations at the Community Center.
- Plans, organizes, and directs a variety of recreation programs, recreation center services, activities, and staff/volunteers; evaluates programs.
- Schedules center workers for special events and programs.
- Oversees hiring, training, and evaluating center employees and volunteers.
- Coordinates services with outside agencies.
- Maintains nutrition program records; completes monthly reports, serves food; delivers meals to home-bound clients.
- Manages, coordinates, plans, implements, and teaches workshops, seminars, recreational and social programs, and activities.
- Maintains and cleans facility as needed.
- Performs other related job duties as assigned.

#### **QUALIFICATIONS**

##### **Education and Experience:**

High school diploma or equivalent; and three (3) years of related work experience with supervisory experience preferred; or an equivalent combination of education and experience.

##### **Special Qualifications:**

- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

**Knowledge, Skills and Abilities:**

- Thorough knowledge of the operation of a major recreation facility.
- Thorough knowledge of indoor and outdoor recreation programs and related rules and regulations.
- Thorough knowledge of the principles and practices of recreation planning, programming, and operations.
- Ability to maintain order in a public facility.
- Ability to establish and maintain effective working relationships with participants, associates, and the public.
- Ability to plan and supervise the work of others.

**PHYSICAL DEMANDS**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and repetitive motions, frequently requires standing, walking, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities.

**WORK ENVIRONMENT**

Work is performed in exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g., business office, light traffic).

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### Park Manager II

**Department:** Parks and Recreation

**Pay Grade:** 109

**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

This position serves as a supervisor between the Recreation Facility Supervisor and the Park Manager/Community Center Managers. Oversees programs, sports, camps, and events hosted at assigned park; watches over program participants, league coordinators, volunteers, and vendors; and supervises assigned staff. Duties include ensuring safety of Park; overseeing maintenance of facilities, grounds, irrigation systems, turf, sports fields, vehicles, and equipment, creating schedules; promoting programs and events; processing purchase orders, cash, and invoices; and handling facility rentals.

#### **ESSENTIAL JOB FUNCTIONS**

- Manages Park facilities, daily park operations, recreational programs, and a team of assigned employees.
- Oversees opening and closing procedures (gates/facilities, etc.).
- Manages front desk operations.
- Supervises, hires/interviews, schedules, assigns work, trains, disciplines, and evaluates performance of assigned staff.
- Assists the Parks and Recreation Department with marketing; creates Park flyers; and advertises Park/facility programs and events.
- Oversees the quarterly Part-Time Employee of the Month nomination process and the Employee of the Month committee.
- Conducts Park inspections to ensure the safety of the public and Park facilities; identifies and prevents possible safety hazards or causes of injury.
- Ensures patrons and staff are following the Department's Park rules and regulations.
- Processes program registrations, cash/check/credit card transactions, memberships, and end of day payouts using Department software.
- Prepares incident reports, work orders, rental payments/refunds for computer data entry; maintains documentation logs for the facility at the park.
- Organizes, plans, and instructs a wide variety of recreational programming when needed.
- Oversees and instructs the Youth, Teen, and Adult Archery Program.

- Supports operations by handling telephone inquiries, emails, greeting and assisting visitors, and providing Park-wide information.
- Coordinates practice, game, and Park field schedules.
- Oversees general maintenance of Park facilities, including Park projects, repairs, landscaping, vehicles, turf field maintenance, and irrigation systems checks.
- Assists with projects, quotes, POs, and invoices.
- Conducts staff meetings.
- Manages general maintenance and clean up duties at the park which include, but not limited to emptying of trash receptacles; sweeping, mopping, and vacuuming floors; wiping down tables, chairs, and other furnishings; replenishing toilet paper and hand towels; and cleaning concession area, restrooms, and fields.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

High School Diploma; and three (3) years of related work experience including supervisory experience; or an equivalent combination of education and experience.

### **Special Qualifications:**

- Hold certification in: AED; CPR, and First Aid.
- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

### **Knowledge, Skills and Abilities:**

- Knowledge of basic rules of safety.
- Knowledge of Park rules and regulations.
- Knowledge of the materials, methods, and equipment typically used in recreational work and clean up duties.
- Knowledge of small office equipment, including copy machines or multi-line telephone systems.
- Skill in providing customer service.
- Skill in establishing positive customer relations.
- Skill in using computers for data entry, word processing, and/or accounting purposes.
- Ability to deal with people effectively, courteously, and enthusiastically.
- Ability to accept, receive, and/or collect payments.
- Ability to prepare and/or process purchase orders.
- Ability to be held accountable for inventory/property management.
- Ability to use or repair small/light equipment, such as power tools.

- Ability to use or repair medium equipment and machinery, such as vehicles or commercial mowers.
- Ability to enforce safety rules and regulations.

### **PHYSICAL DEMANDS**

The work is light work. The employee is frequently required to apply 10 pounds of force to lift, carry, push, pull or otherwise move objects. The employee is occasionally required to exert up to 20 pounds of force to move objects. In addition, positions in this classification typically require balancing, climbing, crawling, crouching, feeling, grasping, handling, perceiving sounds at normal speaking levels, discriminating among sounds, kneeling, lifting, manual dexterity, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, expressing ideas by the spoken word, shouting to be heard above ambient noise, visual acuity to analyze data/work with color or depth perception/determine accuracy or observe facilities/operate motor vehicles or equipment/inspect defects or fabricate parts, and walking.

### **WORK ENVIRONMENT**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

# City of Doral, FL

## JOB DESCRIPTION



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### Park Ranger Supervisor

**Department:** Parks and Recreation

**Pay Grade:** I08

**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

This position directly supervises the Park Rangers and assists with increased training and direct supervision of the positions. Responsible for serving as an additional park Ranger to assist in covering all the parks and providing more visibility. Under general direction, this position plans and supervises the Park Ranger program and the inspections of the parks, pathways and recreation facilities, amenities, physical plants, equipment, and improvements.

#### **ESSENTIAL JOB FUNCTIONS**

- Acts as the direct supervisor of Park Ranger positions.
- Enforces rules and regulations at park facilities.
- Creates schedules and provides disciplinary action when required.
- Creates and provides on-going training regarding safety, enforcement, and supervision of park facilities.
- Assists in the preparation of the Park Ranger Selection of the annual budget and maintenance management program and assist in the monitoring of this section of the budget and plan.
- Prepare timecards and payroll reports for all employees under supervision.
- Inspect/patrol the parks and common areas, recommend improvements, and ensure adequate coverage of community.
- Inspect and analyze work methods, levels of productivity, and maintenance standards and institute improvements for greater efficiency, economy, and quality, maintain records and make reports.
- Develop and implement educational programs for the community.
- Observe and enforce safety precautions and safety rules and regulations; require safe working procedures by subordinates; maintain work areas in a clean, safe, and orderly condition; operate maintenance equipment as required. Participate in emergency response activities.
- May be required to work special events on nights, weekends, or holidays.
- Performs other related job duties as assigned.

#### **QUALIFICATIONS**

**Education and Experience:**

Associates degree; and two (2) years of related work experience; or an equivalent combination of education and experience.

**Special Qualifications:**

- Hold certification in: AED; CPR, and First Aid.
- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

**Knowledge, Skills and Abilities:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of an organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS**

The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to walk. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl and talk or hear.

**WORK ENVIRONMENT**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

# City of Doral, FL

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### Sponsorship Coordinator

**Department:** Public Affairs

**Pay Grade:** I 13

**FLSA Status:** Exempt

#### **JOB SUMMARY**

This position handles all the marketing and communications for the Department including developing the digital and traditional marketing campaigns across various media platforms; communicating strategies; designing graphics and artworks; acquiring new sponsorships for events and teams; executing contracts; coordinating event logistics; and designing and producing newsletters, websites, and social media.

#### **ESSENTIAL JOB FUNCTIONS**

- Develops digital and traditional marketing campaigns across multiple platforms.
- Designs graphics, flyers, newsletters, and marketing material for the Department.
- Identifies new business/sponsorship opportunities.
- Maintains sponsorship database and contracts.
- Oversees the asset inventory and naming rights opportunities; works with companies to maximize profits.
- Researches, builds, and implements marketing strategies.
- Manages the Department's presence on social media, e-databases, websites, etc.
- Works closely with events teams to identify any needs for sponsorships; assists in events.
- Builds brand awareness and positioning.
- Develops and maintains relationships with existing and potential sponsorship clients and exhibitors.
- Coordinates with Public Affairs for press releases, public service announcements, and other services.
- Coordinates sponsorship payment schedules.
- Reports on sponsorship development and sales process.
- Develops and implements marketing plans including promotional calendars and programs.
- Forecasts sales; monitors costs and budget.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree; and number (2) years of related work experience; or an equivalent combination of education and experience.

### **Special Qualifications:**

- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

### **Knowledge, Skills and Abilities:**

- Knowledge of Microsoft Word and Excel, WordPerfect, or similar programs.
- Knowledge of the principles, practices, and procedures relating to aspects of parks, recreation, and leisure services.
- Knowledge of related City policies and procedures.
- Knowledge of budget preparation, processing, justification, monitoring, and reporting.
- Knowledge of marketing and public relations.
- Knowledge of using small office equipment, including copy machines or multi-line telephone systems.
- Skill in using computers for data entry.
- Skill in communicating, both verbally and in writing.
- Skill in working with websites and social media.
- Ability to meet and deal with the public and co-workers in an effective and courteous manner.
- Ability to plan, direct, and coordinate a variety of administrative activities in accordance with established policies and procedures.
- Ability to create marketing campaigns.
- Ability to deal with confidential and sensitive matters.
- Ability to be fluent in the English language.
- Ability to communicate in Spanish is a plus.

## **PHYSICAL DEMANDS**

The work is light work. The employee is frequently required to apply 10 pounds of force to lift, carry, push, pull or otherwise move objects. The employee is occasionally required to exert up to 20 pounds of force to move objects. In addition, positions in this classification typically require perceiving sounds at normal speaking levels, mental acuity, speaking, expressing ideas by the spoken word, and visual acuity to analyze data.

