

## LAKE BONNET DRAINAGE BASIN FLOOD HAZARD AND DEBRIS MITIGATION STAFFING PLAN: ROLES AND RESPONSIBILITIES

All City of Lakeland personnel who are engaged in planning, coordination, oversight, implementation, administration and management of activities related to Community Development Block Grant – Mitigation (CDBG-MIT) Lake Bonnet Drainage Basin Flood Hazard and Debris Mitigation Project including staff administering grant awards and grant-funded assets, serve an important role in ensuring that all grant terms, conditions, and regulatory requirements are met.

Below are the “key team members” from the City of Lakeland that will be directly active in the management and administration of the grant-funded CDBG-MIT project and a representational list of the responsibilities.

### Mayor and City Commission

The City Commission must approve unbudgeted transactions exceeding \$50,000. This includes purchase requisitions, change order requests, check requests, task authorizations, and contracts. The Mayor, or his/her designee, will sign as the Authorized Representative on behalf of the City (by Resolution or, in accordance with the Grant Agreement).

### City Manager

The City Manager or designee must approve all transactions exceeding \$25,000 and unbudgeted transactions up to \$50,000. If allowed by the authorizing Resolution, the City Manager may execute some recurring grant agreements and related documents without formal approval by the Lakeland City Commission.

### City Attorney

All grant documents going before the City Commission for approval and signature require legal review and approval for form and correctness, including agreements, modifications, and extensions. The City Attorney reports to the City Commission.

### Finance Department

The Finance Department has responsibility for Accounts Payable, Accounts Receivable, and General Ledger functions and is involved with all grants from the financial perspective. This department annually produces the SEFA (Schedule of Expenditures of Federal Awards) and works with the external auditors by providing them with documentation to perform the Single Audit. Additionally, Finance validates the expenditures being sought for reimbursement are properly charged in Project Accounting and General Ledger to ensure completeness for audit trail purposes. Finance Department personnel assisting with this CDBG-MIT project include the Director of Finance who reports to the City Manager, and the Chief Accountant and Accountant I who report to the Director of Finance.

### Department Directors

Department Directors provide programmatic and fiscal responsibility for their designated department. He or she ensures adequate resources are provided to staff for the appropriate conduct of project management duties and grant award management. In accordance with the City Resolution 5136 approved by the City Commission on July 7, 2014, the City Manager or designee is authorized to establish signing authority for each of the Department Directors up to \$25,000. Therefore, all Department Directors may approve budgeted transactions up to \$25,000, provided this level of authority has been granted by the City Manager or designee. See City Accounts Payable Policy and Procedures Manual for more information and exceptions. The Director of Public Works will be responsible for overseeing the technical work completed by City of Lakeland staff working on this grant project.

### Division Managers

Division Managers will enforce City policies and procedures; provide organizational oversight and accountability related to grant compliance; implement, execute and manage grant related scopes of work, coordinate schedules and activities, oversee subcontractors, and report to their designated Department Director. The Lakes & Stormwater Division Manager position will be the primary contact for grant related activities, and will also ensure that division staff are properly trained and qualified to carry out the tasks related to the execution of the scope of work and administration of grants; ensure the accuracy of programmatic reports; ensure critical timelines are met, and ensure grants comply with all applicable regulations. The Division Manager will identify a Grant Coordinator/or Special Projects Coordinator for the grant and ensure familiarity with grant guidelines and parameters outlined in the City's Grants Administration Handbook and grant agreements. The Division Manager will oversee the overall program and project execution. Coordinate the project team including City staff, vendors, subcontractors and regulators. Signing authority for each City employee organizationally beneath the level of Department Director is individually assigned. In most cases, Division Managers have City authorization levels up to \$15,000. (See City Accounts Payable Policy and Procedures Manual – **Appendix A**, Page 13 for more details.)

Following is a list of the Division Managers' responsibilities:

1. Coordinate and direct the activities of the Division and program/project staff to ensure budgeting, fiscal management and reporting, procurement and contract management complies with Federal, State, and local policies, procedures and regulations.
2. Prepare bid and procurement documents, coordinate with City Purchasing Department and Finance Department on bid procurement for vendors and subcontractors. Vet and select appropriate and qualified vendors and subcontractors, prepare contract documents and coordinate with City Attorney for review and approval.
3. Review and approve grant compliance and financial documents prior to submittal to DEO.
4. Create and implement project schedules and plans, assign and review the work of a skilled and semi-skilled staff, subcontractors and vendors in the execution of project assignments and tasks.

