

RESOLUTION No. 25-39

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING THE JOB DESCRIPTIONS, APPLICABLE SALARY SCALE, AND APPLICABLE PERFORMANCE MEASURES AND METRICS FOR POSITIONS IN THE 2024-25 FISCAL BUDGET AS APPROVED BY THE CITY COUNCIL; APPROVING THE UPDATED CITYWIDE PAY PLAN TO INCLUDE NEW POSITIONS. HEADCOUNT CHANGE, AND APPROVED BUDGETED ADJUSTMENT; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the approved and adopted 2024-2025 Fiscal Year Budget for the City of Doral (the “City”) did not contemplate the creation and provided funding and headcount for the newly created position in the City, including: “Communications and Protocol Coordinator”; “Constituent Services Coordinator”; “Hispanic Outreach Coordinator”; “Senior Procurement Specialist”; “Police Commander”; “Sergeant-At-Arms”; and

WHEREAS, Section 2-7 of the City Code of Ordinance requires, in part that “the creation of new full time employment positions” be approved by the Mayor and City Council, along with “[a] complete description of the duties and responsibilities of the position created or modified; the applicable salary scale and other monetary and non-monetary benefits attached to the position created or modified; and 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 approval of the job descriptions, salary scale, performance measures and metrics, associated with the Position, as provided in the January 27, 2025, Memorandum from the Humans Resources Department, which is

attached hereto as Exhibit “A” and incorporated herein and made a part hereof by this reference; and

WHEREAS, via Resolution 15-88, in May of 2015, the City Council approved a citywide Job Classification and Pay Plan (the “Pay Plan”), which specified the new and/or revised job titles and corresponding pay ranges for all City employees; and

WHEREAS, via Resolution 21-187, on August 11, 2021, the City Council approved citywide Job Classification and Pay Plan adjustments (the “Pay Plan”), which specified revision on job titles, duties, salary adjustments, ensuring that said adjustments would fall within approved pay ranges; and

WHEREAS, via Resolution 24-227, on September 30, 2024, the City Council approved the citywide Job Classification and Pay Plan for fiscal year 2024-2025. Changes in the organizational structure, such as the creation of new positions, requires for the City to adjust the Pay Plan to account for the revisions and adjustments of the pay plan to reflect new positions and/or approved budgetary adjustments; and

WHEREAS, staff has recommended for the City Council approve the updated Pay Plan, attached hereto as Exhibit “B”, which is incorporated herein and made a part hereof by this reference, that takes into account the new positions and budgetary adjustment for fiscal year 2024-2025.

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

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

Section 2. Approval. The job description, salary scale, and performance measures and metrics associated with the “Communications and Protocol Coordinator”;

“Constituent Services Coordinator”; “Hispanic Outreach Coordinator”; “Senior Procurement Specialist”; “Police Commander”; “Sergeant-At-Arms”; as provided in Exhibit “A” and Exhibit “C”, are hereby approved. The updated Pay Plan, attached in Exhibit “B”, accounting for new positions, headcount change and budgetary adjustment for fiscal year 2024-2025, is here approved.

Section 3. Authorization. The City Manager and the City Attorney are hereby authorized to take such other action as is necessary to implement the provisions of this Resolution.

Section 4. Effective Date. This Resolution shall take effect immediately upon adoption.

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

Mayor Christi Fraga	Yes
Vice Mayor Maureen Porras	No
Councilwoman Digna Cabral	No
Councilman Rafael Pineyro	Yes
Councilwoman Nicole Reinoso	Yes

PASSED AND ADOPTED this 27 day of January, 2025.