## **WORK ENVIRONMENT**

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

# City of Doral, FL

## JOB DESCRIPTION



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### Parking Operations Supervisor

**Department:** Public Works

**Pay Grade:** I16

**FLSA Status:** Exempt

#### **JOB SUMMARY**

This position is responsible for the direct oversight of the City's Parking Management Program, including managing the City's parking vendors, assisting in budget preparations, conducting parking data analysis, handling constituent parking questions and concerns, assigning and reviewing work performed by Public Works construction staff as it is related to parking, and assisting in the procurement of parking related goods and services.

#### **ESSENTIAL JOB FUNCTIONS**

- Manages the functions of the Parking Management Program to ensure parking enforcement details are performed and addressed while maintaining compliance with all Federal, State, County, and local regulations.
- Provides front-line communications with the public to review and address all parking related complaints in order to resolve the concerns in a timely, effective, and efficient manner. This includes performing field inspections, meeting with the public, and reviewing the parking enforcement officer's body worn cameras when needed to address concerns.
- Oversees the requests for parking valet and residential parking permits. Responsible for the coordination of the evolving parking needs related to City events, special events, and construction management plans.
- Acts as the liaison between City staff and the Parking Management vendor. Provides assistance to the parking management team. Makes recommendations for policy changes and parking space supply modifications.
- Coordinates with Homeowner Associations (HOAs) to oversee residential parking permit programs.
- Reviews and processes monthly parking vendor invoices, including maintaining the records of PayByPhone and parking citation revenues. Includes ongoing maintenance of budgetary functions. Compiles required information and prepared weekly, monthly, quarterly, and annual budgetary reports as requested.
- Responsible for keeping the City's parking inventory up to date, including periodic field inspections and the preparation of records and reports. Will assist in the development of parking related Council memorandums and Parking Ordinance Amendments as needed.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree; and four (4) years of related work experience; or an equivalent combination of education and experience.

### **Special Qualifications:**

- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

### **Knowledge, Skills and Abilities:**

- Knowledge of code enforcement and parking planning and/or management.
- Skill in communication with supervisors, co-workers, departments, vendors and outside agencies to discuss work in progress, exchange information, resolve problems, coordinate equipment needs, provide operational support, and project management.
- Ability to prioritize workload.
- Ability to analyze facts and exercise sound judgment in decision-making.
- Ability to apply common sense understanding to carry out instruction furnished in written and oral form.
- Ability to maintain an affective working relationship with citizens and other employees.

## **PHYSICAL DEMANDS**

The work is light work. The employee may exert up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. In addition, positions in this classification typically require balancing, climbing, speaking, ability to receive detailed information through oral communication, mental acuity, expressing or exchanging ideas by means of the spoken word, visual acuity to determine accuracy, neatness, thoroughness of the work assigned, and walking.

## **WORK ENVIRONMENT**

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

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### Irrigation System Technician

**Department:** Public Works

**Pay Grade:** I06

**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

This position maintains irrigation systems of City outdoor facilities. Employees in this classification perform skilled maintenance work. Performs advanced irrigation work in the repair, installation, maintenance, and care of the systems.

#### **ESSENTIAL JOB FUNCTIONS**

- Operates wire-tracking device locating irrigation wires.
- Digs ditches for irrigation lines.
- Performs repairs to underground components.
- Checks, replaces, and troubleshoots irrigation lines.
- Operates a variety of common hand and power tools and specialized electrical testing equipment.
- Inspects City facility irrigation systems; tests operate systems and components; makes or schedules repairs.
- Performs periodic preventative maintenance such as lubrication cleaning.
- Performs repairs to systems components such as pumps, switches, timers, and spray heads.
- Performs repairs to underground components such as pipes, valves, and fittings.
- Makes improvements to irrigation systems; installs/extends systems to irrigate new areas.
- Consults technical manuals, codes, and other documents to ensure installation, maintenance, and repairs are in accordance with specifications.
- Operates/uses a variety of common hand and power tools and specialized electrical testing equipment.
- Prepares periodic reports documenting activities.
- Supervises, trains, and develops standard operations for crews in the daily operation and maintenance of the irrigation systems.
- Maintains inventory and initiates ordering of repair parts and supplies.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

High school diploma or equivalent; and three (3) years of related work experience; or an equivalent combination of education and experience.

### **Special Qualifications:**

- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

### **Knowledge, Skills and Abilities:**

- Knowledge of irrigation standards and practices.
- Knowledge of City's policies and procedures relevant to job duties.
- Skill in using computers for data entry.
- Skill in using small power tools.
- Skill in communicating, both verbally and in writing.
- Skill in interpreting specifications.
- Ability to communicate courteously and effectively with the public.
- Ability to use job related equipment and machinery.
- Ability to manage multiple tasks.
- Ability to prioritize workloads.
- Ability to identify and solve problems.

## **PHYSICAL DEMANDS**

The work is medium work. The employee is frequently required to apply 30 pounds of force to lift, carry, push, pull or otherwise move objects. The employee is occasionally required to exert up to 50 pounds of force to move objects. In addition, positions in this classification typically require balancing, climbing, crawling, crouching, feeling, grasping, handling, perceiving sounds at normal speaking levels, kneeling, lifting, manual dexterity, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, expressing ideas by the spoken word, and walking.

## **WORK ENVIRONMENT**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

# City of Doral, FL

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### **Deputy Building Official / Chief Building Inspector**

**Department: Building**

**Pay Grade: I 19**

**FLSA Status: Exempt**

#### **JOB SUMMARY**

This position performs and supervises a variety of routine and complex technical work in connection with the enforcement of the provisions of the Florida Building Code, Miami-Dade County Code, City Code, and other related codes. This position provides backup for the Building Official or the Building Director, upon their absence.

#### **ESSENTIAL JOB FUNCTIONS**

- Oversees processes and programs for the Building Department.
- Provides assistance and serves as backup during the absence of the Building Official or Building Director.
- Is the first line of supervision for building inspectors and building plans examiners.
- Responsible for managing, providing instructions and distributing work assignments amongst the building inspectors and building plans examiners.
- Responsible for the daily coordination of inspection assignments, missed inspections, and special inspections requests.
- Responsible for conducting performance evaluations for all building inspectors and building plans examiners. Additionally, this role is responsible for ensuring each member meets the service standards established by the City of Doral Building Department.
- Responsible for reviewing plans and permits applications for commercial & residential projects while ensuring compliance with all building codes.
- Inspects new and existing buildings and structures to ensure compliance with the applicable building codes and approved plans and specifications.
- Conducts inspections of residential and commercial buildings to ensure that they conform with the applicable codes.
- Observes building conditions and issues notices of violations for correction of violations; checks for accidents and unforeseen circumstances to assess safety and usability structures.
- Responsible for issuing notices of code violations and citations; such as: verbal & written notices of code violation and verbal citations for code violations.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing.

- Responsible for maintaining up to date records of departmental documents and changes in the code.
- Research problems and complaints regarding commercial and residential work and code compliance as it relates to the building codes.
- Reviews threshold reports and confirms general compliance with the project status.
- Attends various meetings; makes community presentations about the Florida Building Code.
- Attends annual continuing education courses for re-certification.
- Enforces, explains, and interprets pertinent sections of the Building Code.
- Presents code violation cases to the Code Compliance Special Master.
- Responds to electronic correspondence and phone communication in regards to building projects and permit issues.
- Responsible for conducting pre-assessments and post-assessments disaster assessments on behalf of the City. This member is part of the City of Doral preparedness team.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Associate's Degree; and two (2) years of related work experience; or an equivalent combination of education and experience.

### **Special Qualifications:**

- Possession of a valid, Florida driver's license, typically Class E, to operate a motor vehicle along with an acceptable driving record; requirement exists at the time of hire and as a condition of continued employment.
- Must hold a standard certification as an Inspector and Plans Examiner by the State of Florida Department of Business and Professional Regulations (or hold a provisional certification for the period permitted in Florida prior to obtaining a standard certification). Must meet the licensing requirements under Article II, Chapter 8, Section 8-21 of the Miami-Dade County for Chief Building Inspector (Commercial/residential roofing a plus) and have or be able to obtain a certificate from the Miami-Dade County Board of Rules and Appeals.
- Must obtain Building Code Administrator License and Certified Floodplain Manager within one (1) year of the position.
- Must complete Supervision/Management Training within one year (1) of position.
- Must be a non-smoker.

### **Knowledge, Skills and Abilities:**

- Knowledge of current codes and regulatory standards governing the state's building construction industry in the respective trade/discipline.
- Knowledge of all functions relevant to the processing and approval of building construction projects in the respective trade/discipline, e.g., plans review, licensing, permitting, inspections.
- Knowledge of use of small office equipment, including copy machines or multi-line telephone systems.

- Knowledge of proper inspection techniques to examine workmanship, methods, and materials of construction.
- Skill in meeting and dealing with the public in an effective and courteous manner.
- Skill in communicating, both orally and in writing.
- Skill in using computers for data entry, word processing, and/or accounting purposes.
- Ability to detect deviations from plans, regulations, and standard construction practices.
- Ability to make recommendations that impact the budget.
- Ability to manage a budget.
- Ability to use highly technical computer applications, such as GIS or CAD.
- Ability to establish policies for using, acquiring, and/or maintaining technology systems.
- Ability to create plans for and guide implementation of new technology systems.
- Ability to be fluent in the English language.
- Ability to communicate in Spanish is a plus.

### **PHYSICAL DEMANDS**

- The work is light and requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. In addition, positions in this classification typically require balancing, climbing, crouching, feeling, grasping, perceiving sounds at a normal speaking level, kneeling, reaching, standing, expressing ideas by means of the spoken word, visual acuity to analyze data, and walking.
- In addition, positions in this classification typically require balancing, climbing, grasping, handling, perceiving sounds at normal speaking levels, discriminating among sounds, kneeling, lifting, manual dexterity, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, expressing ideas by the spoken word, visual acuity to analyze data/work with color or depth perception/determine accuracy or observe facilities/operate motor vehicles or equipment/inspect defects or fabricate parts, and walking.