5. Supervise, direct and advise staff, subcontractors, and vendors in the execution of project tasks and program work to ensure compliance with approved work plan, State, Federal and local regulations, and requirements.
6. Prepare and submit periodic detailed reports summarizing program and project activities.
7. Coordinate and monitor subrecipients.
8. Monitor the performance and outcomes of the programs associated with a grant.
9. Participate in all required monitoring reviews and audits.

#### Division Grant Coordinators and/or Special Projects Coordinators

The Grant Coordinator and/or Special Projects Coordinator is the divisional designee who is responsible for the administration of the grant and ensures that the processes and procedures outlined in the City's Grant Administration Handbook and this grant agreement are followed. This position will coordinate all grant-related record-keeping, compliance management, and financial activities within the division and act as the primary contacts for grant-related documentation and compliance monitoring activities.

Following is a list of the Grant Coordinator's/Special Projects Coordinators' responsibilities:

1. Research program requirements prior and ensure their timely implementation.
2. Arrange sign-in permissions for computer program access to grant project information and documentation.
3. Coordinate the preparation and submission of grant compliance and financial documents with the Division Manager.
4. Coordinate legal review of grant agreements and other relevant documents through the City Attorney's Office.
5. Create agenda memorandums and coordinate placement of grant agreements on the City Commission Agenda for final approval.
6. Verify multi-departmental processes and procedures are properly followed, i.e., purchasing procedures, records retention, etc.
7. Coordinate and monitor subrecipients.
8. Establish a thorough tracking and reporting process.
9. Submit timely and accurate reports.
10. Monitor the performance and outcomes of the programs associated with a grant.
11. Monitor grant-related spending; grant lifecycle and document storage utilizing the City's eCivis grant management software that is integrated with City financials within Oracle.
12. Coordinate, prepare and participate in all required monitoring reviews and audits.
13. Provide the proper closeout and coordinate the retention of required program records with Records Management at the conclusion of each grant.
14. Place program-related documents, including contracts, into the appropriate folders on the designated department Grants site.

The Grant Coordinators and/or Special Projects Coordinators will be responsible for communicating program status and outcomes with various levels of staff and management and representatives at the local, state, and Federal agencies, as applicable.

### City Internal Auditor

The City Internal Auditor examines and evaluates the internal control systems and procedures City departments use to carry out the assigned responsibilities of the organization when audited, including the implementation requirements of departments; reviews City programs and services to ensure completeness and transparency for audit trail purposes. The Internal Auditor coordinates with the external auditors by providing them with documentation to perform the Single Audit and reports directly to the Director of Finance.

### External Auditor

External Auditors work with the City's Internal Auditor and Finance Staff to perform the Single Audit.

### City Finance Chief Accountant or Accountant

The City Finance Chief Accountant or Accountant who resides within the City Finance Department shall be responsible for managing the financial requirements and maintaining the award record in the City's financial system. Although some tasks may be delegated, the Chief Accountant is the chief accountable person for the overall fiscal conduct of the grant awards, meeting the budgetary terms and conditions of the awards, and representing the accounting of the projects to the Internal Auditor and Grantors. Following is a list of responsibilities for the City's financial contact:

1. Utilizing eCivis Grants Management Software, prepare and coordinate the budget portion of grant requests with City Department Directors, Division Managers and Grant Coordinators, and /or Special Projects Coordinators.
2. Generate grant project numbers and set up new accounts.
3. Assign split funding cost accounting for payroll, benefits, project phases, etc. as specified by each grant.
4. Submit all required documents necessary to satisfy periodic reporting requirements on a timely basis.
5. Prepare and submit financial reports in accordance with grant requirements and deadlines.
6. Request grant reimbursements in accordance with grant requirements and this Grants Administration Handbook.
7. Provide financial information, statistical data, and analysis as needed and necessary.
8. Monitor the funding and expenses associated with the grant.
9. Coordinate, prepare and participate in all required monitoring reviews and audits.
10. Provide the proper closeout and retention of required fiscal records at the conclusion of each grant.
11. Place fiscal-related documents into the appropriate folders on the designated department Grants site.
12. Communicate the financial status of the grant with the Grant Coordinator and/ or Special Projects Coordinators, Department Director, and Division Manager.

