

**RESOLUTION No. 14-161**

**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING THE JOB DESCRIPTION, APPLICABLE SALARY SCALE AND APPLICABLE PERFORMANCE MEASURES AND METRICS FOR NEWLY CREATED POSITIONS IN THE 2014-15 FISCAL BUDGET AS APPROVED BY THE CITY COUNCIL; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the adoption of the 2014-15 Fiscal Budget for the City of Doral (the “City”) called for, and funded, certain new employment positions, including “Senior Executive Assistant to the City Manager,” “Clerical Aide II,” “Part Time Clerical Aide,” “Deputy City Clerk,” “Executive Assistant/Advisory Board Coordinator,” “Records Specialist and Local Hearing Administrator,” “Public Affairs Manager,” “Assistant HR Director,” “Administrative and Finance Assistant,” “Accountant,” “Senior Software Developer,” “Administrative Assistant/ Asset Specialist,” “Senior Network Analyst,” “System Analyst,” “Help Desk Supervisor,” “AV Systems Technician,” “IT Technician (Public Safety),” “Assistant Planning and Zoning Director,” “Police Planner,” “Police Special Event Coordinator,” “Facility Maintenance Technician Assistant,” “Assistant Public Works Director/Construction Chief,” “Permit Clerk,” “Parks Maintenance Technician,” “Flood Plain Manager,” “Senior Plans Examiner,” “Structural Plans Examiner,” “Code Compliance Field Supervisor,” and “Part Time Code Compliance Clerk”; and

**WHEREAS**, Section 2-7 of the City Code of Ordinances requires that the Mayor and City Council approve: (i) the complete description of the duties and responsibilities of newly-created and/or modified positions; (ii) the applicable salary scale and other

monetary and non-monetary benefits associated with newly-created and/or modified positions; and (iii) the applicable performance measures and metrics to be utilized in assessing the performance of individuals that will be hired to fill the position created or modified; and

**WHEREAS**, Staff has recommended that the Mayor and City Council approve the newly created positions in the 2014-15 budget year and the 1) job description, 2) salary scale, and 3) performance measures and metrics for the positions, which are attached hereto as Exhibit "A"; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The above-referenced recitals are out confirmed, adopted, and incorporated herein and made a part hereof by this reference.

**Section 2. Approval.** Pursuant to Section 2-7 of the City Code of Ordinance, the job descriptions, salary scales and performance measures and metrics, attached hereto as Exhibit "A" and incorporated herein and made a part hereof by this reference, for the newly created positions in the adopted 2014-2015 fiscal budget of "Senior Executive Assistant to the City Manager," "Clerical Aide II," "Part Time Clerical Aide," "Deputy City Clerk," "Executive Assistant/Advisory Board Coordinator," "Records Specialist and Local Hearing Administrator," "Public Affairs Manager," "Assistant HR Director," "Administrative and Finance Assistant," "Accountant," "Senior Software Developer," "Administrative Assistant/ Asset Specialist," "Senior Network Analyst," "System Analyst," "Help Desk Supervisor," "AV Systems Technician," "IT Technician (Public Safety)," "Assistant Planning and Zoning Director," "Police Planner," "Police Special Event Coordinator," "Facility Maintenance Technician Assistant," "Assistant

Public Works Director/Construction Chief,” “Permit Clerk,” “Parks Maintenance Technician,” “Flood Plain Manager,” “Senior Plans Examiner,” “Structural Plans Examiner,” “Code Compliance Field Supervisor,” and “Part Time Code Compliance Clerk” are hereby approved.

**Section 3. Authorization.** The City Manager is authorized to make offers, execute documents, with the approval of the City Attorney as to form and legal sufficiency, and to expend budgeted funds, as may be needed to make to fill the references positions.

**Section 4. Implementation.** The City Manager and the City Attorney are hereby authorized to take such action as may be necessary to implement the provisions of this Resolution.

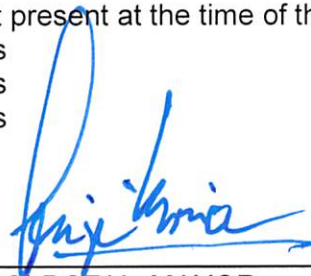
**Section 5. Effective Date.** This Resolution shall take effect immediately upon adoption.

The foregoing Resolution was offered by Councilmember Rodriguez who moved its adoption. The motion was seconded by Councilmember Ruiz and upon being put to a vote, the vote was as follows:

Mayor Luigi Boria  
Vice Mayor Christi Fraga  
Councilwoman Ana Maria Rodriguez  
Councilwoman Bettina Rodriguez Aguilera  
Councilwoman Sandra Ruiz

Yes  
Not present at the time of the vote  
Yes  
Yes  
Yes


PASSED AND ADOPTED this 8 day of OCTOBER, 2014.

  
\_\_\_\_\_  
LUIGI BORIA, MAYOR

ATTEST:

  
\_\_\_\_\_  
BARBARA HERRERA, CITY CLERK  
*connie ore, deputy city clerk*

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY FOR THE SOLE USE OF  
THE CITY OF DORAL.

  
\_\_\_\_\_  
WEISS, SEROTA, HELFMAN, PASTORIZA  
COLE AND BONISKE  
CITY ATTORNEY



# EXHIBIT “A”



# SENIOR EXECUTIVE ASSISTANT TO THE CITY MANAGER

Class Code:  
5150

Bargaining Unit: N/A

CITY OF DORAL  
Established Date: June 27, 2014  
Revision Date: June 30, 2014

## **GENERAL PURPOSE:**

The Senior Executive Assistant to the City Manager ensures directives of the City Manager are addressed in a timely and effective manner. Significant aspects of the work include the organization of work, fact finding, coordination of efforts within the City government, communication with elected officials and their staff, and the development of presentations and reports. The Senior Executive Assistant reports directly to the City Manager. The Senior Executive Assistant to the City Manager actively participates with senior management staff in the advancement of the City Manager's work plan and is a key component of work plan execution.

EEOC-4: Administrative Support FLSA Classification: Exempt, full time, 37.5 hour work-week

## **SUPERVISION RECEIVED AND EXERCISED:**

The Senior Executive Assistant to the City Manager works under the general supervision of the City Manager. The Senior Executive Assistant supervises the Clerical Aide (Receptionist - Main Lobby), Clerical Aide to the City Manager (3rd Floor Lobby) and the Part-Time Clerical Aide.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manages special projects and organizational initiatives of the City Manager to ensure their timely and successful implementation;
- Develops schedules for work completion, organizes and prepares meeting agendas, develops and coordinates topics of City Council consideration;
- Provides general assistance and support to the City Manager on matters concerning the administration of the City government;
- Organizes, schedules, and manages the execution of organizational initiatives on behalf of the City Manager;
- Works with the City Manager to execute programs that support the City's strategic planning and organizational development agenda;
- Develops and implements a workflow/tracking process and calendar that permits the City Manager sufficient time to review, analyze and provide direction on strategic issues affecting management of the organization;
- Prepares meeting agendas and appropriate supporting documentation for meeting items to maximize the efficiency of meeting discussions;
- Reviews meeting notes and comments, communicating appropriate follow up actions, and tracking responses/resolutions;
- Confers with and advises department heads in the preparation of responses and action plans in accordance with the City Manager's policies and direction;
- Serves as the City Manager's primary contact with the Office of the City Clerk on the development and management of City Council agenda items; and
- Demonstrates knowledge of the principles, practices and theories of management analysis and project management;
- Demonstrates knowledge of municipal level of government; general knowledge of the practices, methods and techniques of public budgeting, accounting and auditing; ability to develop procedures for administrative

improvement;

- Ability to develop comprehensive plans from general instructions; ability to successfully execute a directive and accomplish an appropriate outcome without detailed instruction; ability to gather pertinent facts, make thorough analyses and arrive at sound conclusions; ability to interpret findings;
- Ability to prepare and write comprehensive reports and proposals;
- Ability to establish and maintain effective working relationships with employees, elected and appointed officials, representatives of private agencies, community groups and citizens.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Public Administration or related field from an accredited college.
- Ten (10) years of progressively high-level administrative experience in municipal government, including managing large, complex high-visibility projects and providing customer service at an executive level, is required.
- Or any equivalent combination of experience and education which provides the required knowledge, skills and abilities.
- Must be fluent in English. Ability to communicate in Spanish is a plus.
- Considerable knowledge of modern office practices and procedures.
- Must be computer literate with knowledge of Microsoft Word, WordPerfect or a similar word processing program.
- Ability to meet and deal with and fellow workers in an effective and courteous manner.
- Ability to deal with confidential and sensitive matters.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.



CITY OF DORAL  
Established Date:  
Revision Date:

# Clerical Aide II

Class Code:  
5705-6

Bargaining Unit: N/A

## **GENERAL PURPOSE:**

Performs multiple clerical duties as assigned by the City Manager or his designee.

EEOC-4 : Administrative Support FLSA Classification: Non-exempt, full time, 37.5 hour work-week

## **SUPERVISION RECEIVED AND EXERCISED:**

Works under the general supervision of the City Manager or his designee.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Utilizes a full range of modern secretarial skills to perform clerical duties, operation of word processing equipment, micro-computers, fax machine, typewriters, and other office equipment.
- Requisitions supplies and equipment for City Manager's Office.
- Maintains an inventory of supplies and compiles cost data for budgetary and other uses.
- May assist the City Manager or designee with check requests, ordering of supplies, and a variety of purchasing matters
- Maintains office supply inventory for the City Manager's Office and lunchroom area (other supplies)
- Creates new files and organizes files according to the department's established policies and procedures; retrieves and assembles material from files.
- Maintains the mail card for the City Manager's Office; Opens and distributes mail; maintains control of correspondence flow through the department and assures that response deadlines are met.
- Composes correspondence or selects standardized formats; prepares a variety of reports, memos, correspondence, documents, and requisitions.
- Files documents for the Department according to departmental procedures.
- Maintains an organized, neat and efficient filing system.
- May perform back-up coverage for receptionist during relief periods; answers phone, takes messages and/or directs customers to the appropriate department.
- Retrieves information and documents from files at the request of department personnel.
- Performs any other duties as directed by the supervisor.
- Prepares inventory and logs documents for safe off-site storage.
- Receives visitors and screens telephone callers; acts as receptionist and answers requests for information involving department, division or section activities and established policies and procedures.
- Takes and transcribes dictation as required, performs data entry, prints reports as instructed.
- Sets up meeting rooms, organizing refreshments for meeting and events.
- May be required to run City related errands as instructed by supervisor.
- Retrieves information or data from internet or other sources as instructed.
- Files correspondence, invoices, cards, records, and reports.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

- A High School Diploma or a GED equivalent and one year of general secretarial experience.
- A high school degree and one year of general secretarial experience.
- Must be fluent in spoken and written English. Ability to communicate in Spanish is a plus.
- Must be computer literate with knowledge of Microsoft Word, Excel, Power Point and other similar programs.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.





