

**RESOLUTION 19-12**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A JOB DESCRIPTION FOR A FIRE AND RESCUE SENIOR ADMINISTRATIVE SUPPORT SPECIALIST; AUTHORIZING A BUDGET AMENDMENT TO FUND ADDITIONAL PERSONNEL; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.**

WHEREAS, City of Panama City Beach does not currently have any administrative support personnel to handle clerical duties and assist with administrative issues. The City finds that adding this position will alleviate burdens on fire and rescue personnel and allow the main station to be manned during daytime business hours.

**THEREFORE, BE IT RESOLVED** by the City of Panama City Beach, Florida, that:


1. The City hereby approves the job description for a Senior Administrative Support Specialist for the City of Panama City Beach Fire Department, in substantially the form attached as Exhibit A and presented to the Council.
2. The following budget amendment (BA#1) is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2018, and ending September 30, 2019, to implement the salary as shown in and in accordance with the attached and incorporated Exhibit B.
3. This Resolution shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this 25<sup>th</sup> day of October, 2018.

**CITY OF PANAMA CITY BEACH**

By   
MIKE THOMAS, MAYOR

**ATTEST:**

  
JO SMITH, CITY CLERK



## CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

**1. DEPARTMENT MAKING REQUEST/NAME:**

Fire/Chief Larry Couch

**2. MEETING DATE:**

October 25, 2018

**3. REQUESTED MOTION/ACTION:**

Approval of senior administrative support specialist - fire rescue job description and approval to fill the position with a seasonal worker

**4. AGENDA**

PRESENTATION   
PUBLIC HEARING   
CONSENT   
REGULAR

**5. IS THIS ITEM BUDGETED (IF APPLICABLE)?** YES  NO  N/A   
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED YES  NO  N/A

**6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)**

Panama City Beach Fire Rescue does not currently have any administrative support personnel to handle clerical duties and assist with administrative issues. As such, it is requesting approval of the attached senior administrative support specialist job description and concurrently, approval to fill the position with a seasonal worker. The job description is virtually identical to the equivalent position in the Panama City Beach Police Department.

This position will provide vital support to the department's command staff. Additionally, when fire rescue personnel are responding to emergency calls, the main station will now be manned during daytime business hours with the addition of this staff person. If approved, the department hopes to fill the position quickly and if the results of such hiring provide the expected outcome potentially expand the position to full-time status at a later date.

Finance reviewed the final fiscal year 2018 expenditures for the fire department and compared them to the final amended budget for FY 2018 for the fire department. Sufficient unspent funds (specific to the fire department) are available to fund the seasonal position for the balance of FY 2019.

STAFF RECOMMENDS approval of the job description and approval of budget amendment #1 which provides for the expenditure of funds to fill the position for the balance of FY 2019 with a seasonal worker. Funding will be provided from greater than anticipated cash carryforwards from FY 2018 resulting from fire department expenditures less than budget.

**CITY OF PANAMA CITY BEACH**  
**Job Description**

**JOB TITLE: Sr. Administrative Support Specialist – Fire Rescue**

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**SALARY RANGE:** \$15.43 - \$25.45/hr

**SHIFT:** Days

**LOCATION:** 110 S Arnold Road

**REPORTS TO:** Fire Chief

**PREPARED BY:** City Clerk

**APPROVED BY:** City Council

**PAY GRADE:** 29

**DIVISION:** Fire

**DEPT:** Fire

**FSLA STATUS:** Non-Exempt

**POSITION:** Permanent Full-Time

**DATE:**

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**SUMMARY:**

This position is responsible for clerical work in assisting the Fire Chief, Deputy Fire Chief. Work is performed under the primary supervision of the Fire Chief.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In addition to the essential duties and responsibilities, other tasks may be assigned:

Performs secretarial duties for the Fire Chief, Deputy Fire Chief;

Types and transmits legal notices to the PIO and ensures each has been printed correctly and published on the proper dates;

Maintains calendars and records information concerning project bids;

Sets up file systems for all projects handled by the Fire Rescue Department;

Acts as a notary public;

Handles and directs messages concerning Fire and Rescue calls or information and associated with complaints by residents;

Takes all phone calls from residents requesting Reports for Fire and Rescue incidents;

Receives and screens callers; gives information on the operation of the office to persons seeking information; refers callers to other employees, officials or departments when warranted.

