



City of Doral, FL Classification Description

Classification Title: Records Manager
Department: Police
Pay Grade: 110
FLSA Status: NE

GENERAL STATEMENT OF JOB

The Records Manager position responsible for leading the day-to-day operations of the Police Department's records. The manager oversees the Records Management Specialists and ensures all records disposition is handled efficiently and in full compliance with the City's approved Records Management Plan and the General Records Schedule for the State of Florida. A key function of this role is ensuring all records management practices adhere to regulations set by the City Clerk.

This position is classified as non-exempt, full-time position with a 40-hour work-week.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Responsible for ensuring that all Police department records are properly maintained, distributed, filed, and purged in accordance with federal and state guidelines,
- Responsible for appearing in court as required to serve as the Police Department custodian of records.
- Responsible for overseeing the release of criminal offenders record information to interested parties in accordance with Florida Statutes.
- Responsible for responding to Subpoena Duces Tecum and Orders to Produce Evidence in accordance with the City's disposition plan and by assignment of the City Clerk's Office.
- Supervises and manages the Police Records Management members, which includes assigning tasks, monitoring performance, and providing guidance as needed.
- Analyzes, evaluates and develops internal operational processes and police department standard operating procedures in accordance with the City's approved disposition plan to ensure operational efficiencies and effectiveness.
- Serves as the Records Management Liaison Officer (RMLO) for the Doral Police Department and between other departments, ensuring effective communication and customer satisfaction.
- Responsible for overseeing all financial aspects of the Records Unit, from managing the approved budget and monitoring expenditures to recommending strategic budget modifications.
- Provides administrative support, including preparing reports and processing records requests as needed.

- Manages the entire lifecycle of police records, from creation to disposition, ensuring all processes comply with local, state, and federal laws.
- Responsible for compiling and providing the Annual Records Disposition Compliance for the Doral Police Department to the City Clerk's Office as per the General Records Schedule for the State of Florida.
- Responsible for handling public records requests, including sealings, expungements, and other high-level record release requests.
- Responsible for enforcing and maintaining the Police Department's records in accordance with the approved records disposition plan, schedules and production records.
- Responsible for working with the accreditation unit to ensure the Police Department's regulations manual complies with the City's Records Management Plan and the State of Florida Disposition plan for Local Government.
- Responsible for maintaining the integrity and accuracy of all official records and documentation within the Police Department's Records System.
- Responsible for investigating and resolving complaints and issues related to records management activities and directing them to the responsible parties as needed.
- Establishes and maintain positive relationships with vendors, staff, and the public.
- Responsible for staying up-to-date on new trends and innovations in records management and law enforcement to ensure best practices are implemented.
- Responsible for coordinating with other departments and external agencies to ensure seamless and compliant records management processes.

Additional Duties:

- Performs related duties as assigned.

MINIMUM EDUCATION AND TRAINING

- An Associate's Degree is required.
- Must possess five (5) years of Records Management experience in Local Government.
- A minimum of one (1) year of experience as a record manager/supervisor in Local Government is required.
- Must obtain Records Management Certification within 6 months of hire.
- Must possess a valid driver license with an acceptable driving record.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Must be computer literate with knowledge of Microsoft Office applications.
- Ability to oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.

- Ability to work in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computer for data entry and word processing.
- Ability to make rational decisions through sound logic and deductive processes.
- Ability to consistently perform detailed work.
- Ability to work under tight deadlines and adjust to last-minute project changes.
- Ability to express oneself clearly, orally and in writing, and strong interpersonal skills.
- Ability to maintain an effective working relationship with superiors, peers, and outside vendors.
- Ability to make recommendations that impact the budget.
- Knowledge of large-scale warehouse management and maintenance techniques to include computerized stock and inventory.
- Knowledge of safe, effective and efficient handling and storage of parts, components, and supplies.
- knowledge of general procurement laws, practices and procedures to include regulations and ordinances for local government.
- Knowledge of sources, suppliers, and substitutions for specialized materials and the proper sale or disposal of equipment utilized in the warehouse.
- Demonstrate effective decision-making and problem-solving skills.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to finger, grasp, handle, kneel, lift, pull, push, reach, receive information through oral communication; make rational decisions; express ideas through speaking accurately/loudly/quickly; make repetitive motions with the hands; stand for sustained periods of time; stoop by bending the body downwards; 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, operate heavy equipment, perform inspections; and walk from one work site to another.
- Ability to perceive sound at normal speaking levels; express ideas through speaking accurately/loudly/quickly; use visual acuity to perform activities such as viewing a computer terminal or determining the accuracy of work; and walk from one work site to another.
- Ability to hear, make rational decisions and perform activities such as transcribing, viewing a computer terminal and/or extensive reading.
- Ability to exert up to 20 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 50 pounds of force constantly to move objects.
- Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Bending the body downward and forward by bending leg and spine.
- Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.

- Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Applying pressure to an object with the fingers and palm.
- Picking, holding, or otherwise working, primarily with the whole hand.

ENVIRONMENTAL EXPOSURES

- Performance of essential functions may require exposure to adverse environmental conditions, such dirt, noise extremes, hazardous materials, machinery, or bright/dim lights.



City of Doral, FL Classification Description

Classification Title: Streets Maintenance Technician
Department: Public Works
Pay Grade: 107
FLSA Status: NE

GENERAL STATEMENT OF JOB

The Streets Maintenance Technician is a hands-on, experienced position responsible for the maintenance, repair, and improvement of the City of Doral's streets, medians, swales, and grounds. This role requires knowledge of and the ability to operate a variety of tools and heavy equipment for landscape and construction projects. The technician works with minimal supervision from the Superintendent of Streets, exercising independent judgment to complete tasks and respond to emergencies as needed, often in challenging or unsafe conditions.