### **WORK ENVIRONMENT**

Work is performed in a relatively safe, secure, and stable work environment.

# City of Doral, FL

## JOB DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Permitting & Development Services Manager

**Department:** Building  
**Pay Grade:** I 13  
**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

This position is responsible for planning, managing, developing work rules, training, coordinating, and administering all activities and personnel of such staff positions as administration, citizen participation, research, and finance, and manages such personnel as are assigned to specific functions in the performance of the necessary duties. Assists the Assistant Director with day-to-day operations and serves as backup in their absence. Participates in annual budget preparation and makes recommendations.

#### **ESSENTIAL JOB FUNCTIONS**

- Manage, monitor, and oversee the licensing and permitting processing team which includes training, work assignments, performance evaluations, development, and disciplinary action.
- Manage day-to-day operations of various divisional licensing & permitting activities specifically as it relates to application acceptance, review & approval workflow, license/permit issuance, productivity as well as fiscal monitoring and reporting.
- Manage and oversee the processing of applications for various licenses and permits; as well as reviews and ensures conformity and compliance to City standards and ordinances whereby all necessary information is provided on and/or with the application.
- Monitor, manage, oversee, and report on the approval workflow of applications for various licenses and permits to ensure licenses and permits are processed in a timely manner and promptly issued.
- Monitor all fees collected and properly applied to processed licenses and permits.
- Monitor the performance of divisional licensing and permitting activities on a continuing basis, taking appropriate steps to improve its efficiency and effectiveness.
- Provide reports on a regular basis, and as directed or requested, to keep the divisional senior management and as well as Executive and Cabinet – Level management (if applicable) informed of the operation and progress of the program.
- Act as reviewer and evaluator to licensing and permitting processes for the Division to ensure that issues and concerns are being appropriately evaluated, investigated, and resolved.

- Identify potential areas of process and fiscal vulnerability and risk, develop, and implement corrective action plans for resolution of problematic issues, and provide general guidance on how to avoid or deal with similar situations in the future as it relates to licensing and permitting.
- Become a subject matter expert on the Codified Ordinances related to the various licenses and permits issued and enforced by this Division.
- Institute and maintain an effective outreach and communication program on licensing processes and requirements.
- Conduct and attend meetings of various internal and external stakeholders as it relates to licensing and permitting.
- Develop and periodically review and update the Standard Operating Procedures to ensure continuing currency and relevance in providing guidance to management and employees.
- Collaborate with other personnel within the division and throughout the city-wide enterprise in providing oversight and management of licensing and permitting.
- Consult with both senior management and the Department of Law as required to resolve legal issues.
- Responsible for management, training and supervision of Permit Clerks and Permit Technicians, Plans Processing Clerk I/II or “Lead” and Solution Center Representative.
- Implements policies and procedures related to permit processing in conjunction with the Assistant Director/Director and/or Building Official.
- Oversees lobby management procedures, form updates, customer service training for front line staff, and back of office procedures.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor’s Degree; and four (4) years of related work experience in permitting, construction management, office management and standard office practices; or an equivalent combination of education and experience.

### **Special Qualifications:**

- Possession of a valid, State of Florida driver’s license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must complete Supervision/Management Training within one year (1) of position.
- Must be a non-smoker.

### **Knowledge, Skills and Abilities:**

- Knowledge of modern office practices and procedures.
- Knowledge of Microsoft Word, WordPerfect, or a similar word processing program.
- Knowledge of use of small office equipment, including copy machines or multi-line telephone systems.

- Knowledge of inventory/property management.
- Skill in providing customer service.
- Skill in meeting and dealing with the public in an effective and courteous manner.
- Skill in typing.
- Skill in using computers for data entry.
- Ability to use highly technical computer applications, such as GIS or CAD.
- Ability to perform several tasks at one time.
- Ability to make rational decisions.
- Ability to accept, receive, and/or collect payments.
- Ability to get along with others.
- Ability to prepare and/or process purchase orders.
- Ability to make recommendations that impact the budget.
- Ability to be fluent in the English language.
- Ability to communicate in Spanish is a plus.

### **PHYSICAL DEMANDS**

The work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly to move objects. In addition, positions in this classification typically require crouching, feeling, grasping, handling, perceiving sounds at normal speaking levels, manual dexterity, pulling, pushing, repetitive motion, speaking, standing, expressing ideas by the spoken word, visual acuity to analyze data, and walking.

### **WORK ENVIRONMENT**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

# City of Doral, FL

## JOB DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **Assistant City Manager /Chief Financial Officer**

**Department:** City Manager

**Pay Grade:** I26

**FLSA Status:** Exempt

#### **JOB SUMMARY**

This position is responsible for oversight and coordination of various City departments ensuring such departments operate in accordance with policies established by the City Council and City Charter. Performs advanced administrative, financial and professional work in planning, organizing and directing assigned departments and functions of municipal government, which includes responsibility for all City fiscal, treasury and budgetary policy and development, along with other administrative or support functions of several departments; formulation and executing of broad policies and development of effective procedures and organizational improvement in the City's financial responsibilities, as well as the development of the annual and long range financial plans. Plans, organizes, and implements programs for the organization and reports to the City Manager. Responsible for assisting in the development and updating of strategic plans and performance indicators for these departments.

#### **ESSENTIAL JOB FUNCTIONS**

- Serves as the City's Chief Financial advisor, providing direct assistance to the City Manager and City Council in financial matters and various special projects.
- Forecasts and analyzes the financial condition and operating effectiveness of the City and prepares related reports.
- With Approval of the City Manager, this role will provide direct supervision to management staff as assigned including instructing, assigning, reviewing, and planning work of others, maintaining standards, coordinating activities, allocating personnel.
- Works with Human Resources to assist in the selection of management staff and in absence of the City Manager, addresses employee issues, recommends, and approves employee discipline, discharge, and transfers, recommends promotions and salary increases.
- Establishes and maintains internal control procedures and ensures City compliance with recognized accounting and reporting methods.
- Directs the preparation and administration of the City's annual budgets; reviews operating budgets periodically to analyze trends affecting budget needs; monitors revenues and expenditures and performs appropriate cost control activities.

- Develops and reviews reporting department budgets; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Prepares a variety of studies, reports, and related information for decision-making purposes; prepares periodic and special financial reports as required by the City and other agencies.
- Assists with City-wide financial initiatives and projects; makes recommendations regarding rate changes, tax increases, changes in levels of services provided by the city and other issues as appropriate.
- Coordinates activities and functions throughout city departments and outside agencies as appropriate.
- Conducts and attends various staff meetings as required; represents the city at various local and regional conferences and meetings; attends training, conferences, and seminars as appropriate to enhance job knowledge and skills.
- Receives and responds to inquiries, concerns, complaints, and requests for assistance from city personnel, elected officials, and citizens regarding general municipal financial matters; presents financial information and issues to external groups as required.
- Interacts and communicated with various groups and individuals such as the City Manager, City Council, Mayor, City department heads and staff, various boards and commissions, attorneys, community/ civic organizations, professional peers, news media, various outside professionals, various other government agencies, and the public.
- Receives reports from division and department heads covering the operations of division and departments of direct reports; reviews report and meets with respective division and/or department heads to discuss the content of reports.
- Performs duties of the City Manager as necessary in his/her absence.
- Attending City Council, department, committee, and other meetings as assigned.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

- Bachelor's Degree; and ten (10) years of related work experience; or an equivalent combination of education and experience.
- Master's degree, C.P.A of CGFO (or related certification) and knowledge of the governmental planning and development functions are preferred.

### **Special Qualifications:**

- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

**Knowledge, Skills and Abilities:**

- Knowledge of basic mathematical skills involving variables; applying concepts of financial accruals; statistics, applying such functions as frequency distribution, reliability, validity, and correlation techniques; finance and economics using financial and econometric models.
- Knowledge of Microsoft Office and related software programs.
- Ability to read reading professional literature and technical manuals; speaking to groups of employees, other public and private groups; writing manuals and complex reports.
- Ability to develop new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
- Ability to negotiate, exchange ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
- Ability to handle or use machines requiring moderate instruction and experience such as computers, and software programs such as word processing, spreadsheets, or custom applications.
- Ability to perform work involving the application of broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist.
- Ability to use advanced professional-level work methods and practices in the analysis, coordination, or interpretation of work of a professional, engineering, fiscal, legal, managerial, or scientific nature and the ability for formulate important recommendations or make technical decisions that have an organization-wide impact. Requires sustained, intense concentration for accurate results and continuous exposure to sustained and unusual pressure; and
- Ability to make decisions, affecting the entire organization and surrounding population; responsible for long-range goals, planning and methodologies.
- Ability to prepare and/or process purchase orders.
- Ability to make recommendations that impact the budget.
- Ability to be fluent in the English language.
- Ability to communicate in Spanish is a plus.

**PHYSICAL DEMANDS**

The work is considered sedentary and involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations. The work requires the following physical abilities to perform the essential job functions: mental acuity, speaking, and visual acuity.

**WORK ENVIRONMENT**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

# City of Doral, FL

## JOB DESCRIPTION



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### **Code Compliance Administrative Coordinator**

**Department:** Code Compliance

**Pay Grade:** I 13

**FLSA Status:** Exempt

#### **JOB SUMMARY**

This position is a supervisory position and performs advanced secretarial and administrative work for the Code Compliance Department as designated by the Department Director. Work in this classification is primarily focused on planning, scheduling, coordinating, recording, and following-up action with the entire Special Magistrate process.