Orders and receives all department uniforms, clothing supplies, station supplies and other supplies as needed or directed;

*Exhibit A*

Composes routine letters and replies for The Fire Chief, Deputy Fire Chief and Fire Rescue staff officers;

Processes payroll in accordance with City procedures and monitor time sheets for accuracy for all Fire Rescue employees on a bi-weekly basis;

May be required to create procedures and or forms for different sections within the Fire Rescue department;

Works to maintain personnel files with Civil Service for all Departmental employees;

Serve as the Safety Coordinator and do quarterly safety training with Safety team members of the Fire Rescue department; Prepare and delivers safety presentations;

Responsible for the coding of all invoices submitted for Fire Rescue purchases;

Assists Fire Rescue Staff in the preparation of public bid contract documents, advertisements, bid openings and bid tabulations;

Assists the Fire Chief in preparation of agenda items for City Council Meetings;

May be required to work after normal duty hours, during natural disasters, special events and other times as needed;

May be required to attend meetings for clerical purposes with the Fire Chief or his designee;

**SUPERVISORY RESPONSIBILITIES:**

None

**COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educate others on the value of diversity; promotes a harassment-free environment; Builds a diverse work force.

**Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

**Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

**Safety and Security** - Observes safety and security procedures; Determines appropriate

action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

**Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be able to multi-task and deal with multiple people at the same time. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and EXPERIENCE:**

A high school diploma with business school training is desirable. Experience in clerical and computer work with average to above average typing ability. Considerable experience in dealing with the public and good customer service skills is required. A combination of experience and training which provides the required knowledge, skills and abilities will be considered.

#### **LANGUAGE SKILLS:**

Must be able to read and interpret documents. Having the ability to write routine reports, office procedures, forms and correspondence is a requirement. The ability to speak English effectively before groups, as well as one on one is a requirement.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to solve practical problems and deal with variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER REQUIREMENTS:**

Must be able to type 50 correct words per minute; take dictation; have knowledge of standard office and clerical practices and procedures; must have knowledge and proficiency in the use of standard office machines and computer - Microsoft Word, Excel, Power Point proficient. Applicants will be administered the clerical Civil Service examination and typing test.

Must possess valid Florida Driver's License - driving record must be acceptable to the City insurance program.

Must be able to establish and maintain a good working relationship with City officials, department heads, other City employees and the general public; must be able to perform illustrative duties and essential eligibility tasks in a manner which is not a direct threat or significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures of the Public Works Office, or by provision of auxiliary aids. "Direct threat" shall be determined pursuant to 28 CFR, Section 36.208.

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision. Some specific job duties that require one or more of the physical demands mentioned above are typing, filing and moving boxes, typewriters, and tables.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not subjected to any special or extraordinary environmental conditions, other than those normally found in an office environment. The noise level in the work environment is usually quiet to moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**CITY OF PANAMA CITY BEACH  
BUDGET TRANSFER FORM BF-10**

No. BA #.1

FUND	GENERAL ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	001-2200-522.13-10	Salaries Other	85,000.00	18,000.00	103,000.00
TO	001-2200-522.21-10	Taxes FICA	195,000.00	1,500.00	196,500.00
TO	001-0000-389.90-10	Cash Carryforward Unrestricted	(20,934,495.00)	(19,500.00)	(20,953,995.00)
		Check Adjustment Totals:	(20,654,495.00)	0.00	(20,654,495.00)

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:

To fund seasonal administrative support specialist position in the fire department

ROUTING FOR APPROVAL

DEPARTMENT HEAD \_\_\_\_\_ DATE \_\_\_\_\_ CITY MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

FINANCE DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

*Exhibit B*