This position is classified as a non-exempt, full-time position with a 40-hour work-week.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Perform concrete repairs on sidewalks and city properties to eliminate trip hazards.
- Repair potholes and roads using cold and hot asphalt.
- Conduct routine landscape maintenance on city facilities, roads, medians, and swales.
- Clean drains and other public areas are obstructed by leaves and debris.
- Pressure wash sidewalks, bus shelters, and concrete trash receptacles.
- Perform minor electrical repairs and major/minor irrigation repairs.
- Install, assemble, and remove regulatory and decorative signs.
- Collect and dispose of solid waste, litter, and trash.
- Collect and dispose of dead animals.
- Remove paint/damages from public surfaces such as electrical boxes, signs, and bus shelters.
- Operate a variety of equipment, including heavy machinery, landscape equipment, and both hand and power tools.
- Perform routine maintenance on landscape equipment.
- Work under unsafe conditions and respond to emergencies at any given time.
- Properly use and place traffic control devices like cones and barricades to ensure safety in work areas.
- Direct traffic flows through construction or maintenance zones.
- Plant and remove trees, palms, shrubs, and ground cover.
- Exercise independent judgment and initiative in the field.

Additional Duties:

- Performs related duties as assigned.

MINIMUM EDUCATION AND TRAINING

- A High School Diploma or GED is required.
- A minimum of three (3) years of experience in the maintenance and repairs field.
- Must possess the following certifications OR is required to obtain within one (1) year from hire:
 - Maintenance of Traffic (MOT) Certification **AND**
 - Commercial Driver License (CDL), **AND**
 - Forklift, aerial lift certification, **AND**
 - Heavy equipment operator license.
- Must possess a valid driver's license with an acceptable driving record.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Must be computer literate with knowledge of Microsoft Office applications.
- Ability to oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.
- Ability to work in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computer for data entry and word processing.
- Ability to make rational decisions through sound logic and deductive processes.
- Ability to consistently perform detailed work.
- Ability to work under tight deadlines and adjust to last minute programming changes.
- Ability to express oneself clearly, orally and in writing, and strong interpersonal skills.
- Ability to maintain an effective working relationship with superiors, peers, and outside vendors.
- Ability to make recommendations that impact the budget.
- Knowledge of large-scale warehouse management and maintenance techniques to include computerized stock and inventory. Knowledge of safe, effective and efficient handling and storage of parts, components, and supplies.
- Knowledge of sources, suppliers, and substitutions for specialized materials and the proper sale or disposal of equipment utilized in the warehouse.
- Demonstrate effective decision-making and problem-solving skills.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to finger, grasp, handle, kneel, lift, pull, push, reach, receive information through oral communication; make rational decisions; express ideas through speaking

- accurately/loudly/quickly; make repetitive motions with the hands; stand for sustained periods of time; stoop by bending the body downwards; 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, operate heavy equipment, perform inspections; and walk from one work site to another.
- Ability to perceive sound at normal speaking levels; express ideas through speaking accurately/loudly/quickly; use visual acuity to perform activities such as viewing a computer terminal or determining the accuracy of work; and walk from one work site to another.
 - Ability to hear, make rational decisions and perform activities such as transcribing, viewing a computer terminal and/or extensive reading.
 - Ability to exert up to 20 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 50 pounds of force constantly to move objects.
 - Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
 - Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
 - Bending the body downward and forward by bending leg and spine.
 - Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
 - Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
 - Applying pressure to an object with the fingers and palm.
 - Picking, holding, or otherwise working, primarily with the whole hand.

ENVIRONMENTAL EXPOSURES

- Performance of essential functions may require exposure to adverse environmental conditions, such dirt, noise extremes, hazardous materials, machinery, or bright/dim lights.



City of Doral, FL Classification Description

Classification Title: Auto Maintenance Supervisor
Department: Public Works
Pay Grade: 109
FLSA Status: NE

GENERAL STATEMENT OF JOB

The Auto Maintenance Supervisor oversees and directs the work of a team of Auto Maintenance Technicians, ensuring all repair and maintenance operations are performed efficiently and effectively. This role is responsible for the overall productivity and safety of the shop, managing workflow, supervising staff, and maintaining high standards of customer service. This position reports to the Fleet Maintenance Manager.

This position is classified as non-exempt, full-time position with a 40-hour work-week.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Supervise and assign work tasks and projects to Auto Maintenance technicians based on skills, workload, and priorities.
- Oversee and coordinate the activities of Auto Maintenance Technician ensuring efficient workflow and timely completion of repairs across all types of equipment and vehicles.
- Enforce safety protocols and procedures, ensuring a secure working environment for all employees.
- Interact with City wide employees to address concerns and ensure customer satisfaction and rapid vehicle repairs.
- Evaluate technician performance and provide regular feedback and coaching.
- Create and update vehicle work orders, and maintain a comprehensive filing system and accurate tracking in the City's approved system.
- Manage inventory levels and oversee the procurement of parts and supplies as it relates to vehicle parts, equipment, and materials.
- Serve as a technical resource and provide assistance to Auto Maintenance Technicians on complex diagnostic or repair issues.
- Ensure all shop operations and procedures adhere to City policies, safety, and environmental regulations.
- Coordinate the installation, repair, and removal of specialized equipment on emergency vehicles.

Additional Duties:

- Performs related duties as assigned.