The City of Lakeland will be eliciting Requests for Qualification through the procurement process upon finalizing the Agreement between the City of Lakeland and the DEO. An Environmental and Engineering subcontractor will be retained based on their qualifications and experience to assist the City of Lakeland

with the environmental and engineering needs of the project, oversight and management of construction contractors, recordkeeping and compliance with local, state, and federal rules, regulations and requirements. A more thorough and detailed staffing plan to include subcontractors yet to be hired will be provided in an updated staffing plan upon completion of procurement and as needed when the design, permitting and construction plans are developed and accepted.

#### Environmental and Engineering Subcontractor (TBD)

The City of Lakeland will prepare and submit procurement documents to open a request for qualifications to contract with a highly qualified Environmental and Engineering subcontractor to complete the environmental review, feasibility study, floodplain encroachment study and constructability review. The Environmental & Engineering subcontractor will report to the Division Manager. The Environmental and Engineering contractor will also assist the City of Lakeland with the preparation of engineering and design documents, permit consultation and permit preparation, preparation of construction bid documents, assistance with construction bid document review and award, oversight of construction activities and compliance of Federally Required Actions and Contract Provisions for subawards (i.e. Equal Employment Opportunity (EEO), Disadvantage Business Enterprises (DBE), Davis Bacon Act, Wage Rate Determinations, federal contract language, etc.)

Once procurement, selection, and fee negotiations are complete, a detailed staffing plan with job descriptions and responsibilities for the Environmental and Engineering subcontractor can be prepared and this document will be revised as necessary.

#### Dredge Operations & Materials Management Contractor

The Dredge Operations & Materials Management Contractor will be selected through competitive bid process upon completion of the feasibility assessment and proposed design and scope prepared by the Environmental & Engineering Subcontractor. The dredge operations contractor will provide all material, equipment and labor to complete the dredging, separation, dewatering, emplacement, loading, hauling and transport of contaminated and non-contaminated lake bottom sediments. The dredge operations subcontractor will work at the direction of the assigned Engineer in Charge from the Environmental & Engineering subcontractor and report to City of Lakeland Division Manager.

Once procurement and selection are completed, a detailed staffing plan with job descriptions and responsibilities for the Dredge Operations & Materials Management Contractor can be prepared and this document will be revised as necessary.

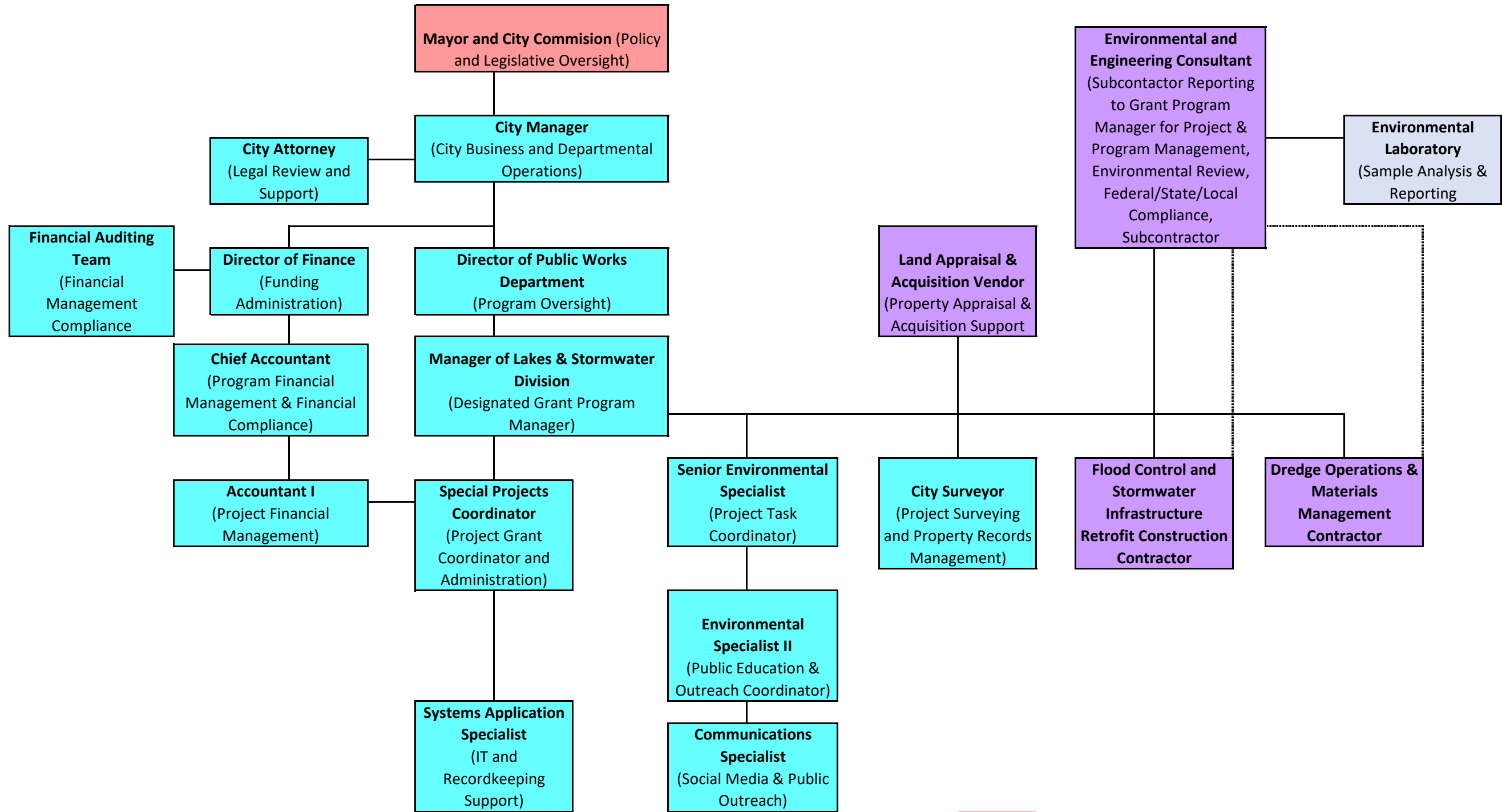
#### Flood Control & Stormwater Infrastructure Retrofit Construction Contractor