# Clerical Aide (Part Time)

Class Code:  
5705-1

Bargaining Unit: N/A

CITY OF DORAL  
Established Date:  
Revision Date: September 02, 2014

## **GENERAL PURPOSE:**

Performs multiple clerical duties as assigned by the City Manager, Assistant City Manager, Senior Executive Assistant to the City Manager or designee.

EEOC-4 : Administrative Support FLSA Classification: Non-exempt, Part Time, 28 hour work-week

## **SUPERVISION RECEIVED AND EXERCISED:**

Works under the general supervision of the Senior Executive Assistant to the City Manager

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Utilizes a full range of modern secretarial skills to perform clerical duties, operation of word processing equipment, micro-computers, fax machine, typewriters, and other office equipment.
- Creates new files and organizes files according to the department's established policies and procedures; retrieves and assembles material from files.
- Opens and distributes mail; maintains control of correspondence flow through the department and assures that response deadlines are met.
- Composes correspondence or selects standardized formats; prepares a variety of reports, memos, correspondence, documents, and requisitions.
- Files documents for the Department according to departmental procedures.
- Maintains an organized, neat and efficient filing system.
- May perform back-up coverage for receptionist during relief periods; answers phone, takes messages and/or directs customers to the appropriate department.
- Retrieves information and documents from files at the request of department personnel.
- Performs any other duties as directed by the supervisor.
- Prepares inventory and logs documents for safe off-site storage.
- Receives visitors and screens telephone callers; acts as receptionist and answers requests for information involving department, division or section activities and established policies and procedures.
- Takes and transcribes dictation as required, performs data entry, prints reports as instructed.
- Sets up meeting rooms, organizing refreshments for meeting and events.
- May be required to run City related errands as instructed by supervisor.
- Retrieves information or data from internet or other sources as instructed.
- Files correspondence, invoices, cards, records, and reports.
- Performs related work as required.

## **MINIMUM QUALIFICATIONS:**

- A High School Diploma or a GED equivalent and one year of general secretarial experience.
- A high school degree and one year of general secretarial experience.
- Must be fluent in spoken and written English. Ability to communicate in Spanish is a plus.
- Must be computer literate with knowledge of Microsoft Word, Excel, Power Point and other similar programs.

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



CITY OF DORAL  
Established Date: Oct 9, 2013  
Revision Date: July 23, 2014

# Deputy City Clerk

Bargaining Unit: N/A

Class Code:  
5751

## **GENERAL PURPOSE:**

Performs advanced administrative, secretarial and clerical work for the City Clerk and any other person as designated by the City Clerk.

This position assists with the administration and coordination in the taking of minutes of all City Council meetings and appropriate safekeeping of all legislation adopted. Assists in the supervision of all City elections; ensures the handling, classification and filing of all documents as the depository of all records.

EEOC-6: Administrative Support. FLSA Classification: Exempt, full time, 37.5 hour work-week

## **SUPERVISION RECEIVED AND EXERCISED:**

The Deputy City Clerk works under the supervision of the City Clerk. The Deputy City Clerk has supervisory responsibilities of the City Clerk's Office as directed by the City Clerk.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs advanced secretarial and administrative work as directed by the City Clerk.
- Compiles, develops, and analyzes reports and studies as directed by the City Clerk.
- Assists the City Clerk with the department's finances and budgeting.
- Assists the City Clerk with the management and retention of public records as per the requirements of the State of Florida and the City of Doral City Code.
- Assists the City Clerk with city-wide records storage.
- Assists with responding and tracking public records requests.
- Answers calls for the Office of the City Clerk.
- Coordinates and ensures that all documents are archived and copies are sent to the Division of Archives.
- Assist in the compliance of all charges made to the City Clerk by residents and business or other organizations requesting data.
- Attends meeting to present budget, activity reports and future development plans.
- Monitors the daily office activities to ensure compliance with standard procedures.
- Answers routine correspondence and composes letters for the City Clerk's signature.
- Opens, sorts, and routes all correspondence to City Clerk.
- Performs other clerical duties such as filing and managing office records and assists in the work of the office as assigned by the City Clerk.
- Responsible for the overall management of document scanning and indexing of permanent records as part of the City's records management program.
- Assists in the preparation of City Council agenda packets.
- Attends Council workshops and Council meetings and may be required to take minutes of said meetings at the direction of the City Clerk.
- Serves as Acting City Clerk in the absence of, and upon designation by, the City Clerk.



- Actively pursues Certified Municipal Clerk Certification and once obtained maintains certification up to date.
- Performs any other duties as assigned by the City Clerk.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree from an accredited college in a related field.
- Must be fluent in English. Ability to communicate in Spanish is a plus.
- Knowledge of business English, spelling, grammar, punctuation and vocabulary.
- Three (3) years of experience in the performance of general secretarial and clerical work, preferably for an executive level position.
- Considerable knowledge of modern office practices and procedures.
- Must be computer literate with knowledge of Microsoft Word, Excel, PowerPoint and other similar programs.
- Ability to get along with others and work effectively with the public and fellow workers.
- Ability to perform several tasks at one time.
- Ability to deal with confidential and sensitive matters.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.



CITY OF DORAL  
Established Date: Oct 23, 2013  
Revision Date: July 23, 2014

# Executive Assistant/ Advisory Board Coordinator

Class Code:  
9821-1

Bargaining Unit: N/A

## **GENERAL PURPOSE:**

Performs advanced secretarial and clerical work for the Office of the City Clerk. Performs the duties of coordinating the City's Advisory Boards; serves as the City Clerk Liaison to all advisory boards, committees, task forces, (and any other boards that serve in an advisory capacity as created by Council); and performs any other duties for the Office of the City Clerk as required by the City Clerk.

EEOC-4: Administrative Support (Exempt, full-time, 37.5 hour work week)

## **SUPERVISION RECEIVED AND EXERCISED:**

Works under the general supervision of the City Clerk. The Executive Assistant / Advisory Board Coordinator do not have supervisory duties.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Scheduling advisory board meetings.
- Preparation of advisory board meeting materials for distribution during the meetings.
- Advertising board meetings pursuant to Ch. 286 F.S., and established Office of the City Clerk procedures.
- Disseminating information to advisory board members and their Staff liaisons.
- Posting agendas and approved minutes of advisory board meetings.
- Maintaining regular communication with advisory board members on board-related issues.
- Ensuring that Council-approved advisory board policies and procedures are adhered to by the boards.
- Coordinating annual Advisory Board Workshop(s).
- Maintaining and managing all advisory board records.
- Utilizes a full range of modern secretarial and clerical skills to perform clerical duties, operation of word processing equipment, fax machine, scanners and other office equipment.
- Creates new files and organizes files according to the department's established policies and procedures; retrieves and assembles material from files.
- Opens and distributes City Clerk mail; maintains control of correspondence flow through the department and assures that response deadlines are met.
- Updates calendars for City events and any other events as from time to time may be necessary.
- Assists with all Council meeting preparation.
- Assist with Agenda meeting preparation.
- Attends all Council meetings.
- Receives visitors and answers telephone calls for the Office of the City Clerk.
- Drafts correspondence for the City Clerk and; assists with bulk mailings from the City Clerk.
- Files documents for the City Council and the Office of the City Clerk according to departmental procedures.
- Assist the City Clerk with maintaining the finances of the Department.
- Retrieves information and documents from files at the request of the City Clerk.

- Assists with responding and tracking of public records requests.
- Assists with the processing of proposals / bids received in response to public solicitations.
- Logs documents as per the Office of the City Clerk policies and procedures.
- Assist the City Clerk with management and retention of public records as per statutory requirements.
- Updates and maintains City website calendar up to date with all public meetings.
- Performs any other duties as directed by the supervisor.

**MINIMUM QUALIFICATIONS:**

- An Associate's degree from an accredited college in Public Administration, Business Administration, or related field, and one (1) year of general secretarial experience.
- Must be fluent in spoken and written English. Ability to communicate in Spanish is a plus.
- Basic knowledge of modern office practices and procedures.
- Must be computer literate with knowledge of Microsoft Word, Excel, Power Point and other similar programs.
- Ability to get along with others and work effectively with the public and fellow workers.
- Ability to use and understand the equipment used to digitize documents.
- Ability to use and understand the document management software used to digitally archive public records.
- Ability to meet and deal with the public in a courteous, eloquent and effective manner.
- Ability to perform several tasks at one time.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.





CITY OF DORAL  
Established Date: Aug 23, 2013  
Revision Date: July 23, 2014

# Records Specialist & Local Hearing Administrator

Class Code:  
9820

Bargaining Unit: N/A

## **GENERAL PURPOSE:**

Acts in the capacity of Local Hearing and Public Records Coordinator for red-light camera local hearings. Serves as Clerk for the City's red-light camera hearings. Assists with the management and retention of public records produced during said hearings and assists the City Clerk with responding to public records requests received by the Office of the City Clerk. Performs administrative, secretarial and clerical work for the City Clerk and any other person as designated by the City Clerk.

EEOC-4: Administrative Support (Exempt, full-time, 37.5 hour work week)

## **SUPERVISION RECEIVED AND EXERCISED:**

Works under the general supervision of the City Clerk and direct supervision of the Deputy City Clerk.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Acts in the capacity of Records Specialist & Local Hearing Administrator for the City's red-light camera hearings and the management and processing of Public Records Requests which consists of:

- Serving as the Clerk for all red-light camera local hearings.
- Scheduling and noticing said local hearings.
- Maintaining the records of said local hearings pursuant to the laws of the State of Florida and the City of Doral City Code.
- Assisting with any other responsibilities related to said local hearings as directed by the City Clerk.
- Assists the City Clerk with city-wide records storage and management.
- Responsible for tracking and responding to public records requests received by the Office of the City Clerk.
- Assists with all bid openings.
- Performing secretarial and administrative work as directed by the City Clerk.
- Answers calls for the Office of the City Clerk
- Performs other clerical duties such as filing and maintaining office records and assists in the office as assigned by the City Clerk.
- Assisting the City Clerk, with responding to Councilmember requests and staff for public records or information.
- Attends City Council meetings and provides administrative support.
- Prepares Evidence packages for local hearings.
- Enters hearing adjudication.
- Process Uniform Traffic Citation (UTC) dismissal request to Miami-Dade County Traffic Division and ensures that UTC's have been dismissed.
- Fielding calls/ walk-in constituents with inquiries concerning the hearing.
- Updates calendars for City events and any other events as from time to time may be necessary.
- Assist with Agenda preparation for council meetings.