MINIMUM EDUCATION AND TRAINING

- A High School Diploma or GED is required.
- Candidate is required to have knowledge of mechanical functions, principles and techniques of auto repair.
- A minimum of four (4) years of verifiable experience in the maintenance and repair field.
- A minimum one (1) year of supervisory experience in a maintenance shop environment.
- Must possess the following certifications:
 - ASE Certification in one or more automotive specialty is required.
- Must possess a valid driver's license with an acceptable driving record.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Must be computer literate with knowledge of Microsoft Office applications.
- Ability to oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.
- Ability to work in a dynamic environment requires sensitivity to change and responsiveness to changing goals, priorities, and needs.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computer for data entry and word processing.
- Ability to make rational decisions through sound logic and deductive processes.
- Ability to consistently perform detailed work.
- Ability to work under tight deadlines and adjust to last-minute programming changes.
- Ability to express oneself clearly, orally and in writing, and strong interpersonal skills.
- Ability to maintain an effective working relationship with superiors, peers, and outside vendors.
- Ability to make recommendations that impact the budget.
- Knowledge of large-scale warehouse management and maintenance techniques to include computerized stock and inventory. Knowledge of safe, effective and efficient handling and storage of parts, components, and supplies.
- knowledge of general procurement laws, practices and procedures to include regulations and ordinances for local government.
- Ability to use or repair equipment, such as power tools, vehicle maintenance equipment, vehicle lifts and any other equipment utilized for maintenance shop.
- Ability to use or repair medium equipment and machinery, such as vehicles or commercial vehicle
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to finger, grasp, handle, kneel, lift, pull, push, reach, receive information through oral communication; make rational decisions; express ideas through speaking accurately/loudly/quickly; make repetitive motions with the hands; stand for sustained periods of time; stoop by bending the body downwards; 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, operate heavy equipment, perform inspections; and walk from one work site to another.
- Ability to perceive sound at normal speaking levels; express ideas through speaking accurately/loudly/quickly; use visual acuity to perform activities such as viewing a computer terminal or determining the accuracy of work; and walk from one work site to another.
 - Ability to hear, make rational decisions and perform activities such as transcribing, viewing a computer terminal and/or extensive reading.
 - Ability to exert up to 20 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 50 pounds of force constantly to move objects.
 - Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
 - Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
 - Bending the body downward and forward by bending leg and spine.
 - Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
 - Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
 - Applying pressure to an object with the fingers and palm.
 - Picking, holding, or otherwise working, primarily with the whole hand.

ENVIRONMENTAL EXPOSURES

- Performance of essential functions may require exposure to adverse environmental conditions, such dirt, noise extremes, hazardous materials, machinery, or bright/dim lights.



City of Doral, FL Classification Description

Classification Title: Electrician
Department: Public Works
Pay Grade: 113
FLSA Status: NE

GENERAL STATEMENT OF JOB

The Electrician position is responsible for the installation, maintenance, modification, and repair of the City's utility systems and all associated electrical components. The Electrician will work independently to ensure the reliable operation of a wide variety of electrical systems and telemetry equipment throughout the City. This position requires a high degree of technical expertise, sound judgment, and the ability to respond to and resolve electrical emergencies on a 24/7 basis.

This position is classified as a non-exempt, full-time position with a 40-hour work-week.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Installs, maintains, and repairs electrical systems, wiring, and fixtures for City infrastructure and facilities, including but not limited to power appliances, motors, generators, conduit, switches, relays, transformers, lighting fixtures, street lights, and new service hookups.
- Performs preventative maintenance, diagnostic testing, and troubleshooting to identify and resolve electrical failures, malfunctions, and technical issues in utility systems.
- Maintains and services a variety of specialized electrical and telemetry equipment.
- Reads, interprets, and works from blueprints, schematics, and electrical diagrams.
- Modifies existing electrical systems to meet updated code requirements or operational needs.
- Responds promptly to after-hours and emergency service calls to address critical electrical failures.
- Exercises independent judgment and decision-making to perform duties and ensure the safety of City personnel and the public.
- Ensures all electrical systems and equipment are in full compliance with applicable local, state, and national electrical codes and safety regulations.
- Receives, reviews, and processes various documents such as work orders, maintenance records, and material lists, and maintains accurate records of all work performed.
- Selects and obtains price bids for electrical equipment and orders necessary parts and supplies.
- Operates a wide range of vehicles and equipment, including bucket trucks, utility trucks, generators, and various hand and power tools.
- Interacts and communicates with various individuals, including supervisors, co-workers, other city employees, contractors, and the general public.

- Assists in connecting temporary power and lighting for special City events.

Additional Duties:

- Performs related duties as assigned.

MINIMUM EDUCATION AND TRAINING

- A High School Diploma or GED is required.
- A minimum of three (3) years of experience in the electrical field.
- Must possess the following certifications OR is required to obtain within one (1) year from hire:
 - Electrical Licenses such as:
 - Journeyman
 - Sign Electrician
 - Utility Electrical Contractor
- Must possess a valid driver's license with an acceptable driving record.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Must be computer literate with knowledge of Microsoft Office applications.
- Ability to oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.
- Ability to work in a dynamic environment requires sensitivity to change and responsiveness to changing goals, priorities, and needs.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Skills
- Follow and relay oral and written instructions, policies and procedures.
- Troubleshoot problems to perform repairs and maintenance in an assigned building
- trade.
- Ability to prepare estimates of time, materials, and labor.
- Ability to read, interpret and work from blueprints, wiring diagrams, specifications and operating manuals.
- Ability to work with limited supervision.
- Ability to form and maintain effective working relationships with others.
- Ability to operate a bucket truck and hydraulic lifts.
- Ability to work in various weather conditions with exposure to noise, dust, solvents, electrical energy, slippery surfaces, uneven surfaces, heights (up to 50 feet), and in/with moving objects.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to finger, grasp, handle, kneel, lift, pull, push, reach, receive information through oral communication; make rational decisions; express ideas through speaking accurately/loudly/quickly; make repetitive motions with the hands; stand for sustained periods of time; stoop by bending the body downwards; 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, operate heavy equipment, perform inspections; and walk from one work site to another.
- Ability to perceive sound at normal speaking levels; express ideas through speaking accurately/loudly/quickly; use visual acuity to perform activities such as viewing a computer terminal or determining the accuracy of work; and walk from one work site to another.
- Ability to hear, make rational decisions and perform activities such as transcribing, viewing a computer terminal and/or extensive reading.
- Ability to exert up to 20 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 50 pounds of force constantly to move objects.
- Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Bending the body downward and forward by bending leg and spine.
- Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Applying pressure to an object with the fingers and palm.
- Picking, holding, or otherwise working, primarily with the whole hand.

ENVIRONMENTAL EXPOSURES

- Performance of essential functions may require exposure to adverse environmental conditions, such dirt, noise extremes, hazardous materials, machinery, or bright/dim lights.



City of Doral, FL Classification Description

Classification Title: Code Compliance Technician

Department: Code

Pay Grade: 108

FLSA Status: NE

GENERAL STATEMENT OF JOB

The Code Compliance Technician position plays a vital role in our department's efficiency and community outreach. This role is responsible for providing immediate nuisance abatement services on private property, handling minor issues like trash removal, graffiti cleanup, and trimming overgrown trees.

