

**TAB 3**



# City of Palmetto Agenda Item

**Meeting Date**

12/7/09

**Presenter:** JEFF BURTON

**Department:** CRA

**Title:**

**PART TIME OFFICE ASSISTANT**

This agenda item is for the CRA Board not the City Commission. Once approved by CRA Board, then approval from City Commission will be needed.

**PROBLEM:** Due to increased CRA activities, projects and community involvement, and added responsibilities of CRA Administrative Staff, there is a need for a part time office assistant to perform clerical and administrative functions for the remainder of the Fiscal Year (9/30/10).

**BACKGROUND:** The CRA activities, projects initiatives and community involvement have increased to the extent that regular CRA Administrative Staff needs assistance with clerical and reception type duties. This would allow the Executive Assistant opportunity to work on outstanding projects and initiatives as well as begin a business development initiative.

There is currently a position description "Office Assistant Full or Part Time", Grade level 103 with a starting hourly wage of \$11.9304. (copy attached)

Decrease Line Executive Salaries Line # 190 559 1101 by \$16,800  
Increase Line Part Time Salaries Line #190 559 1301 by \$16,800

<b>Budgeted Amount:</b>	\$16,800.00	<b>Budget Page No(s):</b>	182/186	<b>Available Amount:</b>	\$16,800.00	<b>Expenditure Amount:</b>	\$16,800.00
-------------------------	-------------	---------------------------	---------	--------------------------	-------------	----------------------------	-------------

**Additional Budgetary Information:** Once approved, will be processed by a budget transfer.

<b>Funding Source(s):</b>	FY10 Budget	<b>Sufficient Funds Available:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Budget Amendment Required:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Source:</b>	
---------------------------	-------------	------------------------------------	--	-----------------------------------	--	----------------	--

<b>City Attorney Reviewed:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<b>Advisory Board Recommendation:</b>	<input checked="" type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> N/A	<b>Consistent With:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
--------------------------------	--	---------------------------------------	---	-------------------------	---	--

**Potential Motion/ Direction Requested:** Motion to approve Part time Office Assistant

<b>Staff Contact:</b>	Jeff Burton	Interim CRA Director
-----------------------	-------------	----------------------

**Attachments:** Position Description and Pay Scale

**CITY OF PALMETTO**

**POSITION DESCRIPTION**

**TITLE: OFFICE ASSISTANT  
FULL OR PART TIME**

**DIVISION: ADMINISTRATION GRADE: 103**

**DEPARTMENT: NON-EXEMPT**

**FUNCTION:**

Under the general supervision, performs routine clerical, secretarial, and receptionist duties answering multi-line phones and directing calls, receiving the public, data processing and related duties as required.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Supervisor according to an established work routine.

**SUPERVISION EXERCISED:**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Performs routine clerical work in typing, filing, copying, faxing, providing customer service, cashiering, data processing, answering phones and other duties of a varied nature.

Operate and assist in two-way radio communications.

Receive the public and answer questions, responds to inquires from employees, citizens and others and refer, when necessary to the appropriate person.

Operates listed office machines as required.

Assists in preparing and distributing reports.

Proof reads material for correct spelling, punctuation and grammar.

Receives, stamps and distributes incoming mail and processes out going mail.

Types and edits correspondence, reports, memoranda and other material requiring judgment as to content, accuracy and completeness in accordance with established standards and policies.

**PERIPHERAL DUTIES:**

Provides backup to related positions.

**DESIRED MINIMUM QUALIFICATIONS:**

Graduation from a high school or GED equivalent with specialized courses in general office practices such as typing and filing.

Two (2) years of increasingly responsible related experience or any equivalent combination of related education and experience.

**Knowledge, skills and abilities:**

Working knowledge of computers and data processing, modern office practices and procedures.

Good knowledge of spelling, punctuation, business English and the ability to effectively meet and deal with the public, ability to communicate effectively verbally and in writing. Ability to perform cashier duties accurately.