**MINIMUM QUALIFICATIONS:**

- An Associate's degree in Public Administration or related field and two (2) years of general local government experience. Bachelor's degree is desirable.
- Knowledge of records retention requirements and records management preferred.
- Must be fluent in spoken and written English. Ability to communicate in Spanish is a plus.
- Knowledge of business English, spelling, grammar, punctuation and vocabulary.
- Must be computer literate with knowledge of Microsoft Word, Excel, Power Point, etc.
- Knowledge of secretarial procedures, methods and techniques.
- Ability to meet and deal with the public and employees in a courteous, eloquent and effective manner.
- Ability to search for and compile information from files and other sources.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.



CITY OF DORAL  
Established Date: July 23, 2014  
Revision Date: July 23, 2014

# Public Affairs Manager

Bargaining Unit: N/A

Class Code:  
5714-1

## **GENERAL PURPOSE:**

The Public Affairs Manager is responsible for the management for the City of Doral's communications strategy and objectives. Develops communications plan and implements a broad range of public relations activities. Under the guidance of the City Manager this position serves as a key member of the City's leadership team with direct responsibility for media and public relations.

EEOC-4: Administrative Support. FLSA Classification: Exempt, full time, 37.5 hour work-week

## **SUPERVISION RECEIVED AND EXERCISED:**

The Public Affairs Manager works under the supervision of the City Manager. The Public Affairs Manager has supervisory responsibilities of the Public Affairs Division staff.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Directs and manages a City-wide Public Affairs program consistent with the City's goals and initiatives ensuring high quality customer service, professional standards and quality controls.
- Develops and manages annual operating budget.
- Develops and implements long range and annual action plans to meet the needs of the City.
- Demonstrates leadership by advocating for innovation and strategic change, and promoting the development of a diverse and engaged workforce.
- Manages and develops a qualified staff, ensuring professional and courteous service from all employees in support of the City's mission, values, customers and constituents.
- Serves as the City's spokesperson and media liaison for English and Spanish media. Provides information to the public and the media. Organizes news conferences and briefings for the City Manager, members of the City Commission, and City Departments. Writes and conducts interviews.
- Develops effective communication plan that leverages brand promise
- Develops, integrates and implements Public Relations activities designed to enhance the City's brand.
- Organizes and arranges public appearances and speaking engagements for the City officials to promote and generate support for City activities and programs.
- Cultivates and maintains strong media relationships.
- Enhances community outreach efforts with the use of existing communication tools (TV, Website, print publications, newsletters and other media and public relations).
- Serves as executive editor for the development, production and maintenance of the City's internal and external communication vehicles, including main website, marketing materials, publications, newsletters, invitations, flyers, advertisements, and annual reports.
- Enhances relationships with targeted, high-level external audiences.
- Manages contractors and vendors for Doral TV
- Performs any other duties as assigned by the City Manager.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Public or Business Administration, journalism, communications, English, or related field.
- Minimum five years related managerial and supervisory experience in media relations, public relations, journalism, or public affairs, plus one year of experience
- Bilingual (English/Spanish).
- Valid Florida Driver's License.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.





CITY OF DORAL  
Established Date: July 1, 2014  
Revision Date: August 1, 2014

# Assistant HR Director

Bargaining Unit: N/A

Class Code:  
5250

## **GENERAL PURPOSE:**

Assists the Director in managing all aspects of the Human Resources Department, including employment/labor relations, recruitment and selection, classification and pay, workers compensation consistent with the City's mission, vision and values. Assists the Director to ensure compliance with applicable federal, state and county laws, labor contracts and the City's Rules and Regulations.

EEOC-4: Professionals. FLSA Classification: Exempt, full time, 37.5 hour work-week

## **SUPERVISION RECEIVED AND EXERCISED:**

The Assistant HR Director works under the supervision of the HR Director. The Deputy City Clerk has supervisory responsibilities of the Human Resources Department as directed by the Director.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists the Director in managing the daily operation of the Human Resources Department, including recruitment and selection, compensation and classification, recognition programs, labor relations, employee relations, records maintenance, and promotional testing.
- Assists the Director in the administration of various programs and processes relating to employee insurance benefits, workers compensation, physical exams and drug/alcohol testing, safety and loss control, and property and general liability insurance programs.
- Assists the Director in managing the administration of collective bargaining agreements, negotiation of contracts, management of grievances, and disciplinary actions.
- Conducts human resources training, to include progressive discipline, EEO (sexual harassment).
- Assists in the preparation and administration of the Human Resources budget.
- Performs employee performance evaluations and reviews evaluations performed by subordinate staff.
- Knowledge of City practices, policies and procedures, federal, state, and local laws relating to human resources to include: EEO, ADA, FLSA, FMLA, ADEA, and HIPAA.
- Knowledge of human resources techniques, labor relations, benefits, City employee Rules and Regulations and collective bargaining agreements.
- Knowledge of records management practices and related laws, as well as validation and administration requirements for employee selection and promotional examinations.
- Knowledge of RFP's service contracts and certificates of insurance, contract negotiation methods and procedures, provisions of insurance carrier plans and policies, management and supervisory practices and City emergency action plan.
- Ability to manage, supervise, train, discipline, and delegate work of subordinates.
- Good verbal and written communication skills are required.



- Ability to communicate professionally and maintain effective working relationships with employees of all levels, applicants, management, union representatives, city officials, attorneys, and service providers.
- Performs any other duties as assigned by the HR Director

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Personnel Management, Labor Relations, Public Administration, Business Administration, or related field; Master's degree preferred.
- Minimum five (5) years professional human resources experience, to include two (2) years at a supervisory/management level.
- Valid Florida Driver's License.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.



# Administrative & Finance Assistant

Class Code:  
4353

Bargaining Unit: N/A

CITY OF DORAL  
Established Date: August 4, 2014  
Revision Date: August 4, 2014

## **GENERAL PURPOSE:**

Performs advanced secretarial, clerical work and assist in the preparation of the budget.

EEO-6: Administrative Support. FLSA Classification: Exempt, full time, 37.5 hour work-week

## **SUPERVISION RECEIVED AND EXERCISED:**

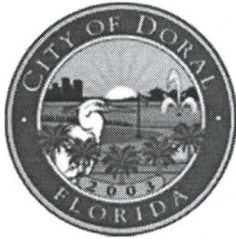
The Administrative & Finance Assistant works under the supervision of the Finance Director. The Administrative and Finance Assistant to the Finance Director may have some supervisory responsibilities, as assigned by the Finance Director.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs advanced secretarial and administrative work including, but not limited to: transcribing correspondence such as letters, memoranda, general orders; answering phones, scheduling appointments, and assisting with other standard clerical duties.
- Composes, types, and proofreads a variety of detailed material including council reports, budget documents, and letters.
- Tracks and monitors performance evaluations for finance department staff; ensures that Personnel Action Forms (PAFs) are completed and submitted to HR in a timely manner.
- Compiles, develops, and analyzes both internal and external reports and studies as directed by the Finance Director.
- Responsible for the general employee payroll.
- Assists in the coordination and preparation of departmental budgets and other finance related activities.
- Provides back up support to Accounts Receivable and Accounts Payable. Including the printing of accounts payable checks.
- Orders supplies and equipment. Uses financial software to track purchase orders, invoices and requisitions for supplies.
- Responds to inquiries and requests for information from department heads as directed by the Finance Director.
- Maintains the department's document imaging process, including the coordination of the imaging process, the storage of images, and the assurance of the integrity of documents.
- Develops and maintains the department's record management system including the retention schedule for documents.
- Performs any other duties as directed by the supervisor.

**MINIMUM QUALIFICATIONS:**

- An Associate's degree from an accredited college in Public Administration, Business Administration, Finance, or related field.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Three (3) years' experience in the performance of general secretarial and clerical work.
- Considerable knowledge of modern office practices and procedures.
- Must be computer literate with knowledge of Microsoft Word, WordPerfect or a similar program.
- Ability to get along with others and work effectively with the public and fellow workers.
- Ability to deal with confidential and sensitive matters.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.



# Accountant

Bargaining Unit: N/A

Class Code:  
4354

CITY OF DORAL  
Established Date: August 4, 2014  
Revision Date: August 4, 2014

## **GENERAL PURPOSE:**

Under the supervision of the Finance Director, performs various duties in the daily operations of the Finance Department ensuring compliance with all applicable standards, methods and principles of sound financial management.

EEO-4: Professional. FLSA Classification: Exempt, full time, 37.5 hour work-week

## **SUPERVISION RECEIVED AND EXERCISED:**

The Accountant works under the supervision of the Finance Director.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in the preparation of the Financial Section of the Comprehensive Annual Financial Report (CAFR).
- Responsible for the preparation of the Statistical Section of CAFR.
- Assist external auditors with confirmations, prepared by client (PBC) schedules and other requested reports in the year end audit.
- Responsible for analyzing and reconciling revenues on a daily, monthly, quarterly and annual basis.
- Assists in the annual preparation and daily maintenance of the City's budget, includes providing reports and information to City Management, reviewing expenses and revenue information, and providing monthly budget updates.
- Prepares monthly and annual closing journal entries.
- Reconciles on a biweekly basis the payroll registers, interfaces information to the general ledger and prepares a summary reconciled report to accompany each payroll.
- Sets up new general ledger accounts as requested.
- Analyses and reconciles bank accounts of the City to ensure in balance and deals with banking issues such as the processing of non-sufficient fund checks, making account adjustments, and preparing transmittals to debit appropriate accounts.
- Assists departments in accounting and processing procedures and practices, including the use of the financial system. Checks financial related work to ensure compliance with standards.
- Responsible for monitoring data processing procedures related to the accounting system and coordinating such activities with other staff.
- Prepares petty cash checks as needed and reconciles petty cash accounts.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Finance, Business Administration, Accounting or related field.
- Three to five (3-5) years' general accounting or public accounting experience is required; government accounting experience preferred.
- 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 maintain a high level of confidentiality.
- Ability to establish and maintain effective working relationships with auditors, employees, the general public and city officials.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.