The Flood Control & Stormwater Infrastructure Retrofit Construction Contractor will be selected through competitive bid process upon completion of the floodplain encroachment study analysis and proposed design and scope prepared by the Environmental & Engineering Subcontractor. The Flood Control & Stormwater Infrastructure Retrofit Construction Contractor will provide the materials, equipment and labor to complete construction of the flood control and stormwater

infrastructure per the design and permit completed by the Environmental & Engineering Subcontractor. The Flood Control & Stormwater Infrastructure Retrofit Construction Contractor will work under the direction of the assigned Engineer in Charge from the Environmental & Engineering Subcontractor and report to the Division Manager.

Once procurement and selection are completed, a detailed staffing plan with job descriptions and responsibilities for the Flood Control & Stormwater Infrastructure Retrofit Construction Contractor can be prepared and this document will be revised as necessary.

City Of Lakeland  
 Lake Bonnet Drainage Basin Flood Hazard and Debris Mitigation Project  
 Project Organization Chart



- Elected City Legislative Body
- City of Lakeland Staff
- City of Lakeland Direct Subcontractor
- Environmental & Engineering Consultant Oversight Subcontractor

**Title:** Special Projects Coordinator-Public Works  
**PG:** 56  
**Status:** Civil Service  
**Position Reports to:** Manager of Lakes & Stormwater  
**Department:** Public Works

**Class Code:** 2219  
**Date:** 10/06

**GENERAL DESCRIPTION OF CLASS:**

This position is advanced professional work in the field of environmental science and civil engineering involving the management and administration of major public works projects. Duties include planning, development, and execution of professional services contracts. The position requires considerable initiative and judgment in day-to-day operations, with important contacts required with the public, officials of other government agencies, contractors, and consulting engineers. Decision-making and management of project deliverables with financial consequences are a significant part of the position. Work is performed with general supervision by the Manager of Lakes & Stormwater who aids with major problems and reviews work for results obtained.