This position is classified as a non-exempt, full-time position with a 40-hour work-week.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Proactively address minor nuisances on private and public property, including removing litter, graffiti, and illegal signs.
- Perform minor vegetation trimming to clear overgrown trees and bushes that obstruct sidewalks and roadways.
- Remove abandoned property, like shopping carts, from public right-of-ways.
- Monitor vacant or abandoned properties for signs of illegal dumping, deterioration, or security issues, and report findings to Code Compliance Officers.
- Assist in emergency response efforts by identifying and mitigating minor hazards like fallen branches or roadway obstructions.
- Support post-disaster assessments, such as after a hurricane, by documenting damage and reporting it to the appropriate teams.
- Accurately document all field activities, including minor abatements, property observations, and community interactions.
- Maintain detailed logs and reports related to complaints, outreach efforts, and recurring violations.
- Report major or escalating violations and recurring problem areas to Code Compliance Officers for more extensive follow-up.
- Track and record improvements made on properties after voluntary compliance or courtesy abatements.
- Serve as a community resource by educating residents and business owners on municipal codes and promoting voluntary compliance.
- Distribute informational materials and provide guidance on code regulations.
- Engage with the public in a professional and courteous manner to build positive relationships and encourage adherence to city ordinances.

Additional Duties:

- Performs related duties as assigned.

MINIMUM EDUCATION AND TRAINING

- A High School Diploma or GED is required.
- One (1) year of experience in code enforcement, public works, property maintenance, landscaping, community outreach, or a related field is required.
- Florida Association of Code Enforcement Level I certification is preferred.
- Must possess a valid driver's license with an acceptable driving record.
- 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.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Must be computer literate with knowledge of Microsoft Office applications.
- Knowledge of use of small office equipment, including copy machines or multi-line telephone systems.
- 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 perform several tasks at one time.
- Ability to get along with others.

Physical Requirements:

- Ability to finger, grasp, handle, kneel, lift, pull, push, reach, receive information through oral communication; make rational decisions; express ideas through speaking accurately/loudly/quickly; make repetitive motions with the hands; stand for sustained periods of time; stoop by bending the body downwards; 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, operate heavy equipment, perform inspections; and walk from one work site to another.
- Ability to perceive sound at normal speaking levels; express ideas through speaking accurately/loudly/quickly; use visual acuity to perform activities such as viewing a

- computer terminal or determining the accuracy of work; and walk from one work site to another.
- Ability to hear, make rational decisions and perform activities such as transcribing, viewing a computer terminal and/or extensive reading.
 - Ability to exert up to 20 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 50 pounds of force constantly to move objects.
 - Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
 - Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
 - Bending the body downward and forward by bending leg and spine.
 - Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
 - Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
 - Applying pressure to an object with the fingers and palm.
 - Picking, holding, or otherwise working, primarily with the whole hand.

ENVIRONMENTAL EXPOSURES

- Performance of essential functions may require exposure to adverse environmental conditions, such dirt, noise extremes, hazardous materials, machinery, or bright/dim lights.



**City of Doral, FL
Classification Description**

Classification Title: Business Analyst
Department: IT
Pay Grade: 116
FLSA Status: E

GENERAL STATEMENT OF JOB

The Business Analyst position serves is a vital to ensure all information technology solutions align with operational needs and strategic goals within all City Departments. This role is responsible for gathering and analyzing requirements, evaluating business processes, identifying areas for improvement, and delivering data-driven recommendations and reports to support decision-making across the organization.

This position reports to the IT Director, Data and Business Intelligence Manager, or designee.

This position is classified as exempt, full-time position with a 40-hour work-week.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Identify strengths and weaknesses in departmental technology and business processes and recommend strategies to enhance operational efficiency.
- Assist the department with the development of technology objectives based on the City's Strategic Plan.
- Conduct studies of departmental operations, organizational structure, staffing, and workflows to identify opportunities for process improvement.
- Develop and document functional and technical specifications, user requirements, and project decisions.
- Serve as a liaison between business users, IT staff, and vendors to gather requirements and ensure mutual understanding of project goals and constraints.
- Lead pilot implementations and trials of new processes or systems, tracking and resolving issues as they arise.
- Research and benchmark operations and best practices across municipalities and private organizations to guide solution design.
- Analyze data, workflows, and feedback to determine root causes of system or process issues and develop appropriate solutions.
- Design and propose business process models, prototypes, and system enhancements to improve process flow and performance.
- Formulate and implement quality assurance methodologies and change management plans to support continuous improvement.
- Coordinate and support the department's software training efforts and assist with user adoption of new technologies or enhancements.
- Translate technical information into user-friendly terms and ensure clear communication with stakeholders at all levels.
- Prepare flowcharts, diagrams, dashboards, and presentations to convey findings, solutions, or recommendations to leadership.

- Support the design, testing, implementation, and ongoing maintenance of new and existing IT systems.
- Participate in the evaluation of vendor proposals and coordinate project activities including meetings, documentation, and testing efforts.
- Ensure projects and system changes align with the City's goals, governance policies, data standards, and security requirements.
- Create and maintain documentation for business processes, system interfaces, performance metrics, and user guidelines.
- Recommend innovative, integrated business and technology solutions that support citywide objectives.
- Provide day-to-day system support, user guidance, and ongoing process evaluation to maintain efficiency and data integrity.

Additional Duties:

- Performs related duties as assigned.