# Senior Software Developer

Class Code:  
0005

Bargaining Unit: N/A

CITY OF DORAL  
Established Date: Jul 28, 2014  
Revision Date: Jul 28, 2014

## **GENERAL PURPOSE:**

The Department of Information Technology provides technology leadership for the City enterprise, developing common standards, architectures, and business solutions to deliver City services more efficiently and effectively. The Senior Software Developer is responsible for citywide technology governance, strategic planning and policy development, and programs that promote technology literacy and public access to government information. This position serves as project manager for all enterprise wide software systems initiatives. The department manages the City's technology infrastructure.

## **SUPERVISION RECEIVED AND EXERCISED:**

Works under the general supervision of the IT Director.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide application development and programming support for the Information Technology Department and other City departments.
- Perform analytical, technical and application development tasks; design and develop applications to integrate with various platforms; coordinate, implement, maintain and troubleshoot all applications in support of all City departments.
- Work with internal stakeholders and vendors to understand, analyze, develop, design, build and maintain applications to fulfill business requirements.
- Create project plans, specifications and operating procedures; create user and system documentation for new or existing applications; assist with development of project estimates; and initiate enhancements to applications.
- Coordinate implementation plans; recommend and coordinate enhancements; recommend patches and upgrades; recommend strategy for daily and monthly application and system backups; provide basic user training; maintain applications and various data warehouses.
- Provide technical advice and support to section staff. May serve as supervisor to other software development staff.
- Person in the position may be required to work outside of normal business hours to address an occasional business needs.
- Other duties to support, integration and vendor management will be assigned on an as needed basis.
- Performs other related work as required.

## **MINIMUM QUALIFICATIONS:**

- BA degree in computer science, computer technology, or related field.

- 5-8 years writing application software, database programming, and technical troubleshooting experience.
- Proficient in SQL, VB.NET, ASP, ASP.NET, ADO.NET, C/C++, C#, HTML, XML, JAVA; application servers such as IIS, and .NET; Enterprise Development for more than 200 users; development/relational database tools (VS Tools, DTS, SSIS), databases (Oracle, SQL Server), Visual Studio; WCF Services and Unit Testing.
- Experience with Sharepoint Development, Administration and Configuration
- Proficient with SQL DB Administration and SQL Reporting Services
- Experience with GIS development with ESRI Products such as API for ESRI Silverlight and ESRI Javascript
- Knowledgeable in all phases of software development life cycle.
- Strong oral and written communication skills in order to convey technical information to non-technical staff or customers.
- Ability to handle multiple tasks and deadlines, maintain confidentiality, use good judgment and discretion, and interact with diverse workforce within the City and other government agencies.
- Ability to be innovative, resourceful, and reliable; work within a team, have excellent troubleshooting skills, and be able to quickly learn various automated systems.
- Must be a non-smoker
- The minimum requirements may be waived by the City Manager.



# Administrative Assistant to IT Director/ Asset Specialist

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## **GENERAL PURPOSE:**

Performs advanced administrative work coordinating numerous functions and assignments related to the Information Technology Department.

EEOC-4: Administrative Support FLSA Classification: Exempt, full time, 37.5 hour work-week

## **SUPERVISION RECEIVED AND EXERCISED:**

Works under the general supervision of the IT Director.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates all personnel matters with central personnel authority.
- Conducts necessary correspondence; studies, analyzes and resolves administrative problems through methods and procedures for improvement.
- Coordinates special projects by closely working with consultants.
- Performs advanced secretarial and administrative work including, but not limited to transcribing correspondence such as letters, memoranda, general orders, rules and standard operating procedures and maintains department records as directed by the IT Director.
- Prepares departmental Personnel Action Forms and assists in the preparation of departmental budget.
- Compiles, develops, and analyzes internal and external reports and studies as directed by the IT Director.
- Answers, screens, and directs calls IT personnel.
- Answers routine correspondence and composes letters for the IT Director's signature.
- Reviews existing organizational patterns, work relationships, space utilization and data reporting systems; promotes effective operations through standardization, improvement, simplification and installation of new operating systems.
- Writes, reviews, and edits grant applications; researches new opportunities for grant funding for the City.
- Evaluates intra-departmental work programs to ascertain efficiency levels, compliance with priority schedules, and accomplishment of work programs.
- Represents the Director when required; meets with public officials and civic groups to explain various projects and work programs.
- Performs other related work as required.
- Completes purchasing orders and documents and maintains all purchasing decisions, information technology service agreements and legal contracts.
- Ensures adherence to the City of Doral Procurement Code and city rules and regulations.
- Communicates with vendors to interpret, clarify, inform and resolve information technology procurement items.
- Monitors IT vendor performance to ensure compliance with all contractual terms and conditions.
- Communicates with all stakeholders on recommendations to resolve and mitigate any vendor performance issues.
- Update vendor database files performance and qualifications, in order to establish authorized IT



vendor status.

- Ensures operation of IT equipment by completing preventive maintenance requirements; calling for repairs; maintaining IT equipment inventories; evaluating new IT equipment and techniques.
- Builds and maintains institutional, professional and technical knowledge by attending vendor workshops; reviewing professional publications; establishing approved vendor alliances and participates in professional societies in order to ensure optimal procurement delivery of IT Services.

#### **MINIMUM QUALIFICATIONS:**

- An Associate's degree from an accredited college in Information Technology, MIS, Business Administration or related field.
- Three (3) years of experience in general secretarial and clerical work.
- Considerable knowledge of modern office equipment, practices and procedures.
- Considerable knowledge of research techniques and the sources and availability of current information.
- Some knowledge of basic accounting principles and procedures.
- Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.
- Ability to identify metrics for tracking and evaluating processes.
- Ability to carry out complex oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to express ideas clearly and concisely, both orally and in writing.
- 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.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.



# Senior Network Analyst

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## **GENERAL PURPOSE:**

The Senior Network Analyst plans, designs and develops local area networks (LAN's) and wide area networks (WAN's), and IT sponsored enterprise applications to ensure the stability and integrity of data, video and wireless network services. Employees participate and manage projects that install, monitor, maintain, support, and optimize network hardware, software, and communication links. They also analyze and resolve network hardware and software problems, and provide end-user training.

EEOC-4: Administrative Support FLSA Classification: Exempt, full time, 37.5 hour work-week

## **SUPERVISION RECEIVED AND EXERCISED:**

Works under the general supervision of the IT Director.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Lead city network, storage, and security infrastructure architect. Responsible to maintain accessibility at all times except when approved by the IT Director.
- Installs and configures new circuits and ensures security on network firewalls and other network security devices.
- Installs and configures Intrusion Detection Systems (IDS) to monitor network operations.
- Troubleshoots and optimizes communication protocol (i.e. TCP/IP and poll select) problems by using network management tools and sniffers.
- Communicates network problems to management and provides regular status reports to management on the state of the City's network.
- Supervises the work of lower level network technicians and consultants.
- Schedules and prioritizes network operational tasks, and maintains communication about their status.
- Leads and participates in all phases of LAN/WAN capacity planning, design, installation, configuration, management, and installation of hardware, network related software and computer peripherals.
- Analyzes network problems to determine causes of failure and implements appropriate remedies. Interfaces with programming staff, operations staff, technical staff, departmental users and customers on all network related issues and problems.
- Evaluates new hardware/software and makes purchase recommendations.
- Conducts personnel evaluations as required as well as has a role in the administration standard operating procedures (SOPs), Civil Service rules and regulations, and departmental policies.
- Leads, develops, and administers network backup and disaster recovery procedures.
- Participates in On-Call support rotation to provide after hour support. Performs other related work as required.

**MINIMUM QUALIFICATIONS:**

- A Bachelor Degree in computer science, information science, management information systems, business administration or a related field five (5) years related work experience; or any combination of experience and training sufficient to support the knowledge, skills and abilities.
- Operational characteristics of information services systems, hardware and software.
- Principles and practices of computer science and information systems.
- Computer operating systems and local area network applications.
- Methods and techniques of training and instruction.
- Principles and practices of systems analysis.
- Principles, practices, methods, and techniques used in the installation, troubleshooting and maintenance of systems, networks, and applications.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.





# System Analyst

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## **GENERAL PURPOSE:**

Performs a variety of technical work in the development, maintenance, and support of Enterprise wide systems, system infrastructure, applications architecture and systems development for information systems used by the City and the public.

EEOC-2: Professionals FLSA Classification: Exempt, full time, 37.5 hour work-week

## **SUPERVISION RECEIVED AND EXERCISED:**

Works under the general supervision of the IT Director.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Integrates or develops data-driven system infrastructures and web applications using latest best practices and technologies.
- Assists in troubleshooting systems infrastructure and application integration issues.
- Assists in managing outsource relationships for 3rd party application development, programming consultants and external IT vendors.
- Supports the development and maintenance of City applications using the technologies such as VMware, Cisco Network Appliances, ASP.NET, XHTML, CSS and SQL Server.
- Coordinates application development for multiple projects.
- Provides minor programming support for in-house IT systems.
- Assists network systems analyst with application integration, installation, testing, and ongoing support.
- Troubleshoots technical issues and identify modifications needed in existing applications to meet changing user requirements.
- Provides SQL administration support for live and test environments.
- Develops SQL Server based reports from a variety of Database repositories to assist city departments in the retrieval and disbursement of data.
- Implements secured best practices for user access to sensitive systems information.
- Interacts with internal customer to develop and deliver technology-based solutions.
- Investigates, evaluates, and recommends, pilot programs and implements evolving technologies and techniques associated with the development and support of Information systems.
- Writes technical procedures and documentation for the applications including standard operating procedures, user guides and any technical documentation required.
- Coordinates with internal clients in order to continually improve Information Technologies, System applications and automated processes.
- Assists and support Audio Visual Equipment operations for Special Meetings
- Performs other related work as required.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Computer Science, Computer Engineering, Electrical Engineering, Mathematics, or related area and one year of experience in designing and implementing enterprise wide systems.
- Demonstrated ability to design and implement information system infrastructures.
- Master's in related field is preferred.
- Computer Industry Certifications preferred.
- Demonstrable ability to design, implement and manage system infrastructures.
- Prefer demonstrated knowledge of VM Ware, SQL Server Administration, Cisco Network Appliance Management, MS IIS Administration, Active Server Pages, MS DNS, MS ISA Server and experience in a Windows or UNIX environment.
- Proven ability to be flexible and work hard, both independently and in a team environment, in a high pressure on-call environment with changing priorities.
- Ability to get along with others and work effectively and courteously with the public and co-workers.
- Ability to deal with confidential and sensitive matters.
- Willingness to work occasionally outside of normal business hours.
- Experience in the development and implementation of standards, procedures and guidelines to support operational processes.
- Must be computer literate with knowledge of Microsoft Word, WordPerfect or similar programs.
- Strong project management skills with effective results focus within an information systems environment.
- Strong analytical and problem solving skills.
- Self-motivated with the ability to prioritize, meet deadlines, and manage changing priorities.
- A results oriented individual who thrives working in a fast paced environment.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.