Ability to operate office machines such as main switchboard, copier, fax machine, typewriter, pc and 10-key calculator as required.

Experience dealing with the public and a willingness to learn.

**SPECIAL REQUIREMENTS:**

None.

**TOOLS AND EQUIPMENT USED:**

Phone, switchboard, personal computer, copy machine, fax machine, base radio, 10-key calculator.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk, use hands or fingers to handle or operate objects, tools or controls and reach with hands and arms.

The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment is moderately noisy.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience, oral interview, reference check and job related tests may be required.

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

Approved: \_\_\_\_\_  
City Clerk

Approved: \_\_\_\_\_  
Human Resources

Revised 10/01/05

CITY OF PALMETTO  
2008 GRADE AND STEP SALARY SCHEDULE WITH 2% COLA FOR 2009  
As Approved by City Commission for FY2005 - 2006 and adjusted yearly by CPI

PAY GRADE	ENTRY LEVEL	MINIMUM	MAXIMUM	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14
101	10.8212	10.8212	16.2349	11.1393	11.4668	11.8039	12.1510	12.5082	12.8760	13.2545	13.6442	14.0453	14.4583	14.8833	15.3209	15.7713	16.2350
102	11.5222	11.5222	17.0770	11.8565	12.1936	12.5407	12.8988	13.2679	13.6480	14.0391	14.4422	14.8583	15.2864	15.7265	16.1786	16.6527	17.1488
103	11.9304	11.9304	17.8992	12.2811	12.6422	13.0138	13.3965	13.7903	14.1957	14.6131	15.0427	15.4845	15.9386	16.4051	16.8841	17.3756	17.8899
104	12.3396	12.3396	18.7935	12.6948	13.0659	13.4476	13.8408	14.2555	14.6827	15.1225	15.5749	16.0399	16.5175	17.0077	17.5105	18.0257	18.5534
105	13.1535	13.1535	19.7341	13.5402	13.9382	14.3480	14.7699	15.2041	15.6511	16.1112	16.5849	17.0725	17.5744	18.0911	18.6230	19.1705	19.7341
106	13.8177	13.8177	20.7205	14.2175	14.6355	15.0654	15.5083	15.9642	16.4341	16.9180	17.4160	17.9281	18.4542	18.9943	19.5484	20.1165	20.7006
107	14.5014	14.5014	21.7563	14.9278	15.3666	15.8184	16.2835	16.7622	17.2550	17.7623	18.2845	18.8211	19.3725	19.9386	20.5193	21.1146	21.7257
108	15.2266	15.2266	22.8447	15.6743	16.1351	16.6095	17.0974	17.6005	18.1198	18.6556	19.2081	19.7783	20.3574	20.9451	21.5425	22.1496	22.7765
109	15.9878	15.9878	23.9868	16.4578	16.9417	17.4398	17.9525	18.4803	19.0236	19.5829	20.1586	20.7513	21.3614	21.9894	22.6359	23.3014	23.9868
110	16.7874	16.7874	25.1863	17.2809	17.7890	18.3120	18.8504	19.4048	19.9759	20.5640	21.1694	21.7924	22.4333	23.0924	23.7699	24.4668	25.1863
110SO	15.6162	15.6162	23.4291	16.0753	16.5479	17.0344	17.5352	18.0508	18.5815	19.1278	19.6901	20.2690	20.8649	21.4783	22.1098	22.7598	23.4291
111	16.4268	16.4268	24.6353	16.8118	17.2972	17.8027	18.3287	18.8754	19.4431	20.0320	20.6423	21.2744	21.9285	22.6048	23.3037	24.0254	24.7701