MINIMUM EDUCATION AND TRAINING

- A Bachelor's Degree in Computer Science, Data Analytics, or a related IT field from an accredited university.
- Two (2) years of business or system analysis experience.
- Certifications such as CBAP, PMI-PBA, or Agile Business Analyst are a plus.
- Must possess a valid driver's license with an acceptable driving record.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Must be computer literate with knowledge of Microsoft Office applications.
- Ability to work in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use a computer for data entry and word processing.
- Ability to make rational decisions through sound logic and deductive processes.
- Ability to consistently perform detailed work.
- Ability to work under tight deadlines and adjust to last-minute programming changes.
- Ability to express oneself clearly, orally and in writing, and strong interpersonal skills.
- Ability to maintain an effective working relationship with superiors, peers, and outside vendors.
- Ability to make recommendations that impact the budget.
- Ability to establish policies for using, acquiring and/or maintaining technology systems.
- Ability to create plans for and guide the implementation of new technology systems.
- Ability to be innovative, resourceful, and reliable; work within a team; excellent troubleshooting skills; and quickly learn various automated systems.
- Strong documentation skills.
- Ability to conduct research into a wide range of computing issues as required.

- Demonstrate effective decision-making and problem-solving skills.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to hear, make rational decisions and perform activities such as transcribing, viewing a computer terminal and/or extensive reading.
- Ability to exert up to 20 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.



City of Doral, FL Classification Description

Classification Title: Data & Business Intelligence Manager
Department: IT
Pay Grade: 119
FLSA Status: E

GENERAL STATEMENT OF JOB

The Data and Business Intelligence Manager positions leads the City's efforts to harness data for strategic decision-making. This role oversees the entire data lifecycle, from ensuring the security and integrity of the data infrastructure to developing advanced analytical platforms. The manager guides a team to design, build, and maintain data systems, dashboards, and reports that provide actionable insights, ultimately driving operational efficiency and supporting the City's strategic goals.

This position is classified as exempt, full-time position with a 40-hour work-week.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Responsible for developing, implementing, and maintaining the City's data architecture, business intelligence (BI) roadmap to support strategic goals.
- Responsible for overseeing the performance, integrity, security, and reliability of SQL Server databases and enterprise data warehouses.
- Responsible for designing, build, and maintain interactive dashboards, reports, and data visualizations using tools such as Power BI, SQL, and Python.
- Collaborates with departments and stakeholders to define data and reporting needs, transforming requirements into actionable insights.
- Promote and enforce data governance, master data management (MDM), and data quality standards across the organization.
- Coordinates database backups, disaster recovery procedures, failover testing, and off-site data storage compliance.
- Research, evaluates, and implements emerging data technologies, BI tools, and best practices to drive continuous improvement.
- Responsible for providing technical support and subject matter expertise to IT teams, business users, and stakeholders on data-related initiatives.
- Supervise, mentor, and evaluate technical staff, fostering a culture of collaboration, innovation, and professional growth.
- Manage business intelligence projects, ensuring timely delivery, resource allocation, and alignment with organizational priorities.
- Ensure adherence to IT policies, procedures, cybersecurity standards, and City regulations in all data management activities.
- Develop and maintain comprehensive documentation for data architecture, processes, procedures, and knowledge transfer.
- Work cross-departmentally to champion a data-driven culture and enhance data literacy throughout the organization.

- Oversee performance tuning, capacity planning, and scalability of data systems to meet evolving business needs.
- Collaborate with IT leadership on strategic planning, budgeting, and resource management for data and BI initiatives.

Additional Duties:

- Performs related duties as assigned.

MINIMUM EDUCATION AND TRAINING

- Bachelor's degree in Information Technology, Computer Science, Data Science, or a related field.
- Six (6) years of progressive experience in Information Technology, with at least four (4) years in SQL Server administration and business intelligence development.
- Preferred certifications:
 - Microsoft Certified: Data Analyst Associate
 - Microsoft Certified: Azure Data Engineer Associate
 - Microsoft Certified Solutions Associate (MCSA)
 - Certified Business Intelligence Professional (CBIP)
 - Python and SQL for Data Science Certifications
- Must possess a valid driver's license with an acceptable driving record.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Microsoft Certified: Data Analyst Associate
- Microsoft Certified: Azure Data Engineer Associate
- Microsoft Certified Solutions Associate (MCSA)
- Certified Business Intelligence Professional (CBIP)
- Python and SQL for Data Science Certifications
- Must be computer literate with knowledge of Microsoft Office applications.
- Ability to work in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use a computer for data entry and word processing.
- Ability to make rational decisions through sound logic and deductive processes.
- Ability to consistently perform detailed work.
- Ability to work under tight deadlines and adjust to last-minute programming changes.
- Ability to express oneself clearly, orally and in writing, and strong interpersonal skills.
- Ability to maintain an effective working relationship with superiors, peers, and outside vendors.
- Ability to make recommendations that impact the budget.
- Ability to establish policies for using, acquiring and/or maintaining technology systems.
- Ability to create plans for and guide the implementation of new technology systems.
- Ability to be innovative, resourceful, and reliable; work within a team; excellent troubleshooting skills; and quickly learn various automated systems.
- Strong documentation skills.
- Ability to conduct research into a wide range of computing issues as required.

- Demonstrate effective decision-making and problem-solving skills.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to hear, make rational decisions and perform activities such as transcribing, viewing a computer terminal and/or extensive reading.
- Ability to exert up to 20 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.



City of Doral, FL Classification Description

Classification Title: Human Resources Assistant
Department: HR
Pay Grade: 111
FLSA Status: NE

GENERAL STATEMENT OF JOB

The Human Resources Assistant is a key support role, providing comprehensive administrative assistance to the HR team. This position is responsible for ensuring smooth daily operations of the department by providing exceptional customer service to both internal and external stakeholders. The Human Resources Assistant reports to the Human Resources Director.

This position is classified as a non-exempt, full-time position with a 40-hour work-week.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Develop and distribute the monthly departmental newsletter.
- Respond to and manage various inquiries and information requests, including employment verifications and employee surveys.
- Manages incoming mail, directing it to the appropriate HR team members.
- Compile, analyze, and present data for internal and external reports as directed by the HR Director.
- Responsible for tracking and processing departmental invoices, purchase orders, and budgetary expenses using the City's financial software.
- Work with the HR Director and Assistant Director to ensure departmental accounts remain within the approved budget.
- Responsible for reconciling and requesting payment for all health insurance, ancillary benefits bills and risk management bills on a monthly basis.
- Perform advanced administrative and clerical tasks, including answering phones, managing correspondence, and scheduling meetings and appointments for the HR Director.
- Compose, type, and proofread various materials, such as reports, letters, and budget documents.
- Provides assistance in managing departmental files and records, ensuring they are current, well-organized, and compliant with all applicable laws, including confidential personnel and medical files.
- Provide high-quality customer service to applicants and employees, answering inquiries regarding application status, benefits, and HR-related policies.
- Provides assistance to the HR Team with various aspects of the recruitment process, including scheduling interviews and coordinating pre-employment testing.
- Assist in the planning and execution of HR events.