# Help Desk Supervisor

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## **GENERAL PURPOSE:**

The Help Desk Supervisor position is required to be accountable for providing adequate response for all Information Technology Service requests. This resource serves as a single point of client contact for all problems and inquiries regarding Information Technology services and assures excellent customer service between IT and the client base.

EEOC-2: Professionals      FLSA Classification: Exempt, full time, 37.5 hour work-week

## **SUPERVISION RECEIVED AND EXERCISED:**

Works under the general supervision of the IT Director and if assigned to a specific department, in close collaboration with the department's leadership.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, coordinates and supervises execution of projects, work assignments and workloads for help desk personnel, ensuring adherence to departmental policy and procedures and provides reports on help desk activities, performance and operational issues.
- Independently studies, develops and standardizes complex technical procedures to improve efficiency and effectiveness of operations, making sure goals and objectives are met.
- Develops and continually updates training material for new and existing help desk staff for transfer of knowledge of City network structure and applications including conducting training sessions to improve technical and troubleshooting skills to enhance technical service provided by help desk.
- Develops knowledge of all city network and desktop support systems in order to provide comprehensive support.
- Plans, develops and implements projects to educate the end user community on computer related tasks that will improve their efficiency such as a Help Desk Website with FAQs, Help Desk Tips via email, notifications of new support topics available at the help desk, etc.
- Plans, develops and coordinates changes or enhancements to the help desk software as needed.
- Develops and implements methods of monitoring customer service and receiving feedback from customers including monitoring calls to ensure they are being handled in a professional and efficient manner, performing follow up calls on completed work orders and compiling reports on customer service feedback surveys.
- Train helpdesk staff on operational procedures and troubleshooting techniques. Provide training on new hardware and/or software applications as requested.
- Ensure that staff provides timely and considerate customer service to end users by fielding Helpdesk calls and resolving technical issues.
- Attain ownership of help desk management system and ensure that help desk tickets are assigned and resolved within a timely manner.
- Ability to prioritize, assign, review and evaluate work.



## **MINIMUM QUALIFICATIONS:**

- High School Diploma or Equivalent and 4 years of professional technical experience ; OR a Bachelor's degree in computer science, information technology, or a related field from an accredited college or university, and considerable progressive experience in help desk operations
- Ability to work after normal business hours (may include nights, weekends and holidays) when required to meet critical deadlines; and/or to perform routine maintenance and systems upgrades/repairs.
- Preferred experience involving a combination of troubleshooting, installing, upgrading, or maintaining PCs, laptops, printers, or associated peripherals in a MS Windows-based environment with MS Office products.
- Computer Industry Certifications such as help desk support, networking certifications, or virtualization technology certifications, or database administrator certifications are preferred
- Knowledge of virtual technologies, database server administration, network appliance management, web server management, and Windows server management preferred.
- Ability to analyze and diagnose problems quickly and to make recommendations for workable solutions within prescribed standards.
- Ability to maintain professional working relationships with fellow employees, users, and the general public.
- Ability to work closely with and explain sophisticated technology and processes to end user community.
- Must be willing to work overtime, night, weekends, and holidays when required to meet critical deadlines and/or to perform routine maintenance and systems upgrades/repairs.
- Performs other related work as required.
- Considerable working knowledge of the most current released version or the immediate predecessor of MS Windows Server and Workstation operating systems.
- Working knowledge of the most current released version or the immediate predecessor of MS Office, related MS Office automation products and MS Exchange.
- Considerable experience in supporting PCs and laptops in a TCP/IP environment.
- Some knowledge of internet browsers.
- Ability to deal with confidential and sensitive matters.



# AV Systems Technician

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## GENERAL PURPOSE:

Performs technical work in the maintenance, support, and installation of computer and audiovisual equipment to ensure proper performance with respect to the City's Audio Visual technology systems.

EEOC-3: Technicians      FLSA Classification: Non-exempt, full time, 37.5 hour work-week

## SUPERVISION RECEIVED AND EXERCISED:

Works under the general supervision of the IT Director and if assigned to a specific department, in close collaboration with the department's leadership.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support the recording of public meetings such as Council, Zoning, and other meetings as needed.
- Records meetings and presentations with video camera equipment operate panning of cameras; adjust amplifiers for optimal live audio, coordinates graphics and electronic documents used in presentations during live meetings.
- Provides technical support for teleconferences, webinars and distance-learning classes. Performs technical work in the maintenance, support, and installation of audio visual equipment, network infrastructure, teleconference systems and other equipment.
- Works on several key departmental projects including integration and expansion of Doral TV, Audio Visual systems used by the City for Citizen Engagement and multimedia channels such as the website and other digital media platforms.
- Sets up and removes room arrangements, including tables, podium, chairs and stage equipment in accordance with the schedule of events.
- Assists in the resiliency of web transmission of multimedia outlets for digital citizen engagement.
- Aids the in preparation of respective content to be scheduled in the Doral Channel.
- Facilitates troubleshooting of audio visual equipment when there are technical questions or issues related to audio visual equipment and identifies appropriate solutions. Ensures the safe storage and integrity of digital audio visual data.
- Diagnoses and corrects media system problems.
- Assists in the integration of 3rd Party software or services for various systems that support Audio Visual functionality for the City.
- Responds to requests for emergency recordings, as needed.
- Creates and edits master and copies as necessary for program file storage and/or distribution.
- Makes copies of digital recordings as requested by staff. Assists in the design, implementation and maintenance of the network infrastructure to support digital media channels. Assists in other departmental projects as needed.
- Performs the encoding of RAW recordings files for different needs and uses the City may have.
- Coordinate schedules for support for operating recording and live transmission systems for public meetings.
- Coordinate maintenance/installation of Audio Visual systems with third party vendors.



## **MINIMUM QUALIFICATIONS:**

- High School Diploma or Equivalent and 4 years of professional technical experience ; OR a Bachelor's degree in computer science, information technology, or a related field from an accredited college or university, and considerable progressive experience in Audio Visual operations
- Preferred experience involving a combination of troubleshooting, installing, upgrading, or maintaining audio visual or associated peripherals
- Ability to work after normal business hours (may include nights, weekends and holidays) for the recording of public meetings; when required to meet critical deadlines; and/or to perform routine maintenance and systems upgrades/repairs.
- Knowledge of audio visual systems, camera systems, and recording software preferred.
- Ability to analyze and diagnose problems quickly and to make recommendations for workable solutions within prescribed standards.
- Ability to maintain professional working relationships with fellow employees, users, and the general public.
- Ability to work closely with and explain sophisticated technology and processes to end user community.
- Performs other related work as required.
- Working knowledge of video encoding software
- Working knowledge of the most current released version or the immediate predecessor of MS Office, related MS Office automation products and MS Exchange.
- Ability to deal with confidential and sensitive matters.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.



# IT Technician

## (Public Safety)

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### **GENERAL PURPOSE:**

Performs technical work in the maintenance, support, and installation of computer and peripheral equipment to ensure proper performance with respect to the City's Public Safety technology systems.

EEOC-3: Technicians      FLSA Classification: Non-exempt, full time, 37.5 hour work-week

### **SUPERVISION RECEIVED AND EXERCISED:**

Works under the general supervision of the IT Director and if assigned to a specific department, in close collaboration with the department's leadership.

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

- Maintains and ensure resiliency of public safety systems such as CCTV surveillance cameras, License plate readers systems at key intersections of the City and Police computer aid dispatch (CAD) and records management systems.
- Leads in the administration and maintaining operational capacity of public safety systems with respect to network connectivity, storage, and security infrastructure architecture.
- Responsible to maintain accessibility at all times for all public safety staff.
- Installs and configures CAD/RMS related equipment, circuits and ensure security on ASA firewalls and other network security devices.
- Installs and configures Intrusion Detection Systems (IDS) to monitor network operations to maintain Florida Department of Law Enforcement compliance standards.
- Communicates and resolves network problems to management as required.
- Supervises the work of IT service consultants.
- Ability to work after normal business hours (may include nights, weekends and holidays) for providing support of public safety systems; when required to meet critical deadlines; and/or to perform routine maintenance and systems upgrades/repairs.
- Leads and participates in all phases of public safety systems including network connectivity capacity planning, design, installation, configuration, management, and installation of hardware, network related software and computer peripherals.
- Evaluates new hardware/software and makes purchase recommendations for ensuring public safety capacity and functionality.
- Conducts personnel evaluations as required as well as has a role in the administration standard operating procedures (SOPs), Civil Service rules and regulations, and departmental policies.
- Leads, develops, and administers network backup and disaster recovery procedures for Public Safety systems.
- Participates in On-Call support rotation to provide after hour support.
- Resolves service requests assigned by the help desk through hands-on work with PC's, laptops, network printers, UPS battery backups, and all other associated computer peripherals and software.
- Troubleshoots PCs, laptops, printers, and all related hardware and software.
- Installs and configures new and existing workstations.
- Installs enterprise standard virus protections software, backup and recovery software, electronic mail, internet software, office automation products, and standard operating systems

software.

- Analyzes computer software and hardware problems to determine causes of failure and implements appropriate remedies according to established departmental standards.
- Interfaces with programming staff, operations staff, technical staff, and departmental users and customers on all Information Technology related issues and problems.
- Supports data backup and automated scheduling systems and applications.
- May evaluate new hardware/software.
- Implements network backup and disaster recovery procedures.
- Performs other related work as required.