111SO	16.3968	16.3968	24.6003	16.8789	17.3751	17.8859	18.4118	18.9531	19.5103	20.0839	20.6744	21.2822	21.9079	22.5520	23.2150	23.8975	24.6003
112	17.1929	17.1929	25.8929	17.4920	18.0020	18.5267	19.0664	19.6215	20.1924	20.7799	21.3834	22.0031	22.6394	23.2927	23.9641	24.6548	25.3651
113	19.4334	19.4334	29.1558	20.0047	20.5929	21.1993	21.8215	22.4631	23.1255	23.8033	24.5031	25.2235	25.9651	26.7285	27.5143	28.3232	29.1558
113SO	18.0776	18.0776	27.1297	19.0090	19.5962	20.2026	20.8299	21.4783	22.1486	22.8425	23.5609	24.3040	25.0715	25.8637	26.6804	27.5224	28.3899
114	20.4047	20.4047	30.6130	21.0046	21.6221	22.2578	22.9122	23.5858	24.2792	24.9930	25.7278	26.4842	27.2629	28.0644	28.8895	29.7388	30.6130
115	21.4125	21.4125	32.1416	22.0553	22.7187	23.4012	24.1036	24.8267	25.5714	26.3393	27.1314	27.9488	28.7917	29.6604	30.5557	31.4788	32.4297
115S	26.7814	26.7814	32.1405	27.4884	28.2141	28.9590	29.7235	30.5082	31.3136	32.1403							
116	22.8666	22.8666	33.9757	23.7530	24.5385	25.3437	26.1689	27.0144	27.8804	28.7671	29.6746	30.6029	31.5521	32.5222	33.5133	34.5264	35.5615
117	23.6214	23.6214	35.4394	24.3159	25.0307	25.7666	26.5242	27.3040	28.1067	28.9331	29.7837	30.6593	31.5607	32.4886	33.4438	34.4270	35.4394
118	24.8024	24.8024	37.2210	25.5315	26.2822	27.0549	27.8503	28.6694	29.5119	30.3796	31.2728	32.1922	33.1386	34.1129	35.1158	36.1482	37.2110
118S	30.9324	30.9324	37.2035	31.7583	32.6063	33.4769	34.3707	35.2884	36.2306	37.2035							
119	25.0425	25.0425	39.1414	26.4115	27.2078	28.0276	28.8710	29.7389	30.6314	31.5496	32.4933	33.4636	34.4608	35.4858	36.5389	37.6204	38.7307
120	27.3448	27.3448	41.0253	28.1487	28.9763	29.8282	30.7052	31.6079	32.5372	33.4938	34.4785	35.4922	36.5356	37.6098	38.7155	39.8537	41.0254
121	28.1125	28.1125	42.9125	29.0225	29.8901	30.7820	31.6993	32.6420	33.6109	34.6014	35.6146	36.6503	37.7184	38.8197	39.9542	41.1221	42.3244
122	30.1484	30.1484	45.2315	31.0348	31.9472	32.8865	33.8533	34.8486	35.8732	36.9278	38.0135	39.1311	40.2816	41.4658	42.6849	43.9399	45.2317
122S	35.2066	35.2066	50.2225	36.0887	37.0722	38.0867	39.1322	40.2097	41.3192	42.4615	43.6386	44.8513	46.1004	47.3867	48.7112	50.0747	51.4782
123	31.6551	31.6551	47.4920	32.5857	33.5438	34.5299	35.5451	36.5901	37.6659	38.7733	39.9132	41.0867	42.2946	43.5381	44.8181	46.1357	47.4921
101P	10.8212	10.8212	16.2849	11.1393	11.4668	11.8039	12.1510	12.5082	12.8760	13.2545	13.6442	14.0453	14.4583	14.8833	15.3209	15.7713	16.2350
101C	10.8212	10.8212	16.2349	11.1393	11.4668	11.8039	12.1510	12.5082	12.8760	13.2545	13.6442	14.0453	14.4583	14.8833	15.3209	15.7713	16.2350
103P	11.9304	11.9304	17.8992	12.2811	12.6422	13.0138	13.3965	13.7903	14.1957	14.6131	15.0427	15.4845	15.9386	16.4051	16.8841	17.3756	17.8899