CHRISTI FRAGA, MAYOR

ATTEST:


CONNIE DIAZ, MMC
CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
FOR THE USE AND RELIANCE OF THE CITY OF DORAL ONLY:


LORENZO COBIELLA
GASTESI, LOPEZ & MESTRE & COBIELLA, PLLC
CITY ATTORNEY

EXHIBIT “A”



City of Doral, FL Classification Description

Classification Title: Communications and Protocol Coordinator
Department: Mayor & Council
Pay Grade: 116
FLSA Status: Exempt

GENERAL STATEMENT OF JOB

The Communications and Protocol Coordinator serves as a key representative of the Mayor's office in the City of Doral and is responsible for developing and implementing strategic communications initiatives and ensuring adherence to protocol standards for the Mayor's office events. This role is integral in managing the city's public relations efforts, overseeing the Mayor's communications, and enhancing community engagement through various outreach efforts. This position reports to the Chief of Staff to the Mayor.

This position is classified as an exempt, full-time role with a 40 hour work week and is compensated appropriately based on experience and qualifications.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Create and execute comprehensive communication strategies that effectively inform residents and stakeholders about city programs, services, and initiatives, ensuring alignment with the Mayor's vision.
- Coordinate the production and distribution of the Mayor's monthly newsletter, including content development, design, and dissemination, to keep the community informed about city updates and events.
- Plan and manage the Mayor's participation at events, ceremonies, and public appearances, ensuring that all activities adhere to established protocol guidelines. This includes preparing agendas, coordinating logistics, and ensuring that all participants are briefed on their roles and responsibilities.
- Craft press releases and promotional materials from the Mayor's office.
- Develop and implement protocol guidelines for official events and communications, including introductions, seating arrangements, and ceremonial procedures, to maintain a professional and respectful atmosphere.
- Assist in developing crisis communication plans to address potential issues, ensuring timely and effective messaging during emergencies or high-stakes situations.
- Oversee the Mayor's Social media presence by creating engaging content, responding to inquiries, and monitoring feedback to enhance the city's outreach efforts and community engagement.

- Gather feedback from event participants and stakeholders to evaluate the effectiveness of communication strategies and events, making data-driven recommendations for improvements.

Additional Duties:

- Perform other related duties as assigned to support the objectives of the city and improve the effectiveness of communication and protocol efforts.

MINIMUM QUALIFICATIONS

MINIMUM EDUCATION AND TRAINING

- A Bachelor's degree in Communications, Public Relations, Marketing, or a related field is required.
- A minimum of five (5) years of professional experience in communications, public relations, protocol management, or event planning is preferred.
- Must possess a valid Driver License, with an acceptable driving record.
- Requirements exist at the time of hire and as a condition of continued employment.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Advanced principles and practices of public relations, communications, and event planning.
- Local government operations and the role of public sector communications.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Exceptional verbal and written communication skills for creating compelling content and effective messaging for diverse audiences.
- Must be computer literate with knowledge of Microsoft Office applications.
- Proficiency in utilizing social media platforms, graphic design software, and communication tools to enhance outreach and engagement.
- Ability to coordinate multiple complex projects and events simultaneously while maintaining attention to detail and meeting critical deadlines.
- Strong leadership and interpersonal skills to work effectively with city officials, community leaders, and the public.
- Capacity to respond professionally and appropriately to media inquiries, public relations challenges, and sensitive situations.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to communicate effectively (speaking and hearing) in person and over the phone.
- Ability to stand for extended periods during events and activities.
- Capability to lift or move objects weighing up to 20 pounds if necessary.



City of Doral, FL Classification Description

Classification Title: Constituent Services Coordinator
Department: Mayor & Council
Pay Grade: 110
FLSA Status: Exempt

GENERAL STATEMENT OF JOB

The Constituent Services Coordinator provides administrative support, acts as a liaison between the city and its residents, and facilitates effective communication regarding constituent inquiries and services. This role involves engaging with the public, conducting site visits, responding to queries, and coordinating with various city departments to address community concerns. This position reports to the Chief of Staff to the Mayor.