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or Equivalent and 4 years of professional technical experience ; OR a Bachelor's degree in computer science, information technology, or a related field from an accredited college or university, and considerable progressive experience in providing support for public safety systems and operations
- Experience with servicing public safety equipment or associated peripherals.
- Ability to work after normal business hours (may include nights, weekends and holidays) for providing support of public safety systems; when required to meet critical deadlines; and/or to perform routine maintenance and systems upgrades/repairs.
- Preferred experience involving a combination of troubleshooting, installing, upgrading, or maintaining PCs, laptops, printers, or associated peripherals in a MS Windows-based environment with MS Office products.
- Computer Industry Certifications such as networking certifications, or virtualization technology certifications, or database administrator certifications are preferred
- Knowledge of virtual technologies, database server administration, network appliance management, web server management, and Windows server management preferred.
- Ability to analyze and diagnose problems quickly and to make recommendations for workable solutions within prescribed standards.
- Ability to maintain professional working relationships with fellow employees, users, and the general public.
- Ability to work closely with and explain sophisticated technology and processes to end user community.
- Performs other related work as required.
- Ability to attain FDLE CJIS Certification within 6 months of hire.
- Ability to deal with confidential and sensitive matters.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.





CITY OF DORAL  
Established Date: September 11, 2014  
Revision Date: September 11, 2014

# Assistant Planning and Zoning Director

Bargaining Unit: N/A

## **GENERAL PURPOSE:**

Assists the Planning and Zoning Director manage a City-wide Planning and Zoning Program consist with the City's vision, goals and initiatives ensuring high quality customer service, professional and ethical standards and quality controls.

EEOC-4: Professionals. FLSA Classification: Exempt, full time, 37.5 hour work-week

## **SUPERVISION RECEIVED AND EXERCISED:**

Works under the general supervision of the City Planning and Zoning Director. The Assistant Planning and Zoning Director supervises the Planning Department staff.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates, develops, interprets, and implements the City's Comprehensive Plan.
- Formulates recommendations for amendments to the Comprehensive Plan and Land Development Regulations for submittal to the City Manager.
- Reviews and disseminates information pertaining to legislation adopted by the City Council and other agencies which regulate the City's land development.
- Prepares and submits reports and studies as requested by the Planning and Zoning Director.
- Attends Planning Board meetings and other periodic meetings.
- Meets with members of the general public to address planning issues.
- Assists and provides information on land use matters to walk-through public on a daily basis.
- Participates in the development and implementation of the departmental operations and procedures manual.
- Assists the Planning and Zoning Director develop and implement long range and annual action plans to meet the needs of a growing City, including the development and maintenance of a comprehensive land use and development plan; compiles and analyses data regarding current land use trends and factors affecting the City's overall development; makes recommendations regarding zoning changes that promote the City's development goals.
- Assists the Planning and Zoning Director develop, implement and maintain demographic and economic database, reports and related information necessary for comprehensive long-term urban planning consistent with the City's objectives.
- Assists in the re-write and preparations of amendments and updates to the element of the Comprehensive Land Use Plan, Zoning Codes, and City Codes.
- Reviews and processes zoning applications, maintenance of official zoning and plat maps, and related zoning activities as directed by the Planning and Zoning Director.
- Assist the Planning and Zoning Director in developing a qualified staff, ensuring professional and

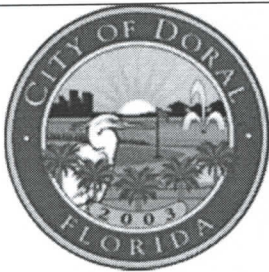


courteous service from all employees in support of the City's mission, values, customers and stakeholders.

- Works collaboratively with and regularly interacts with other agencies, boards, authorities, commissions and civic groups.
- Pursues ongoing professional development through course attendance, professional organizations, and meetings/conventions to stay informed of technological advancements and trends in the field.
- Conforms with and abides by all regulations, policies, work procedures and instructions.
- Assist the Planning and Zoning Director develop and manage the annual operating budget of the Department.
- Attend board meetings as directed by the Planning and Zoning Director.
- Performs any other duties as directed by the Planning and Zoning Director.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Planning, Public Administration or related field from an accredited college. A Master's degree is highly desirable. Certification with the American Institute of Certified Planners desirable.
- Three (3) years of professional planning and/or zoning experience in the public sector.
- Must be computer literate with working knowledge of Microsoft Word, WordPerfect or a similar word processing program.
- Ability to meet and deal with the public in an effective and courteous manner.
- Ability to get along with others and work effectively with the public and fellow workers.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.



# Police Special Event Coordinator

Class Code:

Bargaining Unit: N/A

CITY OF DORAL  
Established Date: July 30, 2014  
Revision Date: September 15, 2014

## **GENERAL PURPOSE:**

The employee in this class performs work of more than average difficulty in serving as a primary individual for analysis and implementation of the city's law enforcement resources in support of special events, including events initiated and sponsored by external agencies as well as city sponsored/co-sponsored events. Work is performed under general supervision and requires the ability to review special event situations and determine the impact on law enforcement resources. Some events are pre-planned while others are in reaction to emergency situations. Development of special event deployment plans for dealing with traffic conditions, crowd control, staffing needs, use of equipment and related crime issues requires the exercise of reasonable initiative and independent judgment. Coordination with various segments of the police department, as well as with other city and outside agencies, necessitates the exercise of considerable tact and discretion. Employees may be required to work on weekends and during irregular hours dependent upon events. Work is reviewed while in progress and through reports submitted and results obtained.

FLSA Classification: Exempt, full time, 37.5.0 hour work-week

## **SUPERVISION RECEIVED AND EXERCISED:**

The Police Planner works under the supervision of the Police Chief.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Acts as a liaison between the Police Department and special event representatives within the City organization who receive and process special events and/or right-of-way permits;
- Receives information on events and conducts an initial analysis to determine if law enforcement resources are sufficient to provide necessary support for the event;
- Participates in planning and review meetings with representatives of other city departments and with representatives of event sponsors;
- Recommends approval or disapproval of events based on analysis;
- Develops and submits departmental costs associated with the provision of resources for special events.
- Evaluates special events conditions, establishes and recommends plans for the deployment and use of law enforcement resources, including sworn personnel and equipment;
- Examines maintenance of traffic plans involving the placement of barricades, cones, street closures, alternate street usage, etc. and coordinates MOT proposals with the city's transportation/public works department;
- Creates maps and other visual displays of proposed deployment that may be evaluated and utilized by police command and supervisory personnel.
- Establishes staffing needs for special events, including appropriate relief staffing; coordinates with the department's extra duty section for necessary off-duty staff when on-duty personnel are not involved in event support or to augment regular personnel where necessary;

- Coordinates planning and deployment proposals with other law enforcement agencies when mutual aid or other cooperative efforts are required; ensures that other departments, outside agencies, media and the community receive necessary information related to special events.
- Participates in pre-event review to determine that approved plans will be implemented as scheduled; checks placement of cones and barricades; confirms street closures, etc.;
- Makes appropriate contacts with other departments and entities for follow-up to ensure planned staffing, equipment placement, and support activities are in order and provided in a timely manner.
- Serves as advisor and evaluator to event commander on scene at designated special events;
- Assists in providing pre-planned and contingency plan data to event commander and in proposing amendments to plans as may be required; assists in proposing actions when unexpected situations occur.
- Coordinates and/or participates in the analysis and review of the effectiveness of the department's activities in special events situations; works with representatives of other city departments and outside entities in post event evaluation of recurring special events to develop improved support planning;
- Works with operational and fiscal units to establish correct accounting in terms of staff-hours, equipment usage and other support resource costs for the department's participation in special events.
- Develops and recommends policies and procedures for police support of special events; submits reports on special events; generates and submits invoice to vendor.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Public or Business Administration, Criminology, Criminal Justice or related field; and
- At least five (5) years of experience in field related to planning and managing police resources, preferably including six (6) months in experience in special event planning and management; or an equivalent combination of training and experience.
- Valid Florida Driver's License; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.





# Facility Maintenance Technician Assistant

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## **GENERAL PURPOSE:**

Performs skilled and semi-skilled work in the construction, maintenance, cleaning and repairs of city facilities and installations.

## **SUPERVISION RECEIVED AND EXERCISED:**

The Facility Maintenance Technician Assistant works under the general supervision of the Facility Manager and Construction Chief.

Non-Exempt, full time, 40 hour work week

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs various routine maintenance duties within assigned city facilities including: repairing and performing preventative maintenance work on the building, plumbing, heating, air conditioning, and electrical systems.
- Performs general electrical maintenance and troubleshooting work like changing bulbs, replacing ballast transformer, electrical wall switches, electrical outlets, breakers, replacing electrical motors, replacing light fixtures.
- Performs general maintenance and repairs of plumbing systems like unclogging drains, fixing or replacing leaky faucets, installing sinks, toilets, and drinking water fountains.
- Assist in the servicing of air conditioning equipment, cleans coils, changes a/c filters, and performs routine HVAC system preventative maintenance work.
- Performs maintenance and repairs of floors, walls and ceiling finishes, including but not limited to, painting and plastering of surfaces, installation and repair of vinyl, ceramic tiles, and carpet flooring.
- Performs routine maintenance and repair of windows and glass wall partitions.
- Assists in minor cement work and performs lesser repairs to concrete structures.
- Oversees roof maintenance program; inspect condition of roofs; clean roof gutters and drains.
- Performs rough carpentry work in constructing forms, barricades, boxes and shelves.
- Assembles and performs minor repairs to office furniture.
- Install, repair and maintain doors and door hardware.
- Operates various equipment and hand tools including power tools, drills and saws, electrical meters, etc.
- Performs daily walk through of city facilities for problems in equipment, services, or facility structure and communicates needs to Facility Manager.
- Performs other maintenance duties as needed including grounds maintenance, etc.
- Assist custodial employees in the cleaning of city facilities as needed.
- Assist in orientation, occupancy and utilization of new facilities.
- Receives and responds to trouble and complaint reports.
- Keep records of work performed.
- Reports to supervisor on status of work orders, material used, parts needed, etc.
- Assist the department during emergency preparedness. A 24 hour on call employee.



- Operates a city vehicle as means of transportation to and from city facilities, and for the delivery and distribution of materials, parts and supplies needed to complete required tasks.
- Works with minimum supervision.
- Perform any other duties as assigned by the Facility Manager.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED equivalent.
- Considerable experience in the related building trades. Certificate of competency in the related fields are a plus or any equivalent combination of training and experience which provides the required knowledge, skills and ability.
- Considerable skill in the use and operations of related hand and power tools, and in the use of equipment to maintain the cleanliness of offices and city facilities.
- Knowledge of carpentry, woods, lumber, glues, plaster, concrete, and tiles.
- Knowledge of related occupational hazards and standard safety procedures.
- Ability to read and work from drawn plans and sketches.
- Valid Florida Driver's License.
- Requires physical strength and agility to perform assigned tasks, which include but are not limited to, bending, twisting, walking, climbing, reaching, lifting and carrying.
- Must be computer literate with knowledge of Microsoft Word, WordPerfect or a similar word processing program.
- Must be able to work independently and complete daily activities and tasks according to work schedule.
- Ability to meet and deal with the public and fellow workers in an effective and courteous manner.
- Must be fluent in English. Ability to communicate in Spanish is a plus.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.