**ESSENTIAL FUNCTIONS:**

- Assists the Public Works Manager of Lakes & Stormwater with project management functions including planning, organizing, scheduling, budgeting, and coordination efforts related to lakes and stormwater projects; resolves complaints received from the public, on related projects.
- Facilitates inter-departmental and inter-agency collaboration to drive the execution of deliverables for lakes and stormwater projects.
- Coordinates project-related activities with Local, State, and Federal agencies.
- Provides representation at meetings and conferences with consultants and contractors to provide project-related information and resolve project-related issues.
- Prepares and presents material on projects to the City Commission, various civic clubs, Chamber of Commerce, governmental agencies, neighborhood associations, and other groups as necessary.
- Prepares Request for Qualification (RFQ) or Request for Proposal (RFP) packages for the procurement of professional services in accordance with the City of Lakeland and applicable state or federal requirements.
- Prepares and assembles construction contract procurement documents in accordance with the City of Lakeland and applicable state or federal requirements.
- Reviews and approves consultant invoices and contractor pay applications.
- Serves as the Lakes & Stormwater Grant Coordinator responsible for ensuring compliance with all grant procedures and requirements which facilitate the use of local, state, and federal funding for City of Lakeland lakes and stormwater infrastructure and drainage facility projects.
- Maintains required grant sub-recipient documents and files:
  - Organizational chart
  - Job descriptions for City, contracted staff, vendors, and contractors
  - City procurement policies and procedures
  - City administrative financial management policies
  - City quality assurance and quality control policies and procedures
  - City policies and procedures to detect and prevent fraud, waste, and abuse
  - Project progress reports
  - Financial records related to project activities; reimbursement submissions; subgrant modification documents
- Reviews construction plans, and specifications for compliance with accepted engineering principles and regulatory agencies.
- Coordinates the preparation of legal descriptions for use in the acquisition of easements and right of ways and negotiates acquisition with the property owners.

**ADDITIONAL RESPONSIBILITIES:**

- Performs related work as required.



**Title:** Special Projects Coordinator-Public Works  
**PG:** 56  
**Status:** Civil Service  
**Position Reports to:** Manager of Lakes & Stormwater  
**Department:** Public Works

**Class Code:** 2219  
**Date:** 10/06

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of the principles and practices of project management.
- Knowledge of the Southwest Florida Water Management District Cooperative Funding Initiative Guidelines and Procedures.
- Knowledge of the Florida Department of Environmental Protection Nonpoint Source Management Program state and federal grant funding for projects that reduce pollution from non-point sources, including the funded State Water-quality Assistance Grant (SWAG) Surface Water Quality and federally funded 319(h) grant initiatives.
- Skill in the use of computer software such as Microsoft Office products to facilitate the performance of daily project management activities.
- Ability to effectively organize, direct and coordinate activities of local, state, and federal agencies, City departments, consultants, and contractors in the implementation projects.
- Ability to interpret and utilize engineering plans, specifications, and reports.
- Ability to interpret and utilize local, state, and federal rules and regulations.
- Ability to exercise authority and responsibility for scheduling and coordinating work related to capital or special projects.
- Ability to assimilate, schedule, plan and report budgetary issues relative to projects.
- Ability to express ideas and to communicate technical information clearly and concisely verbally, and in writing.
- Ability to develop work plans, ensure quality assurance and quality control, health and safety of field workers, contractors, the public, and emergency response preparedness.
- Ability to establish and maintain effective working relationships with co-workers, local, state, and federal agencies, consultants, contractors, and the general public.

**WORKING ENVIRONMENT/CONDITIONS:**

- Requires light work that involves walking or standing some of the time, exerting up to 20 pounds of force occasionally to move objects, and routine keyboard operations.
- The job risks exposure to no significant environmental hazards.
- The job requires normal visual acuity, sight, ability to speak clearly, manual dexterity, hearing, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

- Graduation from an accredited four (4) year college or university with a major in civil engineering, business, public administration, project management, or other related disciplines.
- Five (5) years of experience in project management and/or grant management.
- An equivalent combination of education, training, and experience that provides the knowledge, skills, and abilities necessary for success in the target position may be considered.

**SPECIAL REQUIREMENTS:**

- Must possess and maintain a valid State of Florida driver's license.
- Must maintain a valid telephone number.
- May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. The position may be designated as Mission Critical by Department Director.
- Completion of all required grant management training as required by the Florida Department of Environmental Protection (FDEP), Southwest Florida Water Management District (SWFWMD), Department of Economic Opportunity (DEO), and the Office of Inspector General (OIG).