#### **ESSENTIAL JOB FUNCTIONS**

- Coordinates 30 or more monthly hearings; prepares code case packets and scans and creates E-files and hard files with supporting documents.
- Prepares for creation of Magistrate Orders and docket management.
- Creates annual schedule and deadlines.
- Compiles data to prepare legal documents.
- Swears witnesses, interpreters, and attorneys on admission at hearings.
- Records proceedings.
- Serves as public notary.
- Prepares Notices of Public Hearing for publishing online and at City Hall Lobby through the City Clerk's Office complying with Fla. Statute CH 162.
- Collaborates with the City Clerk's Office in recording liens and releases of liens with the Miami-Dade County Clerks of Court.
- Coordinates monthly agenda for Special Magistrate which includes processing Court-related invoices; organizing Magistrate case files; preparing orders; and updating Department software with paperwork that will be used for prosecution.
- Assists with inquiries and research on Special Magistrate cases.
- Prepares all mailing of Special Magistrate notices; files all related certified green receipts and received signed green cards; and sends out reminder date notices.
- Oversees open/code violation requests and lien management system updates; prepares and sends demand letters to respondents; sends lien payoffs to attorneys' offices and title companies; and receives payments of liens, fines, and fees imposed by the Magistrate.
- Assists with finance procedures such as paying/processing Department invoices; processing online (input data) and manual lien searches; and entering data and submitting for payment

through cashiers.

- Orders and processes payments for uniforms, business cards, and office supplies.
- Assists with planning, maintaining, and evaluating Magistrate enforcement procedures; identifies areas of improvement.
- Serves as Clerk during Special Magistrate proceedings.
- Assists Director with research and inquires related to Magistrate cases.
- Prepares and manages all mail, which includes regular and certified mail.
- Assists with budget preparation.
- Directly supervises, evaluates, and provides feedback to Code Compliance Clerk.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Associate degree in public administration, business administration, finance, or a related field (Bachelor's degree preferred); and three (3) years of related, verifiable work experience in coordinating meetings and complex processes of a technical or legal nature; or an equivalent combination of education and experience.

### **Special Qualifications:**

- Possession of a valid, Florida driver's license, typically Class E, to operate a motor vehicle along with an acceptable driving record; requirement exists at the time of hire and as a condition of continued employment.
- Must be able to obtain a Florida Notary Public License within six (6) months of hire.
- Paralegal Certification preferred.
- Must be a non-smoker.

### **Knowledge, Skills and Abilities:**

- Knowledge of modern office practices and procedures.
- Knowledge of Microsoft Word, WordPerfect, or a similar word processing program.
- Knowledge of use of small office equipment, including copy machines or multi-line telephone systems.
- Skill in meeting and dealing with the public in an effective and courteous manner.
- Skill in using computers for data entry.
- Ability to deal with confidential and sensitive matters.
- Ability to accept, receive, and/or collect payments.
- Ability to prepare and/or process purchase orders.
- Ability to make recommendations that impact the budget.
- Ability to manage the budget within assigned department.
- Ability to be fluent in the English language.
- Ability to communicate in Spanish is a plus.

## **PHYSICAL DEMANDS**

The work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly to move objects. In addition, positions in this classification typically require climbing, crouching, feeling, grasping, handling, perceiving sounds at normal

speaking levels, kneeling, lifting, manual dexterity, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, expressing ideas by the spoken word, visual acuity to analyze data/work with color or depth perception/determine accuracy or observe facilities/inspect defects or fabricate parts, and walking.

### **WORK ENVIRONMENT**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

# City of Doral, FL

## JOB DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **Code Compliance Training & Outreach Officer**

**Department:** Code Compliance

**Pay Grade:** I14

**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

This is a specialized technical position which provides a supporting role to the Code Compliance Department. The employee in this classification will be responsible for carrying out the daily operations of the outreach efforts designated by the department and providing all necessary training to newly hired officers. Additionally, the employee is responsible for facilitating a training environment in which the Officer is able to learn technical, investigative and community engagement activities in accordance with the City of Doral's regulations. The role develops, research and implements all training opportunities while maintaining outreach activities within department of the Code Compliance Department.

#### **ESSENTIAL JOB FUNCTIONS**

- Responsible for training newly hired officers in all aspects of the Code Compliance Officer Duties.
- Responsible for developing and maintaining the Code Compliance Field Training Manual, which encompasses all aspects, scenarios and recommendations for a newly hired officer.
- Responsible for researching and seeking training opportunities for all personnel within the Code Compliance Department.
- Trains, prepares for, and performs essential personnel duties during emergency response, including damage assessments and community recovery efforts.
- Responsible for monitoring continuing education hours for all code compliance personnel.
- Responsible for coordinating all outreach activities and programs for the Code Compliance department.
- Responsible for developing an outreach program guide and calendar for the Code Compliance department, the guide must include promotional materials, such as flyers, and promotional items that foster a good relationship with the community.
- Responsible for coordinating the Mayor's Government Academy and other workshops as assigned.
- This position will still be responsible for proactively addressing code violations and bringing forward cases to the Special Magistrate.
- Represents the Code Compliance department at HOA meetings, public workshops and City

events. Attends neighborhood and community meetings to support the code enforcement, sustainability, and resilience outreach.

- Responsible for working with the Public Affairs Department to generate social media posts, campaigns in alignment with the City's branding.
- Responsible for daily patrol of their assigned area to ensure compliance with the City's regulations and Florida Statutes. This role is responsible for taking cases to the Special Magistrate Proceedings.
- Responsible for providing testimony concerning code violations before special magistrates, and circuit court judges.
- Conducts surveys and collects data on operational and administrative problems and procedures regarding the services offered by the Code Compliance Department.
- Participates with special task forces and interdepartmental teams to proactively address community issues, correct code violations, and improve public health and safety issues within the City of Doral.
- Responsible for issuing notices of code violations and citations, such as: verbal & written notices of code violation and verbal citations for code violations.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing.
- Communicates effectively with the public in stressful situations.
- Interacts and communicates with the immediate supervisor, co-workers, other City department personnel, property/homeowners, developers, contractors, architects, engineers, County personnel, public, etc.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

- An Associate's degree is required, supplemented by a minimum of two full years (2) of verifiable field experience in the enforcement of municipal codes and ordinances, or related work experience.
- Successful completion of Florida Association of Code Enforcement certification for Levels 1, 2 and 3 are required.

### **Special Qualifications:**

- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

**Knowledge, Skills and Abilities:**

- Must be computer literate with working knowledge of Microsoft Word, WordPerfect or a similar word processing program as well as Excel.
- Ability to prepare and present Code Compliance Cases before the Special Magistrate.
- Ability to meet and deal with the public and fellow workers in an effective and courteous manner.
- Ability to enforce regulations tactfully, firmly, and impartially.
- Ability to perform several tasks at one time.
- Ability to read and understand architectural plans.
- Ability to be held accountable for inventory/property management.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- The minimum qualifications may be waived by the City Manager.

**PHYSICAL DEMANDS**

- The work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly to move objects. In addition, positions in this classification typically require climbing, crouching, feeling, grasping, handling, perceiving sounds at normal speaking levels, kneeling, lifting, manual dexterity, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, expressing ideas by the spoken word, visual acuity to analyze data/work with color or depth perception/determine accuracy or observe facilities/inspect defects or fabricate parts, and walking.
- Ability to receive detailed information through oral communication; make rational decisions; express ideas by speaking accurately/loudly/quickly; shout in order to be heard above ambient noise level; use visual acuity to perform activities such as viewing a computer terminal, determining the accuracy of work, operating heavy equipment or making inspections; and walk from one work site to another.

**WORK ENVIRONMENT**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

# City of Doral, FL

## JOB DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Code Compliance Clerk

**Department:** Code Compliance

**Pay Grade:** I06

**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

This position performs a variety of complex secretarial duties for assigned management within the Department. Duties typically include arranging for and attending conferences; independently answering inquiries where there is established policy or precedent action; taking and transcribing dictation; composing correspondence; and performing research to compile data for special reports and other purposes.

#### **ESSENTIAL JOB FUNCTIONS**

- Greets all walk-in members of the public and filters complaints to the appropriate team member.
- Answers the telephone to answer all general questions and route to appropriate team members.
- Handles all regular mail correspondence.
- Assists supervisor in fulfilling public record requests.
- Scan any written notices into the department software for record keeping purposes.
- Serves as backup to the Administrative Coordinator.
- Assists with Citizens' Government Academy process.
- Assists supervisor with record retention duties.
- Performs advanced secretarial and administrative work including, but not limited to transcribing correspondence such as letters, memoranda, and general orders; answering phones; scheduling appointments, routes mails, and assisting with other standard duties.
- Composes, types, and proofreads a variety of detailed material including council reports, budget documents, and letters.
- Compiles, develops, and analyzes both internal and external reports and studies as directed by.
- Assists in the coordination of Departmental budgets and other related activities.
- Assists in purchasing activities; orders supplies and equipment; and uses financial software to track purchases orders, invoices, and requisitions for supplies.
- Responds to inquires and requests for information from Department Heads.

- Administers the vendor registration process for the Code Compliance Department, as well as all vendor related communications and inquiries.
- Ensure the integrity of the Department's record to assure compliance with all Sunshine Laws; such as, the retention schedule for documents.
- .
- Schedules employees for training conferences by securing registrations, hotel/flight reservations, etc.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

High school diploma or equivalent ; and three (3) years of general secretarial, clerical, or related work experience; or an equivalent combination of education and experience.

### **Special Qualifications:**

- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

### **Knowledge, Skills and Abilities:**

- Knowledge of modern office practices and procedures.
- Knowledge of use of small office equipment, including copy machines or multi-line telephone systems.
- Knowledge of Microsoft Word, WordPerfect, Excel, or similar programs.
- Knowledge of basic bookkeeping.
- Skill in meeting and dealing with the public and fellow workers in an effective and courteous manner.
- Skill in typing and transcribing.
- Skill in communicating, both verbally and in writing.
- Skill in providing excellent customer service.
- Ability to deal with confidential and sensitive matters.
- Ability to organize.
- Ability to prepare and/or process purchase orders.
- Ability to make recommendations that impact the budget.
- Ability to perform several tasks at one time.
- Ability to get along with others.
- Ability to be fluent in the English language.
- Ability to communicate in Spanish is a plus.

### **PHYSICAL DEMANDS**

The work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly to move objects. In addition, positions in this classification typically require feeling, handling, perceiving sounds at normal speaking levels, discriminating among sounds, manual dexterity, mental acuity, reaching, repetitive motion, speaking, expressing ideas by the spoken word, visual acuity to analyze data/work with color or depth perception/determine accuracy or observe facilities/operate motor vehicles or equipment, and walking.