Additional Duties:

- Performs related duties as assigned.

MINIMUM EDUCATION AND TRAINING

- Associate's degree from an accredited college or university, in Public Administration or related field is required.
- Must possess two (2) years of related experience.
- Must possess a valid driver's license with an acceptable driving record.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Must be computer literate with knowledge of Microsoft Office applications.
- Knowledge of business writing, methods and techniques.
- Ability to interact with the public and City employees over the phone, in written communication and through personal interaction in a courteous, eloquent and effective manner.
- Ability to deal with confidential and sensitive matters.
- Ability to deal with data, people and technology that relates to administrative technical, communications, researching, reporting, accounting, legal, or managerial skills.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry.
- Ability to use computers for word processing and/or accounting purposes.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Additional Duties:

- Performs other related work as required.

Physical Requirements:

- Ability to exert up to 20 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.



City of Doral, FL Classification Description

Classification Title: Human Resources Coordinator
Department: HR
Pay Grade: 113
FLSA Status: E

GENERAL STATEMENT OF JOB

The Human Resources Coordinator position provides support to the Human Resources Director assisting the HR Director and Assistant Director in managing all aspects of the employee life cycle for the City. This role is a key in ensuring smooth HR operations, from new hires and status changes to maintaining accurate personnel records and assisting with timekeeping. This role requires a strong focus on detail, organization, and a commitment to maintaining confidentiality while adhering to state laws and City policies.

This position is classified as an exempt, full-time position with a 40-hour work-week.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Responsible for performing various administrative duties, including scheduling meetings, managing data entry, and organizing confidential files.
- This role will provide assistance coordination of interviews and tests for new employees.
- Provides assistance in entering personnel actions, such as new hires, status changes, and transfers, in the City's HRIS system, while ensuring accuracy and current employee records.
- Provides administrative support, such as scheduling meetings, entering data, copying, filing, and typing documents to support the daily functions of the department.
- Assists with the recruitment process by coordinating interviews and scheduling services with testing consultants. This helps streamline the hiring process and ensures all necessary steps are completed.
- Reviews the employee's timekeeping system to ensure accuracy and compliance with rules before payroll processing. This is a critical step in guaranteeing employees are paid correctly and on time.
- Performs research and provides reports to the HR Director and Assistant Director as needed, offering essential data to support decision-making.
- Responsible for ensuring accurate file maintenance for personnel, medical, and worker's compensation records, all in accordance with Florida Statutes and disposition schedules. This is vital for legal compliance and information security.

- Provides departmental information to the public regarding all aspects of the HR life cycle.
- Assist in the planning and execution of HR events.

Additional Duties:

- Performs related duties as assigned.

MINIMUM EDUCATION AND TRAINING

- A Bachelor's degree from an accredited college or university, in Public Administration or related field is required.
- One (1) year of human resources experience in a municipal government agency is required.
- Must possess a valid driver's license with an acceptable driving record.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Must be computer literate with knowledge of Microsoft Office applications.
- Knowledge of business writing, methods and techniques.
- Ability to interact with the public and City employees over the phone, in written communication and through personal interaction in a courteous, eloquent and effective manner.
- Ability to deal with confidential and sensitive matters.
- Ability to deal with data, people and technology that relates to administrative technical, communications, researching, reporting, accounting, legal, or managerial skills.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry.
- Ability to use computers for word processing and/or accounting purposes.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Additional Duties:

- Performs other related work as required.

Physical Requirements:

- Ability to exert up to 20 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.



City of Doral, FL Classification Description

Classification Title: Lead Recreation Service Aide
Department: PR
Pay Grade: 104
FLSA Status: NE

GENERAL STATEMENT OF JOB

The Lead Recreation Service Aide provides direct supervision for all part-time staff, including Recreation Service Aides, Park Service Aides, and Receptionists. This position plays a critical role in the daily operation of park facilities, ensuring the safety of all visitors, program participants, and staff.

The Lead Aide is also responsible for enforcing park rules, performing routine maintenance, and supporting management in all aspects of park operations. This position reports to the Park Manager and Assistant Park Manager at assigned facility.

This position is classified as a non-exempt, full-time position with a 40-hour work-week.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Responsible for overseeing and providing guidance to part-time Recreation Service Aides and Receptionists, ensuring all staff consistently follow established policies and procedures.
- Responsible for providing departmental training to part-time staff, ensuring they are well prepared to perform their duties. This role also provides guidance to staff on enforcing all safety rules, park regulations, and administering first aid when needed.
- Responsible for monitoring and evaluating staff performance to ensure a consistently high level of customer service is provided to all guests and visitors.
- Responsible for Coordinate with staff to ensure all shifts are properly covered for daily operations, special events, and park facility openings and closings.
- Supervise the execution of department activities and programs, ensuring all events run efficiently and as planned.
- Manage the daily operational tasks performed by staff, which includes maintaining a clean and safe environment by overseeing routine maintenance, custodial duties, and general facility upkeep.
- Conducts routine inspections of park facilities to identify and address any potential hazards.
- Act as a point of contact for staff, providing support and guidance on handling inquiries from visitors and the public.
- Assist the Assistant Park Manager and Park Manager with the daily operations of the parks, delegating tasks and ensuring all assignments are completed.
- Oversee the support staff during all city-sanctioned sports leagues and recreational activities, ensuring they are prepared to handle roles like coaching, officiating, or scorekeeping as needed.

Additional Duties:

- Performs related duties as assigned.