# City Manager

Class Code:  
1018

Bargaining Unit: NA

## SALARY RANGE

\$61.91 - \$114.98 Hourly  
 \$4,953.12 - \$9,198.39 Biweekly  
 \$10,731.76 - \$19,929.85 Monthly  
 \$128,781.12 - \$239,158.16 Annually

### GENERAL DESCRIPTION OF CLASS:

This is executive level administrative work directing the operation of the various units of general City government. An employee of this class is the chief administrative officer for the City, enforces and administers the provisions of the Charter and of the laws and ordinances governing the City. Work involves the coordination and direction of all activities of City departments under his/her jurisdiction and includes the coordination of activities of the City government with other municipal agencies. Within the framework of general policy established by the City Commission, duties are performed with wide latitude of action in planning and directing City functions so as to establish and maintain effective management of the administrative affairs of the City. Work is subject to review for results obtained and conformance with policies by the City Commission through discussion and analysis of recommendations and reports. The incumbent is appointed and is responsible to the City Commission. The City Manager serves at the will of the City Commission and may be appointed or removed at will by the City Commission.

### ESSENTIAL FUNCTIONS AND ADDITIONAL FUNCTIONS:

- Plans the future welfare of the City and all departmental activities and organization.
- Reviews all departmental programs and provides general leadership and direction.
- Reports to and advises the City Commission and individual Commissioners on City concerns
- Develops, communicates and executes strategic business plans and objectives in alignment with the City's vision, mission and values.
- Leverages succession management strategies to development a diverse pipeline of highly qualified talent and future leaders.
- Actively promotes a culture committed to continuous improvement.
- Sets high standards of performance; provides honest and constructive feedback when expectations and results are not being achieved; and renders timely personnel decisions as needed.
- Demonstrates a genuine concern for the success of the City by modeling self-less behaviors.

- Promotes world-class customer service by being accessible and responsive, anticipating customer expectations, architecting innovative and resourceful solutions, and building partnerships within the community.
- Holds staff meetings and departmental conferences to consider and determine policy issues.
- Advises and provides general leadership to civic organizations dealing with specific problems affecting the City's welfare.
- Prepares City Commission agenda. Attends all meetings of the City Commission.
- Prepares annual budget and submits budget for approval to the City Commission.
- Addresses business and other citizen groups on City needs and problems.

**ADDITIONAL RESPONSIBILITIES:**

- Performs related work as required.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE) AND SPECIAL REQUIREMENTS:**

- Master's Degree in Public Administration with specialization in municipal government, management, finance or business administration preferred.
- Eight (8) years of progressively responsible executive level administrative and management experience in municipal administration.
- An equivalent combination of education, training and experience which provide the knowledge, skills and abilities and other competencies necessary for success in the target position may be considered.
- Completion of Certified Public Manager (CPM) or completion within three (3) years of employment.

**SPECIAL REQUIREMENTS:**

- Must possess and maintain a valid state of Florida driver's license.
- Must maintain a valid telephone number.
- May be required to work alternate hours as necessary for the efficient operation of the department.
- Position is designated as Mission Critical.

**KNOWLEDGE, SKILLS, ABILITIES AND WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS:**

- Extensive knowledge of management theory and practices.
- Extensive knowledge of municipal organization and practices.
- Ability to plan and enforce a balanced budget.
- Ability to plan, direct and coordinate a varied work program on a large scale.
- Ability to gain and retain effective working relationships with the community at large, the City Commission and other public officials.
- Ability to maintain effective public relations.

**WORKING ENVIRONMENT/CONDITIONS:**

- Extensive knowledge of management theory and practices.

- Extensive knowledge of municipal organization and practices.
- Ability to plan and enforce a balanced budget.
- Ability to plan, direct and coordinate a varied work program on a large scale.
- Ability to gain and retain effective working relationships with the community at large, the City Commission and other public officials.
- Ability to maintain effective public relations.

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### **OTHER CLASS SPEC INFORMATION 2:**

A Resume and Transcripts must be uploaded with the application



# Manager of Lakes and Stormwater

Class Code:  
2069

Bargaining Unit: NA

## SALARY RANGE

\$35.49 - \$55.06 Hourly  
 \$2,839.35 - \$4,404.77 Biweekly  
 \$6,151.93 - \$9,543.67 Monthly  
 \$73,823.18 - \$114,524.00 Annually

### GENERAL DESCRIPTION OF CLASS:

Performs administrative, managerial, and supervisory work involving the planning, organizing and management of the Lakes & Stormwater Division within the Public Works Department. Responsibilities include the planning, budgeting and implementation of restoration, management, and maintenance programs associated with lakes and stormwater resources; pursuing grant opportunities; the collection and maintenance of lake water quality data for all City lakes; the monitoring and insuring compliance with environmental codes and regulations; administering contracts; the conducting of public awareness and education programs; and the conducting of research on stormwater management alternatives. Included in the responsibilities are the use of considerable initiative and judgment in the daily operations and in contacts required with the public, other governmental agencies, contractors, developers and professional consultants.