### **WORK ENVIRONMENT**

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

# City of Doral, FL

## JOB DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **Accountant & Budget Analyst**

**Department:** Finance

**Pay Grade:** I 15

**FLSA Status:** Exempt

#### **JOB SUMMARY**

This position performs advanced accounting, budgeting, and financial reporting work. Work involves preparing budgets; analyzing fiscal functions; preparing highly complex analyses; troubleshooting mathematical errors; preparing reports; preparing computer generated presentations; and processing associated paperwork

General supervision from the Assistant Finance Director, who reviews work for conformity with established financial, administrative, and departmental policies.

#### **ESSENTIAL JOB FUNCTIONS**

- Assists in the preparation of the Financial Section of the Annual Comprehensive Financial Report (ACFR).
- Assists in the preparation of the Statistical Section of Annual Comprehensive Financial Report (ACFR).
- Assists in the preparation of the compensated absences report for the Annual Comprehensive Financial Report (ACFR).
- Assists external auditors with schedules and other data requested-for the year end audit.
- Assists in the annual preparation and daily maintenance of the City's budget, including providing reports and information to City Management; reviewing expenses and revenue information; and providing monthly budget updates. Assists with conducting long-range and short-range planning and budget forecasts for the City.
- Prepares analytical reports and other reports as requested.
- Prepares monthly and annual closing journal entries.
- Assists departments in accounting and processing procedures and practices, including the use of the financial system.
- Checks financial related work to ensure compliance with standards.
- Monitors data processing procedures related to the accounting system and coordinating such activities with other staff.
- Assists and coordinates financial software implementations and upgrades with City staff.
- Researches and provides solutions to financial discrepancies and other financial inquiries.

- Prepares line-item budgets, interacting with department directors and key staff members in operating departments.
- Reviewing and approving accounts payable batches.
- Performs cost/benefit studies.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree in finance, business administration, accounting, or a related field; **AND** three (3) years of general accounting, public accounting, or related work experience preferably in government accounting; or an equivalent combination of education and experience.

### **Special Qualifications:**

- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

### **Knowledge, Skills and Abilities:**

- Knowledge of Microsoft Office applications.
- Knowledge of use of small office equipment, including copy machines or multi-line telephone systems.
- Knowledge of accounting and budgeting principles and procedures.
- Skill in using computers for data entry, word processing, and/or accounting purposes.
- Skill in using mathematical functions such as adding, subtracting, multiplying, and dividing.
- Skill in creating and using spreadsheets.
- Ability to maintain a high level of confidentiality.
- Ability to establish and maintain effective working relationships with auditors, employees, the public, and City officials.
- Ability to manage a budget.
- Ability to be fluent in the English language.
- Ability to communicate in Spanish is a plus.

## **PHYSICAL DEMANDS**

The work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly to move objects. In addition, positions in this classification typically require perceiving sounds at normal speaking levels, lifting, manual dexterity, mental acuity, pulling, pushing, speaking, expressing ideas by the spoken word, visual acuity to analyze data/determine accuracy or observe facilities, and walking.

### **WORK ENVIRONMENT**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

# City of Doral, FL

## JOB DESCRIPTION



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### Senior Accountant

**Department:** Finance

**Pay Grade:** I 15

**FLSA Status:** Exempt

#### **JOB SUMMARY**

This position performs advanced accounting and financial reporting work. Work involves preparing and/or supervising and reviewing annual, quarterly, and monthly compliance and financial reports, reconciliations and analysis of general ledger accounts, and problem solving. General supervision is received from the Assistant Finance Director, who reviews work for conformity with established financial, administrative, and departmental policies.

#### **ESSENTIAL JOB FUNCTIONS**

- Training, supervising, and coordinating the work of professionals, paraprofessionals, and clerical employees in order to effectively accomplish departmental objectives.
- Supervising and/or preparing bank reconciliations for cash and investment accounts.
- Supervising and/or preparing monthly, quarterly, and annual financial and compliance reports.
- Supervising and/or preparing monthly reconciliations for general ledger balance sheet, revenue, and expense/ expenditure accounts.
- Supervising the recording of revenues from multiple third-party software into the City's financial system.
- Assists in the preparation of the Financial Section of the Annual Comprehensive Financial Report (ACFR)
- Prepares the Statistical Section of the Annual Comprehensive Financial Report (ACFR) .
- Prepares the Compensated Absences report for the Annual Comprehensive Financial Report (ACFR).
- Assists external auditors with schedules and other data requested-for the year end audit.
- Assists in the annual preparation and daily maintenance of the City's budget, including providing reports and information to City Management; reviewing expenses and revenue information; and providing monthly budget updates.
- Prepares monthly and annual closing journal entries.
- Reviews and reconciles payroll registers on a biweekly basis; transfers information to the general ledger; and prepares a reconciled summary report to accompany each payroll.
- Prepares payroll contributions.
- Analyzes and reconciles City bank accounts; ensures accounts balance; oversees banking issues

such as the processing of insufficient fund checks; makes account adjustments; approves check deposits in the bank; and prepares transmittals to debit appropriate accounts.

- Assists departments in accounting and processing procedures and practices, including the use of the financial system.
- Checks financial related work to ensure compliance with standards.
- Monitors data processing procedures related to the accounting system and coordinating such activities with other staff.
- Prepares and submits monthly Florida Retirement System (FRS) contributions, as well as monthly employee retirement contributions.
- Researches and provides solutions to financial discrepancies and other financial inquiries.
- Assists and coordinates financial software implementations and upgrades with City staff.
- Working on a variety of audit's including Worker's Compensation, Sales Tax and the Florida Retirement System audit.
- Reviews and approves accounts payable batches.
- Approves and supervises cashier and NSF entries.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree in finance, business administration, accounting, or a related field; **AND** three to five (3-5) years of general accounting, public accounting, or related work experience preferably in government accounting; or an equivalent combination of education and experience.

### **Special Qualifications:**

- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

### **Knowledge, Skills and Abilities:**

- Knowledge of Microsoft Office applications.
- Knowledge of use of small office equipment, including copy machines or multi-line telephone systems.
- Knowledge of accounting and budgeting principles and procedures.
- Skill in using computers for data entry, word processing, and/or accounting purposes.
- Skill in using mathematical functions such as adding, subtracting, multiplying, and dividing.
- Skill in creating and using spreadsheets.
- Ability to maintain a high level of confidentiality.
- Ability to establish and maintain effective working relationships with auditors, employees, the public, and City officials.
- Ability to manage a budget.

- Ability to be fluent in the English language.
- Ability to communicate in Spanish is a plus.

### **PHYSICAL DEMANDS**

The work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly to move objects. In addition, positions in this classification typically require perceiving sounds at normal speaking levels, lifting, manual dexterity, mental acuity, pulling, pushing, speaking, expressing ideas by the spoken word, visual acuity to analyze data/determine accuracy or observe facilities, and walking.

### **WORK ENVIRONMENT**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

# City of Doral, FL

## JOB DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **Audiovisual Program Manager**

**Department:** Information Technology

**Pay Grade:** I 18

**FLSA Status:** Exempt

#### **JOB SUMMARY**

This position performs and facilitates technical work in the maintenance, support, and installation of computer and audiovisual equipment to ensure proper performance with respect to the City's audiovisual (AV) technology systems. Oversees IT and AV projects including project's budget, timeline, and scope of work. In addition, this position works with other City departments in reviewing the scope of work of incoming projects and assists in outlining the project specifications.

#### **ESSENTIAL JOB FUNCTIONS**

- Responsible for IT project planning, scheduling, and budgeting.
- Manages project risks and issues.
- Designs, installs, and configures IT and AV systems.
- Conducts tests and commissioning of the city AV projects while ensuring project compliance.
- Provides overall direction and administration of design and construction projects through architects, engineers, contractors, and other project managers.
- Plans the strategic roadmap for audiovisual solutions that will meet the needs of the city departments.
- Provides troubleshooting and technical expertise to ensure the audiovisual programs, systems and multimedia are operational.
- Provides fast response to critical systems of the city.
- Furnishes video evidence in response to investigations and/or public records requests.
- Manages artificial intelligence analytics software and hardware.
- Assembles and installs broadcasting-related equipment as needed.
- Designs surveillance systems for City as requested.
- Trains AV Technicians on installing and troubleshooting of systems.
- Acts as a resource to provide technical assistance for multiple projects during bidding, designing, permitting, and installing.
- Reviews and evaluates engineering options for both new and existing designs.

- Coordinates new and existing projects with vendors, City staff, project managers, and management.
- Designs cost effective systems while reviewing scope of work, specifications, and plans; plans and proposes budget allocation for the project.
- Works with the City departments and project managers to prepare project specifications; identifies hardware, software, and other tools required for delivery of design services for projects.
- Schedules project meetings, site surveys, and walk-throughs to document existing conditions for project sites.
- Provides support for the recording of public meetings such as Council, Zoning, and other meetings as needed.
- Assists in the recording of meetings and presentations with video camera equipment; operates panning of cameras; adjusts amplifiers for optimal live audio; and coordinates graphics and electronic documents used in presentations during live meetings.
- Serves as a liaison in technical support for teleconferences, webinars, and distance-learning classes.
- Performs technical work in the maintenance, support, and installation of audiovisual equipment, network infrastructure, teleconference systems, and other equipment.
- Performs routine maintenance and system upgrades/repairs.
- Works on several key Department projects including integration and expansion of Doral TV, AV systems used by the City for Citizen Engagement, and multimedia channels such as the website and other digital media platforms.
- Diagnoses and corrects media system problems.
- Provides guidance in the integration of software or services for various systems that support AV functionality for the city.
- Responds to requests for emergency recordings, as needed.
- Creates and edits masters and copies as necessary for program file storage and/or distribution.
- Performs the encoding of RAW recordings files to meet different needs of the city.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree in computer science, information technology, or a related field; and four (4) years of related, verifiable work experience in audiovisual (AV) operations preferably with experience in troubleshooting, installing, upgrading, and maintaining audiovisual and associate peripherals; or an equivalent combination of education and experience.