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

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Serve as the primary point of contact for constituents, addressing inquiries and concerns through various communication channels including phone, email, and in-person visits.
- Conduct site visits to investigate and assess community issues, collaborating with city departments to resolve concerns effectively.
- Monitor and respond to constituent emails and complaints in a timely and professional manner, ensuring accurate information is provided.
- Maintain detailed records of all interactions with constituents, documenting inquiries, resolutions, and follow-up actions.
- Organize and participate in community outreach events to educate residents about city services and encourage engagement.
- Gather constituent feedback regarding city services and compile reports to help identify trends and recommend areas for improvement.
- Liaise with city staff and departments to coordinate responses to inquiries and share pertinent information to enhance service delivery.
- Assist in preparing general correspondence, reports, and materials related to constituent services as needed.
- Participate in staff meetings and provide input on improving processes related to constituent engagement and service delivery.
- Perform other related duties as assigned to support the objectives of the city.

Additional Duties:

- Perform other related duties as assigned to support the objectives of the city.

MINIMUM QUALIFICATIONS

MINIMUM EDUCATION AND TRAINING

- An associate's degree in communications or related field is required **AND** two years of community outreach experience is required; **OR**
- **This applies to candidates that hold a high school diploma or G.E.D. equivalent:** An equivalent combination of training and experience which provides the required knowledge, skills and abilities may substitute for the education requirement.
- Must possess a valid Driver License, with an acceptable driving record.
- Requirements exist at the time of hire and as a condition of continued employment.
- Prior experience in customer service, public relations, or community engagement is preferred.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Strong interpersonal and communication skills to effectively interact with the public and city staff.
- Knowledge of local government operations and the ability to navigate city services.
- Ability to manage multiple projects and meet critical deadlines.
- Capacity to respond effectively to sensitive inquiries or complaints with professionalism and courtesy.
- Must be fluent in the English language. Bilingual proficiency (English/Spanish) is a plus.
- Must be computer literate with knowledge of Microsoft Office applications.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to perform tasks that require dexterity and hand-eye coordination.
- Ability to communicate effectively (speaking and hearing) in person and over the phone.
- Ability to remain on your feet for extended periods during site visits and community events.
- The work is light work. The employee is frequently required to apply 10 pounds of force to lift, carry, push, pull or otherwise move objects. The employee is occasionally required to exert up to 20 pounds of force to move objects.



City of Doral, FL Classification Description

Classification Title: Hispanic Outreach Coordinator
Department: Mayor & Council
Pay Grade: 110
FLSA Status: Exempt

GENERAL STATEMENT OF JOB

The Hispanic Outreach Coordinator provides support and serves as a liaison between the City of Doral and the Hispanic community. This role focuses on facilitating communication, addressing inquiries, and promoting city services to ensure that the needs of the Hispanic population are met effectively. This position reports to the Chief of Staff to the Mayor.

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

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Act as the first point of contact for Hispanic community members, addressing inquiries and concerns through phone, email, and in-person visits.
- Organize and participate in outreach events specifically targeting the Hispanic community to promote city services and resources.
- Monitor and respond to inquiries from the Hispanic community in a timely and professional manner, ensuring that information is accessible and culturally sensitive.
- Gather feedback from community members regarding city services and compile insights to identify trends and areas for improvement.
- Work with relevant city staff to address inquiries from the Hispanic community and relay important information or updates.
- Assist in preparing bilingual correspondence, informational materials, and resources that cater specifically to the needs of the Hispanic population.
- Maintain knowledge of city programs, services, and policies to effectively provide accurate information to the Hispanic community.
- Attend staff meetings to provide input on outreach strategies and initiatives aimed at enhancing engagement with the Hispanic community.
- Performs other related work as required.

Additional Duties:

- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

MINIMUM EDUCATION AND TRAINING

- Associate's degree in public administration, communications, or a related field **AND** one (1) year of relevant experience in community outreach or public relations is required; **OR**
- **This applies to candidates that hold a high school diploma or G.E.D. equivalent:** An equivalent combination of training and experience which provides the required knowledge, skills and abilities may substitute for the education requirement.
- Must possess a valid Driver License, with an acceptable driving record.
- Requirements exist at the time of hire and as a condition of continued employment.
- Experience in customer service, community outreach, or public relations is preferred.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Local government operations and services, with a specific focus on the Hispanic community.
- Must be fluent in the English language.
- Bilingual proficiency (English/Spanish) is required.
- Must be computer literate with knowledge of Microsoft Office applications.
- Strong interpersonal and communication skills to effectively engage with the Hispanic community and collaborate with city staff.
- Competency in preparing bilingual materials and resources.
- Ability to manage multiple inquiries and outreach activities while ensuring timely follow-up.
- Capacity to respond professionally and courteously to sensitive inquiries or complaints from the community.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to communicate effectively (speaking and hearing) in person and over the phone.
- Ability to remain on your feet for extended periods during community events and outreach activities.
- Ability to remain on your feet for extended periods during site visits and community events.
- The work is light work. The employee is frequently required to apply 10 pounds of force to lift, carry, push, pull or otherwise move objects. The employee is occasionally required to exert up to 20 pounds of force to move objects.



City of Doral, FL Classification Description

Classification Title: Police Commander
Department: Police
Pay Grade: 120
FLSA Status: Exempt

GENERAL STATEMENT OF JOB

This is a command staff-level position requiring independence of action and judgment in the interpretation of policies and procedures, as well as application of laws and ordinances. The Police Commander is responsible for providing leadership, planning, directing, and reviewing the activities of all personnel assigned to a division, section, or specific assignment as deemed appropriate by the Chief of Police. Employees in this classification carry out their responsibilities with considerable latitude to exercise sound technical and command judgment.

Supervision is exercised over a staff of sworn and/or civilian personnel, primarily through subordinate supervisors, in the accomplishment of departmental goals and missions. General supervision is received from the Chief of Police, or designee.

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

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Coordinating with internal resources and external agencies for various systems and operations relating to crime reduction and quality of life issues;
- Directing or personally investigating complaints about Police personnel conduct and services;
- Participating in the preparation and maintenance of the budget by recommending personnel and capital needs for the area of responsibility;
- Ensuring personnel under their command receive the appropriate and required work assignment, instruction, training and performance evaluation;
- Composing and reviewing correspondence for accuracy, grammar, spelling, and meeting the intent of the reply;
- Reviewing data for accuracy and extrapolating information for Compstat;
- Reviewing and analyzing crime information correlating to external and internal functions;
- Developing operational plans based on the analysis of crime information and assigning manpower, material and equipment accordingly;
- Assisting members of the community in their time of need; communicating with the general public via telephone, email, social media and/or in person;
- Ability to solve problems;
- Ability to speak to various size audiences regarding police related issues;

Additional Duties:

- Perform other related duties as required.

MINIMUM QUALIFICATIONS

MINIMUM EDUCATION AND TRAINING

- Must possess a Bachelor's Degree from an accredited college or university.
- Five (5) years continuous service as a sworn officer, with considerable experience in crime prevention, traffic enforcement, school safety and technology and/or other administrative support functions or related areas; or an equivalent combination of training and experience which provides the required knowledges, skills and abilities.
- Must meet all FDLE requirements as outlined in Florida Statute 943.13.
- Applicant 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 examination, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including drug/alcohol screening test.
- Must possess a valid Florida Driver License, with an acceptable driving record.
- Requirements exist at the time of hire and as a condition of continued employment.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Thorough knowledge of divisional procedures and responsibilities and the correspondent federal, state and local laws, ordinance etc. which govern the procedures is required.
- Knowledge of laws, codes, standards related to police work is necessary.
- Knowledge of departmental policies and procedures, City Personnel Rules and Regulations, collective bargaining contracts, grievance procedures, and disciplinary action is required.
- Familiarity with the geography of the city is necessary.
- The ability to analyze situations correctly and quickly and to adopt effective course of actions, in consideration of surrounding hazards and circumstances is an integral part of this position.
- Must be fluent in English language.
- Ability to communicate in Spanish is a plus.
- Ability to determine individual benefit eligibility.
- Ability to manage the budget within assigned unit/division.
- Ability to determine allocation of budget among departments.
- Ability to use computers for data entry.
- Ability to use or repair small/light equipment, such as power tools.
- Excellent interpersonal and human relations skills are required.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to balance on narrow, slippery or erratically moving surfaces; climb, crawl, crouch, feel, finger, grasp, handle, kneel, lift, pull, push, reach; receive information through oral communication; make rational decisions; make repetitive motions with the hands; express ideas by speaking accurately/loudly/quickly; stand for sustained periods of time; stoop by bending the body downwards; use visual acuity to perform activities such as viewing a computer terminal; and walk from one work site to another;
- Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

