

**TAB 17**

**CITY OF PALMETTO  
POSITION ANNOUNCEMENT**

**DATE:** September 28 2009

**TITLE:** Community Redevelopment Area Strategic Plan Specialist

**REPORTS TO:** Community Redevelopment Agency Administrator

**GRADE:** Part – Time Temporary

**SALARY:** \$11.70 per hour

**Summary of Duties:**

Under general supervision of the CRA Administrator the successful candidate performs the following in the community redevelopment agency designated area:

- Compiles, reviews and organizes historical and legal City, state and CRA documents

**Education and Experience:**

Requires a minimum of the following:

- A Florida paralegal degree/certificate:
- and two years of experience in the following:
  - Understanding municipal codes, ordinances and procedures
  - Knowledge of Strategic Planning concepts and methodology in Public and Non-Profit Organizations

A combination of experience may be considered in lieu of other requirements.

**Skills:**

This is a part-time – limited duration employment

Must have the ability to communicate effectively both orally and in writing with all levels of staff.

Experience with Microsoft Office products.

This position requires a high level of problem-solving skills and the ability to manage costs without jeopardizing quality.

Work requires professional judgment and leadership ability with considerable independence

**Closing Date:      Open Until Filled**

**Interested applicants/employees should submit a City of Palmetto General employee application to the Human Resources Director  
516 8<sup>th</sup> Ave. W.  
Palmetto, FL 34221**

**The City of Palmetto is an Equal Opportunity Employer and a Drug Free work place.**

**CITY OF PALMETTO  
POSITION ANNOUNCEMENT**

**DATE:** September 19 2009

**TITLE:** Community Redevelopment Area Geographic Information System Specialist (Part-Time)

**REPORTS TO:** Deputy Director – Parks & Public Buildings

**GRADE:** 111

**SALARY:** \$17.63 – \$26.45 per hour

**Summary of Duties:**

Under general supervision of the CRA Administrator the successful candidate performs the following in the Community Redevelopment district:

- Assists Administrator in developing GIS-based data collection program
- Implements GIS data collection program at off-site locations (Police, City Hall, Public Works)
- Assists Administrator in coordination of program with Manatee County and Sheriff's Office.
- Builds data shape files per program
- Assists Administrator in GIS based data analysis
- Assists Administrator in writing GIS Reports

**Education and Experience:**

Requires a minimum of the following:

- A bachelor's degree in Geography or GIS from an accredited education institution and/or a bachelor's degree and a graduate level GIS Certificate from an accredited educational institution.
- and one years of experience in the following:
  - GIS based data collection
  - ESRI based GIS programs
  - Manatee County GIS data protocols and procedures

A combination of experience may be considered in lieu of other requirements.

**Skills:**

Must have the ability to communicate effectively both orally and in writing with all levels of staff and the public to explain CRA GIS policies and procedures.

This position requires a high level of problem-solving skills.

Work requires professional judgment and leadership ability with considerable independence

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**CITY OF PALMETTO  
POSITION ANNOUNCEMENT**

**DATE:** September 19 2009

**TITLE:** Community Redevelopment Area Recreational and  
Facilities Coordinator

**REPORTS TO:** Deputy Director – Parks & Public Buildings

**GRADE:** 111

**SALARY:** \$36,663 – \$55,006

**Summary of Duties:**

Under general supervision of the Parks Director the successful candidate performs the following in the community redevelopment agency designated area:

- plans, schedules, coordinates, and supervises comprehensive recreation, natural, artistic and physical fitness/health programs, events and activities
- instructs physical fitness/health programs
- develops coordinated exterior CRA identity through color palettes and amenities design in compliance with city planning regulations, ordinances and guidelines.
- performs department book keeping, communication and material orders
- attends meetings and represents the department, CRA and the city as needed
- coordinates work for all facilities and buildings
- writes CRA related articles and other publications for distribution to the public in conjunction with the City of Palmetto Public Information Officer

**Education and Experience:**

Requires a minimum of the following:

- An Associates of Science Degree (AS) from an accredited education institution in one of the following:
  - recreation management
  - interior or exterior design
  - physical fitness
- and two years of experience in the following:
  - interior or exterior design
  - physical fitness instruction (nationally recognized certification preferred)
  - bookkeeping, scheduling and material ordering management
  - Recreational planning and management

- Published printed writing (newspaper, journal or periodical)

A combination of experience and education may be considered in lieu of other requirements.

**Skills:**

Must have the ability to work a flexible schedule including evenings, weekends and holidays.

Must have the ability to communicate effectively both orally and in writing with all levels of staff and the public to explain City and CRA policies and procedures.

Experience with Microsoft Office products.

This position requires a high level of problem-solving skills and the ability to manage costs without jeopardizing quality. This position also requires a high level of understanding customer service needs and City requirements.

Work requires professional judgment and leadership ability with considerable independence

GOOD CUSTOMER SERVICE TECHNIQUES;

Principles and techniques of directing group, social and recreational activities, principles and practices of managing recreational programs for community parks, community centers, and/or athletic facilities;

Recreation site management, including operations and maintenance;

Techniques of effective supervision; and financial record keeping practices as applied to recreation programs.

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