### **Special Qualifications:**

- CTS certification Required within a year of employment.
- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a

psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.

- Must be a non-smoker.

**Knowledge, Skills and Abilities:**

- Knowledge of audiovisual systems, camera systems, and recording software.
- Knowledge of video encoding software.
- Knowledge of the most current released version or the immediate predecessor of MS Office, related MS Office automation products, and MS Exchange.
- Skill in using computers and AV equipment.
- Ability to analyze and diagnose problems quickly and to make recommendations for workable solutions within prescribed standards.
- Ability to maintain professional working relationships with fellow employees, users, and the public.
- Ability to work closely with and explain sophisticated technology and processes to end user community.
- Ability to make rational decisions.
- Ability to work after hours.
- Ability to deal with confidential and sensitive matters.
- Ability to be fluent in the English language.
- Ability to communicate in Spanish is a plus.

**PHYSICAL DEMANDS**

The work is medium work. The employee is frequently required to apply 30 pounds of force to lift, carry, push, pull or otherwise move objects. The employee is occasionally required to exert up to 50 pounds of force to move objects. In addition, positions in this classification typically require climbing, crawling, crouching, feeling, grasping, handling, perceiving sounds at normal speaking levels, discriminating among sounds, kneeling, lifting, manual dexterity, mental acuity, reaching, speaking, standing, expressing ideas by the spoken word, visual acuity to analyze data, and walking.

**WORK ENVIRONMENT**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs. Duties include working after normal business hour including nights, weekends, and holidays to meet critical deadlines and/or to perform routine maintenance and systems upgrades/repairs.

# City of Doral, FL

## JOB DESCRIPTION



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### Technical Support Manager

**Department:** Information Technology

**Pay Grade:** I 15

**FLSA Status:** Exempt

#### **JOB SUMMARY**

This position is responsible for ensuring that all Technology Service requests are assigned in a timely matter. This role is responsible for working in conjunction with the executive team to develop and establish departmental processes and procedures. This position is responsible for overseeing the help desk operations and providing technical support and assistance to all users. This role ensures that responsiveness and timeliness of the help desk is attained by completing weekly reports for the executive staff's review. Additionally, the members under this role must be service oriented and must maintain communication with the users. This position consists of managing complex technical support operations and providing strategic leadership. Responsible for collaborating with different departments.

#### **ESSENTIAL JOB FUNCTIONS**

- Manages physical access control systems, ensuring the security and integrity of facilities and resources.
- Implements and enforces access control policies and procedures, including granting and revoking access privileges as well as monitoring access logs.
- Generates reports and metrics on technical support performance including response times, resolution rates, customer satisfaction, and team productivity.
- In conjunction with the executive team, this position is responsible for planning, coordinating and overseeing the execution of help desk projects.
- This role ensures that responsiveness and timeliness of the help desk is attained by completing weekly reports for the executive staff's review.
- Independently studies, develops and standardizes complex technical procedures to improve efficiency and effectiveness of operations, making sure goals and objectives are met.
- In conjunction with the executive team, this position is responsible for providing feedback and preparing departmental standard operating procedures in relation to the help desk activities.
- Develops knowledge of all city network and desktop support systems in order to provide comprehensive support.
- Plans, develops and implements projects to educate the end user community on computer related tasks that will improve their efficiency such as a Help Desk Website with FAQs, Help Desk Tips via email, notifications of new support topics available at the help desk, etc.

- Plans, develops and coordinates changes or enhancements to the help desk software as needed.
- Develops and implements methods of monitoring customer service and receiving feedback from customers including monitoring calls to ensure they are being handled in a professional and efficient manner, performing follow up calls on completed work orders and compiling reports on customer service feedback surveys.
- Provides insight on operational procedures and troubleshooting techniques, and develops training materials on new hardware and/or software applications as requested.
- Attains ownership of help desk management system, in addition, this position is responsible for assigning technology service requests.
- Develops and continually updates training material for new and existing help desk staff for transfer of knowledge of City network structure and applications; conducts training sessions to improve technical and troubleshooting skills to enhance technical service provided by help desk.
- Develops knowledge of City network and desktop support systems to provide comprehensive support.
- Manages the creation of new user accounts including the creation of Active Directory accounts, assigned Office 365 licenses; and security access; disables accounts upon notice.
- Plans, develops, and coordinates changes or enhancements to the help desk software as needed.
- Assists with management and enrollment of mobile devices such as iPad and iPhone.
- Develops and implements methods of monitoring customer service and receiving feedback from customers including monitoring calls to ensure they are being handled in a professional and efficient manner, performing follow up calls on completed work orders, and compiling reports on customer service feedback surveys.
- Provides training on new hardware and/or software applications as requested.
- Administers core systems and applications such as Office365, Active Directory, Fast Pass, Streamline NX, Bluebeam Revu, VMWare AirWatch, Microsoft Stream, Autodesk, and Kace System Deployment; coordinates with others to manage FortiVoice system to meet phone and fax needs.
- Maintains and manages the City's IT equipment inventory in the systems; assists in taking annual physical inventory.
- Works after hours as needed.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

High school diploma or equivalent (bachelor's degree in computer science, information technology, or a related field preferred); and four (4) years of related work experience preferably involving troubleshooting, installing, upgrading, or maintaining PCs, laptops, printers, or associated peripherals in a MS Windows-based environment with MS Office products; or an equivalent combination of education and experience.

### **Special Qualifications:**

- Computer industry certifications preferred: Networking certifications; Virtualization Technology certifications; Database Administrator certifications; or CompTIA.
- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.

- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.
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**Knowledge, Skills and Abilities:**

- Knowledge of virtual technologies, database server administration, network appliance management, web server management, and Windows server management.
- Knowledge of supporting PCs and laptops in a TCP/IP environment.
- Knowledge of performing routine maintenance and systems upgrades/repairs.
- Knowledge of Internet browsers.
- Knowledge of the most current released version or the immediate predecessor of MS Windows Server and Workstation operating systems.
- Skill in solving problems.
- Skill in providing customer service.
- Ability to analyze and diagnose problems quickly and to make recommendations for workable solutions within prescribed standards.
- Ability to maintain professional working relationships with fellow employees, users, and the public.
- Ability to prioritize, assign, review, and evaluate work.
- Ability to work after hours as needed.
- Ability to work closely with and explain sophisticated technology and processes to end user community.
- Ability to meet critical deadlines.
- Ability to deal with confidential and sensitive matters.

**PHYSICAL DEMANDS**

The work is medium work. The employee is frequently required to apply 30 pounds of force to lift, carry, push, pull or otherwise move objects. The employee is occasionally required to exert up to 50 pounds of force to move objects. In addition, positions in this classification typically require balancing, climbing, crouching, handling, perceiving sounds at normal speaking levels, discriminating among sounds, kneeling, lifting, manual dexterity, mental acuity, pushing, reaching, repetitive motion, speaking, standing, stooping, expressing ideas by the spoken word, visual acuity to analyze data/work with color or depth perception/determine accuracy or observe facilities/operate motor vehicles or equipment/inspect defects or fabricate parts, and walking.

**WORK ENVIRONMENT**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs. Duties include working after normal business hours including nights, weekends, and holidays to support public safety systems and when required to meet critical deadlines and/or perform routine maintenance and systems upgrades/repairs.



# City of Doral, FL

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### Community Center Manager I

**Department:** Parks and Recreation

**Pay Grade:** I08

**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

This position oversees the daily operations of the assigned Community Center including gymnasiums, event halls, multi-purpose rooms, fitness centers, and play areas. Duties include scheduling, training, and supervising assigned staff; inspecting and addressing maintenance of assigned facility and equipment; planning and organizing programs; enforcing rules and regulations; overseeing facility rentals; and addressing any related safety concerns.

#### **ESSENTIAL JOB FUNCTIONS**

- Provides oversight and direction for the daily operations of the Community Center which includes, but is not limited to, the indoor gymnasium, event hall, multipurpose rooms, fitness track, and play areas.
- Ensures safety and cleanliness of the Community Center and surrounding area.
- Prepares schedules and work assignments for full-time and part-time employees.
- Supervises, trains, evaluates, and disciplines full-time and part-time employees.
- Assists with the marketing, advertising, and promotional plans for programs and events of the Community Center.
- Recommends and develops Standard Operating Procedures (SOPs) for Community Center functions.
- Supervises and oversees the maintenance of the Community Center facility and the inspection and preventative maintenance of the equipment to ensure safe operations; maintains inventory.
- Identifies and prevents possible safety hazards or causes of injury.
- Organizes and administers recreational programming when needed.
- Supports operations by handling telephone inquiries, greeting visitors, reviewing contracts, taking payments, and providing information for City programs.
- Plans, organizes, and directs a wide variety of recreational activities.
- Enforces safety and other Park rules and regulations; administers first aid as required.
- Manages general maintenance and clean up duties at the Community Center which includes the emptying of trash receptacles; sweeping, mopping, and vacuuming floors; wiping down

tables, chairs, and other furnishings; replenishing toilet paper and hand towels; and cleaning concession area, restrooms, and fields.

- Supervises and oversees front desk operations which includes preparing assignments for receptionists.
- Oversees facility rentals for inside the Community Center and outdoor pavilions.
- Has oversight for facility revenue and monies collected through daily transactions as well as for end of day financial procedures; ensures money is properly deposited.
- Creates various reports relating to the facility and programming as well as budget recommendations.
- Purchases items for the facility as needed under a certain threshold without approval.
- Assists in managing the outside areas of the park facility as well; stands in for the facility Park Manager when needed.
- Manages and runs recreation programming.
- Works larger Department events as needed.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

A high school diploma or GED equivalent, (2) years of recreation experience preferred and (1) year of supervisory experience preferred; or an equivalent combination of education and experience.