IMPORTANT INFORMATION:

Fair Labor Standards Act:

Employees in the Police Commander rank are classified as Exempt under the Fair Labor Standards Act (FLSA). Therefore, they are exempt from the overtime provisions of the act, and these are calculated on an annual basis.

Introductory Period:

Newly promoted City of Doral employees are provided with an introductory period of employment. The introductory period for an employee is twelve (12) months from the effective date of the promotion. The introductory period is considered a continuation of the employment selection process. It provides the City an opportunity to observe and evaluate the capacity of the employee, which includes the employee's ability to satisfactorily perform the essential functions of his or her job; and to observe and evaluate the employee's work habits and conduct, including attendance and the employee's relationship with coworkers and superiors.

Absences During Introductory Period:

Any cumulative absences during the introductory period in excess of ten (10) workdays will automatically extend the introductory period by the number of days absent regardless of whether the absence was with or without pay.

Non-Bargaining Sworn Full-Time Employee:

The Police Commander rank is a non-bargaining sworn position; therefore, this employee will no longer be participating in the Collective Bargaining Agreement.

Employment At will:

The employment with the City of Doral will be "At Will". Employment in the City is at will and not guaranteed for a definite period of time or for any purpose. Either the City or the employee may terminate the employment relationship at any time, with or without cause or prior notice.

The at-will status of an employee can be changed only by a document titled "Employee Agreement" or "Bargaining Unit Agreement" signed and approved by the employee and the City Manager and ratified by the Honorable Mayor and Councilmembers via resolution.

Benefits and Incentives:

Benefits for this role are described in the Employee Policies and Procedures Manual Section 10 "Time off and Benefits for Non-Bargaining Sworn Full Time Employees". In addition, this role is approved to receive the same Hazard Pay incentive as all bargaining unit employees.



City of Doral, FL Classification Description

Classification Title: Senior Procurement Specialist
Department: Procurement & Asset Management
Pay Grade: 114
FLSA Status: Exempt

GENERAL STATEMENT OF JOB

This is advanced specialized procurement work in the purchase of a wide variety of commodities and services for the City, including more complex commodities, services, and technical/specialized items. The Senior Procurement Specialist is responsible for advanced and intricate procurement tasks and projects and may assist or train lower-level Procurement staff, as assigned.

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

This position receives general guidance from the Director of Procurement and Asset Management or designee.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Prepares complex competitive solicitations (Invitation to Bid, Request for Proposals, Request for Statements of Qualifications, Invitation to Negotiate, etc.) and manages the process, including but not limited to Evaluation Committee Meetings, in accordance with federal, State and local laws, regulations, policies, procedures, and professional standards.
- Researches and recommends best method of procurement consistent with City policies and procedures.
- Enforces necessary competitive procedures in accordance with City policies and procedures.
- Assists with the development of evaluation criteria and the review of specifications and scope/statement of work prepared by City departments to ensure they are comprehensive and allow for maximum competition.
- Prepares evaluation and/or score sheets for supplier responses to assist in determining the best value in accordance with City policies and procedures.
- Reviews aggregate City usage and researches/tracks market trends for assigned commodities and services to recommend appropriate City-wide competitive solicitations.
- Manages the supplier base, processes applications, interviews potential suppliers, monitors supplier performance, and investigates new sources of supply for assigned commodities and services.