MINIMUM EDUCATION AND TRAINING

- A High School diploma or a GED equivalent.
- One (1) year of recreation experience is required.
- One (1) year of supervisory experience is preferred.
- Must possess a valid driver's license with an acceptable driving record.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Must possess excellent customer service skills and be able to establish good customer relations.
- Must have an ability to deal with people effectively, courteously and enthusiastically.
- Requires limited knowledge of the materials, methods and equipment typically used in recreational work and cleaning duties.
- 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 small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry.
- Ability to use computers for word processing and/or accounting purposes.
- 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/blowers.
- Knowledge of basic rules of safety and ability to enforce applicable rules and regulations.
- Ability to work in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.
- Ability to make rational decisions through sound logic and deductive processes.
- Ability to consistently perform detailed work.
- Demonstrate effective decision-making and problem-solving skills.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to finger, grasp, handle, kneel, lift, pull, push, reach, receive information through oral communication; make rational decisions; express ideas through speaking accurately/loudly/quickly; make repetitive motions with the hands; stand for sustained periods of time; stoop by bending the body downwards; 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, operate heavy equipment, perform inspections; and walk from one work site to another.
- Ability to perceive sound at normal speaking levels; express ideas through speaking accurately/loudly/quickly; use visual acuity to perform activities such as viewing a computer terminal or determining the accuracy of work; and walk from one work site to another.
 - Ability to hear, make rational decisions and perform activities such as transcribing, viewing a computer terminal and/or extensive reading.
 - Ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
 - Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
 - Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
 - Bending the body downward and forward by bending leg and spine.
 - Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
 - Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
 - Applying pressure to an object with the fingers and palm.
 - Picking, holding, or otherwise working, primarily with the whole hand.



City of Doral, FL Classification Description

Classification Title: Lead Receptionist/Recreation Service Aide
Department: PR
Pay Grade: 104
FLSA Status: NE

GENERAL STATEMENT OF JOB

The Lead Receptionist/Recreation Service Aide position is crucial for the effective operation of park facilities. This role provides direct supervision to all part-time staff, including Recreation Service Aides, Park Service Aides, and Receptionists. The Lead Receptionist/Recreation Service Aide plays a key role in ensuring the safety of all visitors, program participants, and staff while managing daily operations, which includes handling program registrations, facility rentals, financial transactions, and enforcing all park rules. This position reports to the Park and Assistant Park Managers.

This position is classified as a non-exempt, full-time position with a 40-hour work-week.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Oversees the daily reception and administrative duties, including answering phones, greeting visitors, and handling inquiries.
- Manage all registrations for recreational programs, facility rentals, and sports leagues using the Parks and Recreation software.
- Process financial transactions accurately, including handling cash and preparing daily deposits for the community center.
- Execute party and field rental appointments, which includes reviewing contracts and ensuring all details are handled appropriately.
- Maintain and update department databases, binders, and files, and ensure all emails are answered daily.
- Responsible for overseeing and providing guidance to part-time Recreation Service Aides and Receptionists, ensuring all staff consistently follow established policies and procedures.
- Responsible for providing departmental training to part-time staff, ensuring they are well prepared to perform their duties. This role also provides guidance to staff on enforcing all safety rules, park regulations, and administering first aid when needed.
- Responsible for monitoring and evaluating staff performance to ensure a consistently high level of customer service is provided to all guests and visitors.
- Responsible for Coordinate with staff to ensure all shifts are properly covered for daily operations, special events, and park facility openings and closings.
- Supervise the execution of department activities and programs, ensuring all events run efficiently and as planned.
- Manage the daily operational tasks performed by staff, which includes maintaining a clean

- and safe environment by overseeing routine maintenance, custodial duties, and general facility upkeep.
- Conducts routine inspections of park facilities to identify and address any potential hazards.
 - Act as a point of contact for staff, providing support and guidance on handling inquiries from visitors and the public.
 - Assist the Assistant Park Manager and Park Manager with the daily operations of the parks, delegating tasks and ensuring all assignments are completed.
 - Oversee the support staff during all city-sanctioned sports leagues and recreational activities, ensuring they are prepared to handle roles like coaching, officiating, or scorekeeping as needed.

Additional Duties:

- Performs related duties as assigned.

MINIMUM EDUCATION AND TRAINING

- A High School diploma or a GED equivalent.
- One (1) year of recreation experience is required.
- One (1) year of supervisory experience is preferred.
- Must possess a valid driver's license with an acceptable driving record.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Must possess excellent customer service skills and be able to establish good customer relations.
- Must have an ability to deal with people effectively, courteously and enthusiastically.
- Requires limited knowledge of the materials, methods and equipment typically used in recreational work and cleaning duties.
- 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 small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry.
- Ability to use computers for word processing and/or accounting purposes.
- 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/blowers.
- Knowledge of basic rules of safety and ability to enforce applicable rules and regulations.
- Ability to work in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.
- Ability to make rational decisions through sound logic and deductive processes.
- Ability to consistently perform detailed work.
- Demonstrate effective decision-making and problem-solving skills.

- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to finger, grasp, handle, kneel, lift, pull, push, reach, receive information through oral communication; make rational decisions; express ideas through speaking accurately/loudly/quickly; make repetitive motions with the hands; stand for sustained periods of time; stoop by bending the body downwards; 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, operate heavy equipment, perform inspections; and walk from one work site to another.
- Ability to perceive sound at normal speaking levels; express ideas through speaking accurately/loudly/quickly; use visual acuity to perform activities such as viewing a computer terminal or determining the accuracy of work; and walk from one work site to another.
- Ability to hear, make rational decisions and perform activities such as transcribing, viewing a computer terminal and/or extensive reading.
- Ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Bending the body downward and forward by bending leg and spine.
- Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Applying pressure to an object with the fingers and palm.
- Picking, holding, or otherwise working, primarily with the whole hand.