### **Special Qualifications:**

- Prefer certifications in: Adult and Child CPR and AED; Standard First Aid.
- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

### **Knowledge, Skills and Abilities:**

- Knowledge of the materials, methods and equipment typically used in recreational work and clean up duties.
- Knowledge of using small office equipment, including copy machines or multi-line telephone systems.
- Knowledge of basic bookkeeping, cash management, and invoicing procedures.
- Knowledge of City procurement rules.
- Knowledge of basic rules of safety and ability to enforce applicable rules and regulations.
- Skill in delivering customer service.
- Skill in using computers for data entry, word processing, and/or accounting purposes.
- Ability to establish good customer relations.

- Ability to deal with people effectively, courteously, and enthusiastically.
- Ability to accept, receive and/or collect payments.
- Ability to prepare and/or process purchase orders.
- Ability to be held accountable for inventory/property management.
- Ability to use computers for data entry.
- Ability to use or repair small/light equipment, such as power tools.
- Ability to use or repair medium equipment and machinery, such as vehicles or commercial mowers.

### **PHYSICAL DEMANDS**

The work is medium work. The employee is frequently required to apply 30 pounds of force to lift, carry, push, pull or otherwise move objects. The employee is occasionally required to exert up to 50 pounds of force to move objects. In addition, positions in this classification typically require climbing, crouching, handling, perceiving sounds at normal speaking levels, kneeling, lifting, mental acuity, pulling, pushing, reaching, speaking, standing, expressing ideas by the spoken word, shouting to be heard above ambient noise, visual acuity to analyze, and walking.

### **WORK ENVIRONMENT**

Work is performed in a relatively safe, secure, and stable work environment.

# City of Doral, FL

## JOB DESCRIPTION



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### Cultural Arts & Events Administrator

**Department:** Parks and Recreation

**Pay Grade:** I 16

**FLSA Status:** Exempt

#### **JOB SUMMARY**

This position is responsible for being the head of the internal division and overseeing Special Events & Cultural Arts. This position develops, plans, and organizes regular special events and programs for the City of Doral. Duties include overseeing special recreational and cultural events offered by the Department to the community at the highest level of quality. Supervises employees.

#### **ESSENTIAL JOB FUNCTIONS**

- Develops and coordinates an expanding flexible calendar of special events in all segments, groups, and interest levels in the community in relation to the city organizational goals and Council initiatives.
- Oversees coordination and execution of cultural events and programming for the community at different parks and at the Doral Cultural Arts Facility.
- Coordinates the actual event including planning, negotiating terms and conditions with vendors for food, beverages, entertainment, public information, operating materials, supplies, facilities, room scheduling, registrations, audio, and visual requirements, etc.
- Researches, solicits, and prepares requests for proposals or quotes; analyzes bids.
- Develops and maintains a budget for each event as well as timelines, scheduling, operational needs, and site maps.
- Submits and oversees the approval process of permit applications for all special events.
- Oversees procurement of supplies and equipment related to event production.
- Serves as a liaison with City departments, local business owners, and vendors in the coordination of special events; serves as staff liaison to Cultural Affairs Advisory Board.
- Considers all necessary precautions to secure the safety of Park guests, staff, and vendors as well as maintain discipline during special events.
- Plans and implements safety and emergency procedures for all events and activities; makes recommendations for improvements to procedures as warranted.
- Promotes recreational, educational, cultural, and special events through the development of flyers, newsletters, advertisements, special mailers, press releases, brochures, posters, videos, and other forms of publicity on social media platforms and through e-blast communications.

- Evaluates the effectiveness of special and cultural events and programs through the development, conduction, and analysis of post-event customer surveys, site observations, and verbal discussions with attendees.
- Initiates, maintains, and develops effective working relationships with schools, agencies, and local businesses to encourage sponsorship and/or participation in activities, programs, or events.
- Supervises assigned personnel including selection, discipline, grievances, assignments, and formal performance evaluations.
- Coordinates, requests, and supervises the work activities of employees and volunteers for each event.
- Researches and responds to community needs/requests regarding creation of new special and cultural events.
- Prepares and maintains reports about special events; attendance; revenue; damages; sponsorship; and incidents.
- Assists with projects.
- Develops and oversees overall special event area's budget; makes and monitors purchases and expenses.
- Completes specially assigned projects.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree; and five (5) years of related work experience; or an equivalent combination of education and experience.

### **Special Qualifications:**

- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

### **Knowledge, Skills and Abilities:**

- Knowledge of using small office equipment, including copy machines or multi-line telephone systems.
- Knowledge of modern office practices and procedures.
- Knowledge of the budget process.
- Knowledge of Microsoft Word, Excel, PowerPoint, or similar programs.
- Knowledge of the principles, practices, and procedures relating to aspects of parks, recreation, and leisure services.
- Knowledge of event planning.
- Skill in communicating, both verbally and in writing.

- Skill in using computers for data entry.
- Skill in organizing.
- Skill in communicating, both verbally and in writing.
- Skill in delivering customer service.
- Ability to effectively manage time and prioritize multiple responsibilities.
- Ability to get along with others and work effectively with the public and fellow workers.
- Ability to establish good customer relations.
- Ability to deal with people effectively, courteously, and enthusiastically.
- Ability to be detailed oriented and complete tasks.
- Ability to prepare and/or process purchase orders.
- Ability to make recommendations that impact the budget.
- Ability to deal with confidential and sensitive matters.
- Ability to deliver effective presentations.
- Ability to work in a fast-packed environment.
- Ability to manage and meet deadlines.
- Ability to work flexible hours.
- Ability to be fluent in the English language.
- Ability to communicate in Spanish is a plus.

### **PHYSICAL DEMANDS**

The work is light work. The employee is frequently required to apply 10 pounds of force to lift, carry, push, pull or otherwise move objects. The employee is occasionally required to exert up to 20 pounds of force to move objects. In addition, positions in this classification typically require feeling, handling, perceiving sounds at normal speaking levels, discriminating among sounds; manual dexterity, mental acuity, pushing, reaching, speaking, standing, expressing ideas by the spoken word, visual acuity to analyze data/work with color or depth perception/determine accuracy or observe facilities/operate motor vehicles or equipment, and walking.

### **WORK ENVIRONMENT**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

# City of Doral, FL

## JOB DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually written out in this job description.*

### **Procurement & Asset Management Director**

**Department:** Procurement

**Pay Grade:** I24

**FLSA Status:** Exempt

#### **JOB SUMMARY**

This position plans, manages, and coordinates the activities and operations of the City's procurement and asset management functions; assists in special projects; provides advice to the City Manager and various departments related to solicitation methods, processes, negotiations, contractual provisions, city-owned assets including real property, and ethical mandates; recommends policy for procurement and asset management matters; assesses city-owned assets to identify opportunities for cost-savings and revenue generation, including as necessary by managing, acquiring or disposing of real property; makes presentations to City Council; prepares various reports; and develops procedures as appropriate.

#### **ESSENTIAL JOB FUNCTIONS**

- Manages the operations and supervises the procurement and asset management staff; trains staff; assigns tasks; evaluates performance; and recommends disciplinary action as needed.
- Plans, organizes, directs, and reviews a wide variety of programs, projects, and activities related to procurement and asset management activities meeting ethical and legal requirements of the City.
- Performs market research; reviews quotes; and compiles/analyzes data.
- Coordinates the bid process with other departments within the city; determines whether bid process is best process to meet need of departments; and recommends alternatives if appropriate.
- Examines requisitions and prepares complex bid specification for goods, services, and equipment.
- Approves all requisitions and manages the bid process.
- Obtains input from the City Attorney, risk staff and/or consultants, and other relevant departments to ensure that legal requirements, insurance requirements, and inventory controls, respectively, are maintained throughout the procurement process.
- Reviews and approves purchase orders.
- Maintains detailed records of solicitations; proposals; bid process; and contract awards.
- Provides technical expertise regarding assigned functions and develops policies and procedures for the same.

- Maintains and updates the Procurement Manual.
- Oversees the administration of all City contracts in collaboration with each user department and the City Attorney to ensure compliance with the City's needs as well as all legal requirements; collaborates with attorneys in evaluation criteria, bid protests, and all procurement and asset management related litigation.
- Maintains the City's contracts on the city's contract management software.
- Reviews and monitors all City contracts in collaboration with user departments.
- Responsible for maintaining accreditation of procurement with the National Institute of Governmental Purchasing (NIGP).
- Implements best practices as defined by NIGP.
- Conducts research together with user departments on initiatives to reduce costs and to increase products'/services' quality and timely delivery.
- Responsible for recording and tracking of all fixed assets utilizing the City's fixed asset software system including the.
- Analyzes life cycle and replacement of fixed assets.
- Prepares reports on buy-lease-maintenance recommendations.
- Assesses the City's real estate assets and real estate needs to advise the City Manager and Council on
- Facilitates the acquisition and disposition, via sale or lease, of real property on behalf of the City through research; procurement of third-party vendors such as consultants, surveyors, and appraisers; contract negotiation; and coordination with internal and external agencies, as required.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree in finance, business administration, accounting, political science, or a related field; and five (5) years of related work experience in government finance, procurement, asset management, or contract management including two (2) years of supervisory or management experience; or an equivalent combination of education and experience.

### **Special Qualifications:**

- Hold a Certified Public Procurement Officer (CPPO) or Certified Public Procurement Buyer (CPPB) professional certification or obtain within one (1) year of hire.
- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

### **Knowledge, Skills and Abilities:**

- Knowledge of bookkeeping principles and practices.
- Knowledge of federal and state grant procurement requirements along with FEMA emergency reporting requirements.
- Knowledge of Microsoft Word, Excel, Power Point, and other similar programs.
- Knowledge of small office equipment, including copy machines or multi-line telephone systems.
- Skill in using computers for data entry, word processing, and/or accounting purposes.
- Ability to organize information and make basic analysis of data for report compilation.
- Ability to understand and comply with written and verbal instructions, guidelines, and operating procedures.
- Ability to maintain efficient operational records and prepare accurate reports.
- Ability to establish and maintain effective working relationships with supervisors, employees, and the public.
- Ability to make rational decisions.
- Ability to prepare and/or process purchase orders.
- Ability to be fluent in the English language.
- Ability to communicate in Spanish is a plus.