- Ensures all legal and insurance requirements, risks and inventory controls are maintained throughout the procurement process.
- Expedites purchase orders to ensure timely receipt.
- Assists in the coordination and resolution of supplier contract performance and billing issues.
- Maintains a log to monitor seasonal/annual deadlines for solicitations and contract renewals.
- Receives, reviews, prepares and/or processes purchase requisitions and orders, price quotes, contracts, solicitation packages and tabulations, award letters, legal advertisements, memos, correspondence, etc. in accordance with City policies and procedures.
- Interacts and communicates with the Director of Procurement and Asset Management or designee and City department employees regarding purchases or other procurement-related issues.
- Handles confidential materials related to the competitive solicitation process in accordance with all applicable policies, procedures, laws, rules, and regulations.
- Researches, recommends utilization, and prepares contract documents to procure commodities and services from other governmental contracts to obtain the best value to the City, where applicable.
- Provides guidance and training to lower-level Procurement staff on policies, procedures, and best practices.
- Provides and maintains Procurement Department reports, as assigned.
- Maintains fixed assets.

Additional Duties:

- Performs other related work as assigned.

MINIMUM QUALIFICATIONS

MINIMUM EDUCATION AND TRAINING

- An Associates degree, or equivalent credits, in Business Administration, Public Administration, Procurement Management or related field;
- Four (4) years of experience in purchasing/procurement. (Public sector experience is preferred);
- Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO) as recognized by the UPPCC, or related certification is preferred but not required;
- Must possess a valid driver's license with an acceptable driving record.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Ability to get along with others and work effectively and courteously with the public and fellow workers.
- Must possess excellent customer service skills and be able to establish good customer relations.
- Ability to understand and interpret a variety of procurement regulations, laws, codes, policies, and procedures.
- Ability to prepare and/or process purchase orders.
- Ability to be held accountable for inventory/property management.
- Ability to make recommendations that impact the budget.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry, Microsoft Word, Excel, and PowerPoint.
- Must be able to work independently and complete daily activities and tasks according to work schedule.
- Must be fluent in the English language. Spanish is a plus.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

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



City of Doral, FL Classification Description

Classification Title: Sergeant-At-Arms
Department: Police
Pay Grade: 120
FLSA Status: Exempt

GENERAL STATEMENT OF JOB

This is an executive level position responsible for providing security and/or coordinating safety procedures, as determined necessary, by the Chief of Police. An employee in this classification shall be able to assist in security procedures and/or coordinate security efforts during official City events/meetings, to include but not limited to, Council meetings and City Sponsored events, either at City Hall or any other event within the City of Doral or where City officials may be present, working jointly with both internal and external law enforcement entities, as appropriate. The responsibilities of the Sergeant-at-Arms also include working jointly with both internal and external law enforcement entities, and, under the direction of the Mayor and/or Chief of Police, coordinating necessary transportation for City Officials to meetings and special events, and handling community oriented details/assignments, as appropriate.

General supervision is received from the Chief of Police, or designee.

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

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Assist in security procedures;
- Coordinate security efforts during official City events/meetings;
- Attend Council meetings and City sponsored events, either at City Hall or any other event within the City of Doral or where City officials may be present;
- Must be able to work jointly with both internal and external law enforcement entities;
- Coordinate necessary transportation for City Officials to meetings and special events;
- Coordinate community oriented details/assignments;

Additional Duties:

- Perform other related duties as required.

