

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: 1/17/07

Division: Growth Management

Bulk Item: Yes No

Department: Building

Staff Contact Person: Joe Paskalik, CBO

AGENDA ITEM WORDING: Approval to convert an existing part-time file clerk, Building position into a full-time Jr. Staff Assistant, Building position (Pay Grade 5) at the Marathon Building Department Office.

ITEM BACKGROUND: The existing part-time file clerk position began 8 years ago to facilitate the preparation of permit files and documents for electronic archiving. This position has expanded considerably over the 8-year period to involve 3 part-time positions and additional office staff duties. There is a need for a minimum of one full-time staff position to oversee and train any new part-time clerks. The archiving of building files will continue to be necessary until current documentation can be done completely electronically which will not happen in the foreseeable future.

PREVIOUS RELEVANT BOCC ACTION: N/A

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATIONS: APPROVAL

TOTAL COST: \$28,540.61 + Benefits **BUDGETED:** Yes No

COST TO COUNTY: \$28,540.61 + Benefits **SOURCE OF FUNDS:** 148-52500-510120

REVENUE PRODUCING: Yes No **AMOUNT PER MONTH** **Year**

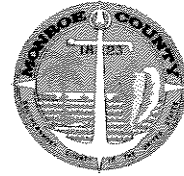
APPROVED BY: County Atty OMB/Purchasing Risk Management

DOCUMENTATION: Included Not Required


DISPOSITION: **AGENDA ITEM #**

Building Department

MEMORANDUM



TO: Tom Willi, County Administrator

FROM: Joseph M. Paskalik, C.B.O., Sr. Director / Building Official 

DATE: December 28, 2006

SUBJECT: Request for full-time Jr. Staff Assistant Position

Please accept this memo as a formal request to create a full-time Jr. Staff Assistant position in our Marathon Building Department office. The need has developed for a full-time staff position to oversee and train new personnel for research and preparation of archiving department files. We now have three part-time clerks. The new position will replace an existing part-time clerk. As you are aware our goal is to have a paperless department. This position is a step in that direction.

The pay grade would not result in a substantial increase in my personnel budget but would require additional benefits package.

ADDENDUM

Position Title: JR. STAFF ASSISTANT Department: Building	Class Code:	Position Level: 05
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KEY RESPONSIBILITIES

1. *Prepares documents for electronic archiving which can require in-depth research.
2. *Responsible for overseeing and training new part-time file clerks.
3. *Answers phones and channels inquiries to the correct persons.
4. Performs filing for permitting and contractor staff.

*Indicates an essential job function

APPROVALS

Department Head:

Name: JOSEPH PASKALIK Signature: Joseph Paskalik Date: 12-29-06

Division Director:

Name: T. Symposki Signature: TJ Date: 12/29/06

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

MONROE COUNTY, FLORIDA
JOB DESCRIPTION

Position Title: JR. STAFF ASSISTANT	Date: 4-8-2002
Position Grade: 05	FLSA Status: NON-EXEMPT
	Job Code: 5-16

GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.)

Performs regular and advanced clerical functions. Answers telephones and greets clients/visitors and directs the individual to the appropriate department/person. Provides staff support to supervisor. Prepare routine documents and correspondence.

KEY RESPONSIBILITIES

1. Answers telephones and inquiries from clients/visitors and directs them to appropriate department/individual.*
2. Communicates with and dispatches workers on radio communication system.*
3. Inputs information into MP2 work order system utilizing tradesmen's daily work sheets.*
4. Checks WEBLINK system for work order requests and distributes same to appropriate supervisors/workers.*
5. Types, files, updates, compiles and prepares department reports.
6. Opens, date stamps, and distributes incoming mail; sends outgoing mail.
7. Attends safety meetings and takes notes.
8. Assists with maintaining office supplies for the department.
9. Performs other duties as assigned.

***Indicates an essential job function**

Position Title: JR. STAFF ASSISTANT	Job Code:	Position Grade: 05
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KEY JOB REQUIREMENTS

Education: High School Diploma or GED required.
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Experience: 2 years to 3 years prior related work experience required.

Impact of Actions: Decisions and impact are limited to decisions and planning within a small work group or project team.

Complexity: Basic: Work consists of moderately complex procedures and tasks where basic analytic ability is required. Work may involve comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.

Decision Making: Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.

Communication with Others: Regular contact within the department and with other departments, outside agencies or the general public, supplying or seeking information.

Managerial Skills: Involves no responsibility or authority for the direction of others.
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Working Conditions/Physical Effort: Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
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Other: On call 24 hours pending disasters and emergencies.