#### **PHYSICAL DEMANDS**

The work is light work. The employee is frequently required to apply 10 pounds of force to lift, carry, push, pull or otherwise move objects. The employee is occasionally required to exert up to 20 pounds of force to move objects. In addition, positions in this classification typically require balancing, feeling, grasping, handling, perceiving sounds at normal speaking levels, discriminating among sounds, lifting, manual dexterity, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, expressing ideas by the spoken word, visual acuity to analyze data/work with color or depth perception/determine accuracy or observe facilities/operate motor vehicles or equipment, and walking.

#### **WORK ENVIRONMENT**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

# City of Doral, FL

## JOB DESCRIPTION



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### Sustainability Manager

**Department:** Public Works

**Pay Grade:** I 15

**FLSA Status:** Exempt

#### **JOB SUMMARY**

This position is responsible for assisting the Director in managing the division's budget, department initiatives, and supervision of the day-to-day operations regarding energy and environmental initiatives and programs. Manages all city sustainability programs. Duties typically include arranging for and attending meetings; independently answering inquiries; taking and transcribing dictation; composing and typing correspondence; performing research to compile data for special reports and other purposes; overseeing production of news articles and marketing materials; managing records, agreements, contracts, and assigned programs; seeking and preparing grants; updating Department dashboard; and maintaining Department policies and procedures.

#### **ESSENTIAL JOB FUNCTIONS**

- Serves as the city's sustainability liaison with the public, private sector, and several networks.
- Develops sustainability education programs and organizes public events, workshops, and training to engage employees and residents.
- Identifies grants for environmental related initiatives and assists with the preparation and management.
- Performs advanced secretarial and administrative work including, but not limited to, transcribing correspondence such as letters, memoranda, general orders, rules and standard operating procedures; maintaining Department records; and other such secretarial work as directed.
- Assists with preparation of Department requisitions, employee certification, and training records; maintains confidential Department personnel file copies.
- Produces informative news articles and publication materials about the Department's ongoing projects, programs, and events.
- Implements and coordinates green programs at Government Center and all City facilities for continuity of programs.
- Creates and coordinates the Street Co-designation Program, Adopt-a-Street Program, Keep Doral Beautiful Campaign, Earth Day, Arbor Day, Million Orchid Program, and National Public Works Week events.

- Oversees preparation, administration, and marketing materials of Department programs.
- Coordinates executed performance and payment bonds from City of Doral Public Works contractors; issues reporting notices to the bonding companies.
- Manages subdivision construction and maintenance bond agreements as part of the Paving and Drainage permitting process to ensure construction and maintenance of right-of-way improvements before acceptance by the city.
- Serves as Department liaison for Doral Environmental Advisory Board (when appointed).
- Maintains and coordinates the City's odor monitoring program; serves as a liaison among the city, the consultants, and the facilities.
- Administers City franchises to operate within the city for private haulers.
- Manages the City's light pole banner contract for Citywide programs and campaigns.
- Supervises assigned staff; oversees the Department's accounting and finance processes.
- Seek, prepare, and manage green programs related grants.
- Compiles information for City's recognition programs such as: Tree City USA, Green Local Government, and others.
- Provides cross-training for junior personnel for continuity of services.
- Updates the Dashboard to ensure the work from all the Public Works Divisions is documented through the performance measures established in the Internal Dashboard
- Creates and maintains Public Works Department policies, procedure, and practices as part of the American Public Works Association (APWA) Accreditation process, to provide opportunity to improve the process where needed, and to ensure the Department adheres to the best practices at a national level.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Associate degree in public administration, business administration, or a related field; and four (4) years of related work experience; or an equivalent combination of education and experience.

### **Special Qualifications:**

- LEED Advanced Professionals Operation and Maintenance of Existing Building (LEED AP O&M) and Project Management certifications desired. LEED credential. Envision Sustainability.
- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

### **Knowledge, Skills and Abilities:**

- Knowledge of modern office practices and procedures.

- Knowledge of use of small office equipment, including copy machines or multi-line telephone systems.
- Knowledge of bond and construction agreements.
- Knowledge of Microsoft Word, WordPerfect, or similar programs.
- Knowledge of basic bookkeeping.
- Knowledge of APWA accreditation requirements.
- Knowledge of grant application process.
- Skill in meeting and dealing with the public and fellow workers in an effective and courteous manner.
- Skill in providing excellent customer service.
- Skill in communicating, both verbally and in writing.
- Ability to deal with confidential and sensitive matters.
- Ability to prepare and/or process purchase orders.
- Ability to organize records.
- Ability to make recommendations that impact the budget.
- Ability to perform several tasks at one time.
- Ability to get along with others.
- Ability to make rational decisions.
- Ability to be fluent in the English language.
- Ability to communicate in Spanish is a plus.

### **PHYSICAL DEMANDS**

The work is light work. The employee is frequently required to apply 10 pounds of force to lift, carry, push, pull or otherwise move objects. The employee is occasionally required to exert up to 20 pounds of force to move objects. In addition, positions in this classification typically require balancing, climbing, crawling, feeling, grasping, handling, perceiving sounds at normal speaking levels, kneeling, lifting, manual dexterity, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, expressing ideas by the spoken word, visual acuity to analyze data/determine accuracy or observe facilities/operate motor vehicles or equipment/inspect defects or fabricate parts, and walking.

### **WORK ENVIRONMENT**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

# City of Doral, FL

## JOB DESCRIPTION



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### **Community Development/Planning and Zoning Director**

**Department:** Planning and Zoning

**Pay Grade:** I24

**FLSA Status:** Exempt

#### **JOB SUMMARY**

This position performs highly responsible administrative and supervisory work in planning and zoning, organizing, and directing the general operations of the Planning and Zoning Department under the general direction of the Deputy City Manager and City Manager. This position entails a variety of routine and complex technical work in connection with the implementation of the Comprehensive Plan and Land Development Code and other documents related to the adoption of long-term plans for land use and zoning regulations to ensure sustainable and resilient growth and development of the City of Doral.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages and supervises the planning and zoning department operational goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes, as needed.
- Directs and supervises duties of assigned staff; reviews job performance, evaluates and makes recommendations, as appropriate.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Coordinates, develops, interprets, and implements the City's Comprehensive Plan.
- Coordinates, develops, and implements the City's Land Development Regulations and any other land use regulations.
- Formulates recommendations for amendments to the Comprehensive Plan and Land Development Regulations for submittal to the City Manager.
- Supervises the evaluation of land use proposals for conformity to established plans and ordinances.
- Evaluates land use proposals to ensure compliance with applicable City, State or Federal laws. Review development permits, sign permits, subdivision plats, boundary line adjustments, and minor land development proposals within scope of authority and responsibility

- Reviews and disseminates information pertaining to legislation adopted by the City Council and other agencies which regulate the City's land development.
- Reviews occupational licenses, alcohol beverage licenses, oversees permitting of residences, commercial, offices, apartments, and condominiums, and accompanying auxiliary structures and uses for compliance with the Comprehensive Plan and Land Development Regulations.
- Review environmental information (including Floodplain) and recommends mitigation measures to reduce adverse impacts of development.
- Serves when needed as a member of a planning task force composed of City, County or State groups.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares and administers annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Oversees GIS personnel and projects.
- Administers the City's Occupational License Program.
- Prepares and submits reports and studies as requested by the City Manager.
- Attends Planning Board meetings and other periodic meetings.
- Meets with members of the public to address planning issues.
- Processes plans and occupational licenses.
- Assists and provides information on land use matters to walk-through public daily.
- Develops and implements a departmental operations and procedures manual.
- Evaluates staff performance annually.
- Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
- Disciplines department employees for violation of City or Department Policies and Procedures Manual.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
- Responsible for developing Requests for Proposals according to the appropriate rules, regulations and guidelines pertaining to each individual program or grant.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree in Urban and Regional Planning, Public Administration, or related field; and ten (10) years of professional planning and/or zoning experience in a local public sector; supplemented by prior supervisory experience; or an equivalent combination of education and experience. A master's degree is preferred.

**Special Qualifications:**

- American Institute of Certified Planners (AICP) Certification is required.
- Possession of a valid, State of Florida driver's license to operate the motor vehicle operated, typically Class E.
- Requirements exist at the time of hire and as a condition of continued employment.
- Applicants must complete all requirements established by the City of Doral for employment. This may include, but is not limited to, a written examination, a psychological exam, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including a drug/alcohol screening test.
- Must be a non-smoker.

**Knowledge, Skills and Abilities:**

- Knowledge of regulations and laws affecting planning, development, and zoning; familiar with principles of economics, statistics, and land use.
- Knowledge of the principles and practices of city planning and an understanding of the fundamentals of economics, municipal finance, sociology, and research procedures, as they pertain to the planning of urban areas.
- Knowledge of the City charter.
- Knowledge of the various ordinances, codes and regulations pertaining to planning and zoning.
- Knowledge of the principles, practices and related Federal and State laws and regulations related to grant preparation and administration.
- Knowledge of regulations and procedures regarding environmental issues.
- Must be computer literate with working knowledge of Microsoft Word, WordPerfect or a similar word processing program as well as ArcInfo or other GIS mapping application, and AutoCAD.
- Skills in verbal and written communication.
- Ability to make recommendations that impact the budget.
- Ability to manage the department within assigned unit/division.
- Ability to determine allocation of budget among departments.
- Ability to manage the budget within assigned department.
- Ability to meet and deal with the public in an effective and courteous manner.
- Ability to get along with others and work effectively with the public and fellow workers.
- Must be fluent in the English language; both orally and written. Ability to communicate in Spanish is a plus.

**PHYSICAL DEMANDS**

The work is light work. The employee is frequently required to apply 10 pounds of force to lift, carry, push, pull or otherwise move objects. The employee is occasionally required to exert up to 20 pounds of force to move objects. In addition, positions in this classification typically require, perceiving sounds at normal speaking levels, lifting, manual dexterity, mental acuity, reaching, speaking, standing, expressing ideas by the spoken word, visual acuity to analyze data, and walking.

## **WORK ENVIRONMENT**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.