MINIMUM QUALIFICATIONS

MINIMUM EDUCATION AND TRAINING

- Must possess a Bachelor's Degree from an accredited college or university.
- Five (5) years continuous service as a sworn officer, with considerable experience in crime prevention, traffic enforcement, school safety and technology and/or other administrative support functions or related areas; or an equivalent combination of training and experience which provides the required knowledges, skills and abilities.
- Must meet all FDLE requirements as outlined in Florida Statute 943.13.
- Applicant 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 examination, a polygraph examination, a comprehensive background investigation, and a job-related medical examination including drug/alcohol screening test.
- Must possess a valid Florida Driver License, with an acceptable driving record.
- Requirements exist at the time of hire and as a condition of continued employment.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Thorough knowledge of divisional procedures and responsibilities and the correspondent federal, state and local laws, ordinance etc. which govern the procedures is required.
- Knowledge of laws, codes, standards related to police work is necessary.
- Knowledge of departmental policies and procedures, City Personnel Rules and Regulations.
- Familiarity with the geography of the city is necessary.
- The ability to analyze situations correctly and quickly and to adopt effective course of actions, in consideration of surrounding hazards and circumstances is an integral part of this position.
- Must be fluent in English language.
- Ability to communicate in Spanish is a plus.
- Ability to use computers for data entry.
- Excellent interpersonal and human relations skills are required.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

Physical Requirements:

- Ability to balance on narrow, slippery or erratically moving surfaces; climb, crawl, crouch, feel, finger, grasp, handle, kneel, lift, pull, push, reach; receive information through oral communication; make rational decisions; make repetitive motions with the hands; express ideas by speaking accurately/loudly/quickly; stand for sustained periods of time; stoop by bending the body downwards; use visual acuity to perform activities such as viewing a computer terminal; and walk from one work site to another;
- Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

IMPORTANT INFORMATION:

Fair Labor Standards Act:

Employees in the Sergeant-At-Arms rank are classified as Exempt under the Fair Labor Standards Act (FLSA). Therefore, they are exempt from the overtime provisions of the act, and these are calculated on an annual basis.

Introductory Period:

Newly promoted City of Doral employees are provided with an introductory period of employment. The introductory period for an employee is twelve (12) months from the effective date of the promotion. The introductory period is considered a continuation of the employment selection process. It provides the City an opportunity to observe and evaluate the capacity of the employee, which includes the employee's ability to satisfactorily perform the essential functions of his or her job; and to observe and evaluate the employee's work habits and conduct, including attendance and the employee's relationship with coworkers and superiors.

Absences During Introductory Period:

Any cumulative absences during the introductory period in excess of ten (10) workdays will automatically extend the introductory period by the number of days absent regardless of whether the absence was with or without pay.

Non-Bargaining Sworn Full-Time Employee:

The Sergeant-At-Arms rank is a non-bargaining sworn position; therefore, this employee will no longer be participating in the Collective Bargaining Agreement.

Employment At will:

The employment with the City of Doral will be "At Will". Employment in the City is at will and not guaranteed for a definite period of time or for any purpose. Either the City or the employee may terminate the employment relationship at any time, with or without cause or prior notice.

The at-will status of an employee can be changed only by a document titled "Employee Agreement" or "Bargaining Unit Agreement" signed and approved by the employee and the City Manager and ratified by the Honorable Mayor and Councilmembers via resolution.

Benefits and Incentives:

Benefits for this role are described in the Employee Policies and Procedures Manual Section 10 "Time off and Benefits for Non-Bargaining Sworn Full Time Employees". In addition, this role is approved to receive the same Hazard Pay incentive as all bargaining unit employees.

EXHIBIT “B”



CITY OF DORAL
CLASSIFICATION & PAY PLAN
OCTOBER 1, 2024 TO SEPTEMBER 30, 2025
(SUMMARY OF CHANGES FY 24-25)

EXHIBIT B

NEW POSITIONS					
New Classification FY 24-25	Department	Pay Grade	Min. (Yearly)	Mid. (Yearly)	Max. (Yearly)
Constituent Services Coordinator	Mayor & Council	110	\$51,697.95	\$64,622.44	\$77,546.93
Hispanic Outreach Coordinator	Mayor & Council	110	\$51,697.95	\$64,622.44	\$77,546.93
Senior Procurement Specialist	Procurement	114	\$63,743.06	\$81,272.39	\$98,801.72
Communications and Protocol Coordinator	Mayor & Council	116	\$72,346.18	\$94,050.03	\$115,753.88
Sergeant At-Arms	Police	120	\$92,760.61	\$120,588.80	\$148,416.97
Police Commander	Police	120	\$92,760.61	\$120,588.80	\$148,416.97