# Assistant Public Works Director/ Chief of Construction

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**GENERAL PURPOSE:**

Performs professional, administrative, and supervisory work assisting the Public Works Director in the management and coordination of Public Works functions such as roads construction, sidewalks, rights-of-ways maintenance, public buildings, fleet management, beautification, emergency management, capital improvement projects, supervising inspectors as well as construction related personnel and contractors providing services with regards to the public right of way, and assuring compliance with all regulatory requirements.

**SUPERVISION RECEIVED AND EXERCISED:**

The Assistant Public Works Director/ Chief of Construction works under the supervision of the Public Works Director. The Assistant Public Works Director/ Chief of Construction has supervisory responsibilities in the of the Public Works Department as directed by the Public Works Director.

Exempt, full time, 37.5 hour work week

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, directs, and administers all aspects of the City's right-of-way construction and maintenance to include streets, sidewalks, trees and landscaping, drainage structures as well as the beautification of the City's right-of-ways.
- Plans, organizes, directs and administers all aspects of Facilities Maintenance of the City's Public Buildings and Structures to include preventive maintenance programs and repairs in the different building trades and custodial services.
- Plans organizes, directs and administers all aspects of Fleet Maintenance to include the implementation of fleet Maintenance and fuel management programs, maintenance and repairs of all City vehicles and equipment.
- Provides resources to accomplish project related goals, including the procurement of competent contractors and consultants as well as the delegation of activities to in house construction related staff.
- Oversees and provides leadership to staff, develops strategic maintenance plans, and oversees the development and delivery of maintenance projects performed by staff and contractors.
- Oversees the performance of Public Works Construction Inspectors and assures that inspections are performed on a professional and timely manner.
- Coordinates field activities and performs field inspections.
- Train supervisory positions as well as inspectors and laborers to become functioning part of the Department team.
- Responsible to oversee the selection of vendors and contractors in the performance of maintenance and repairs.

- Responsible for administrative functions including, maintaining inventory records, preparing requisitions, memoranda, resolutions, obtaining bids and all other administrative functions required of the position.
- Prepares and conducts performance evaluations and administers disciplinary actions to designated employees as required.
- Recommends manpower needs for maintenance crews and assigns work accordingly through supervisors.
- Makes recommendation of budget needs and assist in the preparation of departmental budget.
- Implements and enforces safe working environment during all department's operation, including the use of safety equipment at all times.
- Prepares and gives public presentations to the City Council and other organizations as requested by the Public Works Director.

#### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Civil Engineering, Construction, Architecture or related field from an accredited university or a relevant combination of training and/or experience.
- A minimum of five (5) years of experience in Public Works with a minimum of three (3) years of supervisory experience.
- Considerable knowledge and experience in the field of construction and construction management, cost estimates, building materials, plans specifications and contracts pertaining to Public Works projects. Ability to understand and interpret engineering drawings, plans and specifications.
- Considerable knowledge and experience in the field of Facilities Management and the trades associated with the maintenance and repairs of buildings and structures.
- Considerable knowledge and experience in the field of Fleet Maintenance and the means and methods used in the repairs and maintenance of various automobiles and equipment.
- Ability to get along with others and work effectively with the public and fellow workers.
- Ability to obtain and maintain a licensed driver status in the State of Florida.
- Ability to fluently speak, read, and write the English language. Ability to communicate in Spanish is a plus.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.





# Permit Clerk (Public Works)

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## **GENERAL PURPOSE:**

This position performs a variety of routine work in connection with duty to process public works permit applications submitted by contractors or homeowners.

## **SUPERVISION RECEIVED AND EXERCISED:**

Work performed under the general supervision of the Chief Engineering and the General Service Administrator. The Permit Clerk does not have any supervisory responsibilities.

Non-Exempt, full time, 37.5 hour work week

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Requires a strong emphasis on customer service and the ability to multi-task.
- Receives, process, and issues building permit applications from contractors or homeowners as directed by the PW Director and/or Administrative Coordinator.
- Prepares and maintains all records related to the permitting process including, but not limited to, establishing computerized records and filing.
- Assists in scanning permit related documents in applicable databases.
- Verify insurance for all permit requests.
- Verify license status of contractors and design professionals.
- Ensure that all Permit Applications are complete and accurate before submittal through the permitting process.
- Ability to get along with others and work effectively with the public and fellow workers.
- Performs any other duties as assigned by the PW Director and/or Administrative Coordinator.

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED equivalent.
- Building, construction or permitting experience is desirable.
- Must be bilingual with both spoken and written skills in the English and Spanish languages.
- Considerable knowledge of modern office practices and procedures.
- Must be computer literate with knowledge of Microsoft Word, WordPerfect or a similar word processing program.
- Must be able to work independently and complete daily activities and tasks according to work schedule.
- Ability to meet and deal with the public in an effective and courteous manner.
- Ability to perform several tasks at one time.
- Valid Florida Driver's License.
- Ability to meet and deal with the public and fellow workers in an effective and courteous manner.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.





CITY OF DORAL  
Established Date: August 4, 2014  
Revision Date: August 4, 2014

# Parks Maintenance Technician

Class Code:

Bargaining Unit: N/A

## **GENERAL PURPOSE:**

The Parks Maintenance Repairer is a manual and semi-skilled position which works in the performance of a variety of maintenance and repair tasks in one or more of the trade areas at various parks, athletic fields, recreation facilities, and playgrounds. This position reports directly to the Park Manager.

EEOC-3: Technician. FLSA Classification: Non-Exempt, full time, 37.5 hour work-week

## **SUPERVISION RECEIVED AND EXERCISED:**

The Parks Maintenance Technician works under the supervision of the Parks Manager.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for the maintenance and repair in one or more of the trade areas at various parks, athletic fields, recreation facilities, and playgrounds.
- Performs a variety of general maintenance duties to include but not limiting to cutting plumping pipes, assembling risers, digging trenches, replacing ceiling tiles, repairing door locks, repairing and replacing door closers, handles and doors. Also responsible for painting, repairing plumbing fixtures and general building repairs.
- Performs preventative maintenance, detects problems and reports it back to supervisor.
- Performs pest control duties, and maintains fire extinguishers.
- Paints, and high water pressure cleans various recreation facilities.
- Cleans equipment and makes minor repairs to them as necessary. Operates tools and equipment such as hand tools, power tools, generators and pressure cleaners.
- Performs facility checks to ensure that no repairs are necessary.
- Performs playground inspections and repairs as needed.
- Responsible for reviewing work orders which are submitted and updating system to reflect work orders which have been completed.
- Assist with the setup of special events and any programming or sports.
- Required to be present during special events, programming, or sports to address any electrical, mechanical, or plumbing issues.
- Performs related work as required and assigned by the Parks and Recreation Director, Assistant Parks and Recreation Director, or by the Parks Maintenance Supervisor.
- Completes special projects as directed.
- Performs any other duties as assigned by the Park Manager.

**MINIMUM QUALIFICATIONS:**

- A High School Diploma supplemented by three (3) years progressively responsible experience in the maintenance and repair of parks, athletic fields and recreation facilities.
- Knowledge of a wide range of recreational and athletic equipment and related facilities.
- Knowledge of the materials, equipment, methods and practices essential to the maintenance and construction of parks and related facilities.
- Additional specialized training and certifications such as turf maintenance (Bermuda and artificial) and irrigation is preferred.
- Knowledge of the occupational hazards and safety precautions of the work being performed.
- Must be able to safely handle the use of power and specialized tools.
- 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.
- Must be able to handle multiple assignments at once.
- Requires physical strength and agility to perform assigned tasks, which include, but are not limited to, bending, twisting, walking, climbing, reaching, lifting and carrying.
- Must be able to work independently and complete daily activities and tasks according to work schedule.
- Must be able to speak in the English language. Spanish is a plus.
- including a drug/alcohol screening test.
- Valid Florida Driver's License.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.



CITY OF DORAL  
Established Date: August 5, 2014  
Revision Date: August 19, 2014

# Flood Plain Manager

Bargaining Unit: N/A

Class Code:  
9315-2

## **GENERAL PURPOSE:**

This new Floodplain Manager is key to the Department's Strategic Goal of Improving Community Quality by providing key information to its residents on FEMA/Flood matters, oversight of construction projects as it relates to floodplain management, and most importantly provides the ability to improve on our CRS Flood Management rating, representing a substantial savings to our residents in flood insurance cost. Municipalities throughout the Nation have identified similar positions to manage their FEMA/Floodplain related matters and due to constant legislation changes, the need exists to oversee the Program and continue obtaining the value to our residents.

EEOC-4: Paraprofessionals FLSA Classification: Non-exempt, full time, 37.5 hour work-week

## **SUPERVISION RECEIVED AND EXERCISED:**

The Flood Plain Manager works under the general supervision of the Building Official and the Chief Building Inspector.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs administrative and professional work as the Floodplain Manager and Community Rating System (CRS) Coordinator in the daily implementation of activities related to the National Flood Insurance Program (NFIP).
- An employee in this class updates the FEMA database of repetitive loss structures, maintains Flood Insurance Rate Map (FIRM) files, oversees and updates Special Flood Hazard Area Maps;
- does all City of Doral FEMA mitigation grant proposal submissions, reporting, record keeping, reimbursement requests, and representation for City of Doral mitigation projects and FEMA floodplain issues.
- Performs other departmental functions in times of emergency activation. Performs related work as required.
- This is a one position class, and under the direction of the Assistant Building Director or Director for the Floodplain Management and Community Rating System matters.
- Employee works in an independent manner, without close supervision, and is expected to make independent decisions and judgments on Floodplain Management and CRS issues
- Performs miscellaneous job-related duties as assigned.



**MINIMUM QUALIFICATIONS:**

- A High School Diploma or a GED equivalent.
- Must have a valid motor vehicle operator's license.
- Communicate clearly and concisely, both orally and in writing.
- Ability to meet and deal with the public in an effective and courteous manner.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- 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 comprehensive background investigation and a job-related medical examination including a drug/alcohol screening test.
- Ability to get along with others and work effectively with the public and fellow workers.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.