City of Doral, FL Classification Description

Classification Title: Administrative Assistant/Budget Coordinator
Department: Planning & Zoning
Pay Grade: 114
FLSA Status: E

GENERAL STATEMENT OF JOB

Performs a variety of advanced administrative work and technical assignments to support the functions of the Planning and Zoning Department. Performs professional, advanced-level budget coordination, preparation, research, analysis, forecasting, and procurement services. Communicates with Planning & Zoning Director to confirm information related to the budget, projections, procedures and needs. Coordinates all purchases for the Planning & Zoning Department; handles grant coordination and tracking process; creates, manages and maintains budget databases to generate reports and performs professional work and general accounting administration for the Planning & Zoning Department as well as general operations oversight of administrative clerical processes.

This position reports directly to the Planning & Zoning Director.

This position is classified as an exempt, full-time position with a 40-hour work-week.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Performs advanced administrative work including, but not limited to transcribing correspondence and records maintenance, such as letters, memoranda, general orders, reports, rules, standard operating procedures and maintaining department records and special programs as directed by the Planning & Zoning Director.
- Works independently on the Planning & Zoning budget, with the guidance of the Planning & Zoning Director. Prepares annual budget estimates and accompanying descriptions of needs and monitors the department's budget accounts.
- Prepares, or assists in the preparation of various budget proposals, reports and recommendations to ensure that the department meets its goals and objectives.
- Track and Manage Cost Recovery for Development Review Applications.
- Assist Development Review Coordinator, Art Committee, & Special Events with Application/Meeting coordination, agenda, minutes, etc.
- Generates purchase orders, manages contracts, processes invoices, and inputs receivables in the Munis system.
- Oversees the completion of departmental employee evaluations to adhere with due dates.
- Monitors and maintains departmental contracts with vendors.
- Compiles, develops, and analyzes both internal and external reports and studies.
- Provides assisting to Licensing in the Solution Center, as needed.

Administrative Assistant/Budget Coordinator

- Assist in the development of RFQ/RFP processes for the department.
- Tracks After Action items and Special Projects.
- Provides employees with support and maintenance of field and office equipment.
- Manages and purchases office supplies for the department, breakroom, and first aid kit supplies. Ensures uniform compliance in association with the operating supplies budget.
- Serves as a liaison between departments in the resolution of day-to-day administrative and operational issues.

Additional Duties:

- Performs related duties as assigned.

MINIMUM EDUCATION AND TRAINING

- An Associate's degree in finance, accounting or related field is required.
- Minimum (5) years of experience in the performance of general secretarial and clerical work, office management, and financial planning experience required.
- Considerable knowledge of modern office practices and procedures.
- Must be computer literate with knowledge of Microsoft Office and Adobe Acrobat programs.
- Must possess a valid driver's license with an acceptable driving record.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Ability to get along with others and work effectively and courteously with the public and fellow workers.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Ability to accept, receive, and/or collect payments.
- Ability to prepare and/or process purchase orders.
- Ability to deal with confidential and sensitive matters.
- Ability to ensure accountability for inventory/property management.
- Ability to manage or administer grant funds.
- Ability to manage the budget within assigned unit/division.
- Ability to make sound recommendations that impact the budget.
- Ability to determine allocation of budget among divisions.
- Ability to manage the budget within assigned department.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry.
- Ability to use computers for word processing and/or accounting purposes.
- Ability to use or repair small/light equipment, such as power tools.
- Ability to repair, develop, or install computer hardware or network systems.
- Knowledge of Munis Financial Systems and Kronos Timekeeping software is a plus.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to exert up to 20 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.



City of Doral, FL Classification Description

Classification Title: Licensing Outreach Coordinator
Department: Planning & Zoning
Pay Grade: 114
FLSA Status: E

GENERAL STATEMENT OF JOB

This position assists businesses with municipal compliance as it relates to Business Tax Receipts and Certificates of Use; coordinates with Code Compliance Department on business operating without authority; and interacts with the business community, state, county, and/or local agencies. Highly technical, customer-oriented position requiring in-depth knowledge of business licensing, permitting, and outside policies, rules and procedures. Reviews businesses licensed by Miami-Dade County that may be operating within the City, and coordinates the same with Code Enforcement for action. Assists Chief Licensing Officer with research, reporting, and Special Projects. Assists with responses to customer inquiries received.

This position reports directly to the Chief Licensing Officer.

This position is classified as an exempt, full-time position with a 40-hour work-week.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Reviews reports published by Miami-Dade County and State for business community compliance matters, and researches code cases issues by other agencies.
- Reviews Miami-Dade County Certificate of Use report and identify businesses operating without City of Doral approvals.
- Provides technical guidance to business community on permitting matters to achieve compliance to obtain Business Tax Receipt and Certificate of Use.
- Coordinates with various State agencies on business licensing inquiries and case for information.
- Research other municipal and County agencies processes and procedures, identifying process efficiencies for implementation.
- Assists with annual renewal notices and processing of +/- 8,000 renewal requests.
- Monitors renewals report for customer compliance.

Additional Duties:

- Performs related duties as assigned.

MINIMUM EDUCATION AND TRAINING

- Must possess an Associate's degree from an accredited college or university, in Public Administration or related field.
- Must possess or be able to obtain the following certifications within the given timeframes: FABTO FAU/IOG Level I certification within 1st year of employment; FABTO FAU/IOG Level II certification during 2nd year of employment.
- Must possess a minimum of five (5) years of related work experience in planning and zoning, building department permitting, or economic development.
- Must be computer literate with knowledge of Microsoft Office and Adobe Acrobat programs.
- Considerable knowledge of modern office practices and procedures.
- Must be fluent in the English language. Ability to communicate in Spanish beneficial but not mandatory.
- Must possess a valid driver's license with an acceptable driving record.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Knowledge of business writing, methods and techniques.
- Ability to interact with the public and City employees over the phone, in written communication and through personal interaction in a courteous, eloquent and effective manner.
- Ability to deal with confidential and sensitive matters.
- Ability to deal with data, people and technology that relates to administrative technical, communications, researching, reporting, accounting, legal, or managerial skills.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry.
- Ability to use computers for word processing and/or accounting purposes.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Additional Duties:

- Performs other related work as required.

Physical Requirements:

- Ability to exert up to 20 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.