# Senior Plans Examiner

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## GENERAL PURPOSE:

The Senior Plans Examiner is a journey level classification which may provide technical and functional direction and training to assigned staff, in addition to general guidance for the Building and Structural Plans Examiners, Building Inspectors and Permit Technicians as needed. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This position is responsible for the day-to-day management of the department's building plan review operations, and performs complex technical duties in enforcing construction codes to ensure public safety and health.

Professionals FLSA Classification: Non-Exempt, full time, 37.5 hour work-week

## SUPERVISION RECEIVED AND EXERCISED:

Works under the general supervision of the Chief Building Official and/or Chief Building Inspector.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates Plans Examiners, by directing duties and assignments, monitoring progress, scheduling and evaluating work.
- Attends training courses to learn new codes and other inspection regulations; takes an active part in the training process; trains new plan examiners.
- Reviews plans to ascertain compliance with applicable building, electrical, plumbing, mechanical and/or zoning, energy, disabled access and related codes.
- Performs difficult code analysis and personally reviews plans for the most complex structures for compliance with the Building Code.
- Answers questions of staff and the public regarding plans and code requirements.
- Researches codes for approval or disapproval of submitted plans, especially in unusual or unique installations.
- Communicates with permit applicants verbally and in writing explaining disapproval of plan(s).
- Reviews new materials and methods used in building construction.
- Confers with architects, engineers, contractors, homeowners and others relative to complicated constructions or building projects.
- Resolves disputes with developers, contractors, architects, engineers and the general public.
- Responds to questions and concerns of other community development staff or the public.
- Prepares plan review reports or comment sheets noting plan deficiencies.
- Coordinates project approvals with staff, other departments, and outside agencies.

- May perform inspections as required, with appropriate licensure.

**MINIMUM QUALIFICATIONS:**

- A High School Diploma or a GED equivalent.
- Standard Certification by the State of Florida Department of Business and Professional Regulation as a plans examiner. Provisional certification in those categories will be acceptable for the period allowed prior to obtaining standard certification.
- Must meet the licensing qualifications set forth in Article II Chapter 8, Section 8-21 of the Code of Miami-Dade County for Plans Examiner and have or be able to obtain a certificate from the Miami-Dade County Board of Rules and Appeals.
- Must have a valid motor vehicle operator's license.
- Apply technical knowledge and follow proper processing procedures to examine permit documents.
- Ability to detect deviations from plans, regulations and standard construction practices.
- Communicate clearly and concisely, both orally and in writing.
- Ability to meet and deal with the public in an effective and courteous manner.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- 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 comprehensive background investigation and a job-related medical examination including a drug/alcohol screening test.
- Ability to get along with others and work effectively with the public and fellow workers.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.



# Structural Plan Reviewer

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## **GENERAL PURPOSE:**

The Structural Plans Examiner is an advanced professional engineering position which works in the examination of complex construction plans for building construction projects to determine structural integrity and compliance with requirements of the applicable codes and regulations.

Professionals FLSA Classification: Non-Exempt, full time, 37.5 hour work-week

## **SUPERVISION RECEIVED AND EXERCISED:**

Works under the general supervision of the Chief Building Official and/or Chief Building Inspector.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- The examination of complex construction plans for building construction projects to determine structural integrity and compliance with requirements of the applicable codes and regulations
- Evaluates engineering criteria to enforce control procedures for the fabrication of various building materials and types of construction
- Makes recommendations for the establishment of departmental policy concerning the use of new building materials
- Keeps abreast of methods of new construction
- Evaluates proposed construction plans in light of the adequacy of built-in safety features and systems
- Orders necessary shop drawings, field tests, soil reports, and special supervision of construction as required to complete plans processing work
- Performs any other duties as assigned by the chief building official and/or designee

## **MINIMUM QUALIFICATIONS:**

- A High School Diploma or a GED equivalent.
- Standard Certification by the State of Florida Department of Business and Professional Regulation as a structural plans examiner. Provisional certification in those categories will be acceptable for the period allowed prior to obtaining standard certification.
- Must meet the licensing qualifications set forth in Article II Chapter 8, Section 8-21 of the Code of Miami-Dade County for Plans Examiner and have or be able to obtain a certificate from the Miami-Dade County Board of Rules and Appeals.
- Must have a valid motor vehicle operator's license.
- Apply technical knowledge and follow proper processing procedures to examine permit documents.
- Ability to detect deviations from plans, regulations and standard construction practices.
- Communicate clearly and concisely, both orally and in writing.
- Ability to meet and deal with the public in an effective and courteous manner.
- Must be able to speak in the English language. Spanish is a plus.
- 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 comprehensive background investigation and a job-related medical examination including a drug/alcohol screening test.

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





CITY OF DORAL  
Established Date: April 10, 2013  
Revision Date: August 5, 2014

# Chief of Code Compliance

Class Code:  
1302

Bargaining Unit: N/A

## **GENERAL PURPOSE:**

This is highly responsible supervisory and administrative technical and legal work which involves management, coordination, preparation, investigation and research of code violations and construction litigation and review of work product performed by the Code Compliance Field Supervisor and Code Compliance Officers.

EEOC-4: Professionals FLSA Classification: Exempt, full time, 37.5 hour work-week

## **SUPERVISION RECEIVED AND EXERCISED:**

Works under the general supervision of the Director of the Code Compliance Department. Acts as Department Head when Code Compliance Director is absent.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervises and trains and gives work assignments to Code Compliance Field Supervisor and Code Compliance Officers.
- Participates in developing and monitoring code enforcement policies, procedures, priorities, objectives, and goals.
- Participates in strategic and operational planning for Code Compliance, including disaster preparation and recovery procedures.
- Monitors, evaluates, and recommends changes to improve and streamline code enforcement programs and implement changes.
- Manages, assigns scope of work, and is responsible for overseeing the services of department contractors as it relates to nuisance abatement and the securing of abandoned properties.
- Performs moderately complex administrative and accounting duties, e.g. reviews and evaluates statistical data, reviews and reports monthly expenses for abatement and liens, reviews invoices, generates and submits reports and documentation, researches special projects and issues.
- Assists the Code Compliance Field Supervisor and Code Compliance Officers with the more complex code interpretations, reports, and field inspections as required.
- Investigates and reviews complaints of possible ordinance violations and issue citations for violations of the Municipal Code, and represents the City in prosecution of violator's proceedings.
- Obtains documentation and prepares testimony to be presented before the City's Special Magistrate, in court and other related boards.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing.
- Assists with the preparation and implementation of the department budget.
- Assists the Director with implementing the Department vision and assists in leading the department for maximum employee productivity and morale. Assists the Director with personnel management; directly supervises employees and carries out supervisory responsibility in accordance with City policies and applicable laws.
- Represents the City at meetings with landlords, owners, and the community to resolve disputes.
- Prepares and maintains reports, records, and correspondence of notices of violations, follow up

- advertisements and other similar notices.
- Tracks and updates employee and departmental performance measures as well as City's Performance Dashboard.
  - Evaluates and monitors the ongoing performance of the Code Compliance Field Supervisor and Code Compliance Officers.
  - Trains and educates the code compliance field supervisor and code compliance officers in code interpretation and application.
  - Performs zoning inspections and assists other departments with code compliance issues.
  - Serves as the Acting Director in the absence of the Director
  - Performs any other duties as assigned by the Code Compliance Director.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Architecture, Engineering, Criminal Justice, Public Administration or related field.
- Master's degree is preferred.
- Five (5) years of code enforcement oriented experience related to land use code enforcement, minimum housing code enforcement, and municipal code enforcement, including considerable administrative and supervisory responsibilities.
- Knowledge of City of Doral's Municipal Code and inspection practices, principles and procedures.
- Must be computer literate with working knowledge of Microsoft Word, WordPerfect or a similar word processing programs.
- Ability to meet and deal with the public in an effective and courteous manner.
- Ability to read and understand architectural plans.
- Must have a valid motor vehicle operator's license.
- Obtained Level III F.A.C.E. certification
- Ability to prepare and present Code Compliance Cases before the Special Master.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Must be non-smoker.
- The minimum qualifications may be waived by the City Manager.



CITY OF DORAL  
Established Date: August 5, 2014  
Revision Date: August 5, 2014

# Code Compliance Clerk (Part Time)

Class Code:  
5362

Bargaining Unit: N/A

## **GENERAL PURPOSE:**

Performs professional level customer service and clerical duties for the Administrative Assistant to the Code Compliance Director and any other person as designated by the Code Compliance Director.

(EEOC-2 Administrative Support, Non-exempt, part time, 28 hour work week)

## **SUPERVISION RECEIVED AND EXERCISED:**

The Code Compliance Clerk works under the general supervision of the Administrative Assistant to the Code Compliance Director.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Answers and routes department phone calls and provides departmental information to the general public.
- Serves as back-up to the Code Compliance Clerk when she is absent from the office.
- Assists the department by removing closed case files and logging the information for removal by city vendor for storage and destruction as prescribed by law.
- Assist in the filing, processing, and mailing of Code Compliance notices that have been developed by the Code Compliance Officers.
- Assist with the creation and organization of the departments case file system.
- Logs complaint information into CD-Plus system and assigns cases to appropriate code compliance officers.
- Logs code compliance officer data into database for documentation and reporting for administrative staff.
- Researches and processes lien request searches that are submitted by the general public for 3-5 business days or 24-48 hours turnaround according to the fee submitted.
- Assists walk-in customers with their needs and forwards case information to the corresponding code compliance officer.
- Assists in coordinating monthly Special Magistrate Hearings.
- Opens/sorts and routes all correspondence to appropriate departmental personnel.
- Researches records for compliance status in computer system; logs violations, inspections and case histories in computer system
- Performs miscellaneous job-related duties as assigned.



**MINIMUM QUALIFICATIONS:**

- A High School Diploma and some College course work.
- Three (3) years' experience in the performance of general secretarial and clerical work.
- Must be fluent in English. Ability to communicate in Spanish is a plus.
- Considerable knowledge of modern office practices and procedures.
- Must be computer literate with knowledge of Microsoft Word, WordPerfect or a similar word processing program.
- Ability to meet and deal with the public and fellow workers in an effective and courteous manner.
- Ability to deal with confidential and sensitive matters.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.