### ESSENTIAL FUNCTIONS AND ADDITIONAL FUNCTIONS:

- Plans and directs the activities of personnel in the Lakes and Stormwater Division.
- Supervises assigned staff, including selecting or recommending selection, training, assigning and evaluating work, preparing employee performance evaluations, counseling and disciplining.
- Operates the City's storm water utility program.
- Administers the City's USEPA-NPDES permit activities.
- Enforces NPDES regulations and coordinate city MS4 permit to ensure compliance.
- Develops and implements projects to comply with the TMDL program.
- Coordinates division activities with county, state and federal governmental agencies and other City departments.
- Coordinates and directs the activities of the Lakes & Stormwater Division to ensure division activities relating to budgeting, fiscal management and reporting, procurement and contract management comply with the policies of the City Commission.
- Develops programs for restoration and management of lakes and pollution abatement measures for storm water discharges into lakes and streams.

- Prepares and administers the division budget and assists in the preparation of the capital improvement programs.
- Performs general administrative work as required; including, conducting and attending meetings, preparing correspondence, entering and retrieving computer data, preparing spreadsheets, copying and filing documents, reviewing mail and literature.
- Assists in the implementation of public relations and public awareness programs related to lakes and other environmental concerns.
- Prepares applications for all permits and various grants as required.
- Supervises projects for compliance and prepares required reports.
- May be required to work alternate hours as necessary for the efficient operation of the department.
- Position is Mission Critical.

**ADDITIONAL FUNCTIONS:**

- Performs related work as required.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE) AND SPECIAL REQUIREMENTS:**

- Graduation from an accredited four (4) year college or university with a degree in Environmental Engineering, Natural or Environmental Sciences, Chemistry, Engineering, or related field.
- Five (5) years of experience with stormwater and water quality issues, planning and implementation of resource management programs. Experience in aquatics, lakeshore management, and street construction highly desired.
- Three (3) years in a supervisory or management capacity.
- An equivalent combination of education, training and experience which provide the necessary knowledge, skills and abilities necessary for success in the target position may be considered.

**SPECIAL REQUIREMENTS:**

- Must possess and maintain a valid State of Florida driver's license.
- Must possess and maintain a valid telephone number.

**KNOWLEDGE, SKILLS, ABILITIES AND WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS:**

- Knowledge of effective supervisory techniques.
- Thorough knowledge of modern principles and practices of environmental resource management including planning and implementation of extensive short and long-range programs.
- Thorough knowledge of pollutant sources detrimental to the extended life cycle of lakes and contributory streams.
- Knowledge of environmental codes and regulations.
- Thorough knowledge of equipment and materials required to perform construction and maintenance practices.
- Knowledge of required permitting process of various local, state, and federal agencies.
- Ability to develop and utilize computerized lakes and stormwater databases.
- Ability to plan, organize, schedule and coordinate large and diverse lakes and stormwater programs.

- Ability to delegate authority and to provide for the effective utilization of personnel and resources.
- Ability to establish and maintain effective working relationships with subordinate personnel, municipal officials, and the general public.
- Ability to communicate clearly and concisely, orally and in writing.

**WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS:**

- Requires sedentary work that involves walking or standing some of the time, exerting up to fifty (50) pounds of force on a recurring basis and routine keyboard operations.
- Requires routine work in the outdoor environment in all weather conditions.
- The job risks exposure to wastewater and other pollutants found in surface water and storm water systems.
- The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception and texture perception.

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# Chief Accountant

Class Code:  
2009

Bargaining Unit: NA

## SALARY RANGE

\$33.80 - \$52.44 Hourly  
 \$2,704.15 - \$4,195.02 Biweekly  
 \$5,858.98 - \$9,089.21 Monthly  
 \$70,307.79 - \$109,070.47 Annually

### GENERAL DESCRIPTION OF CLASS:

This is advanced professional accounting and administrative work in planning, organizing and directing the operations for central fiscal control. Work involves supervising and participating in all general accounting activities of a department. Work includes the exercise of considerable judgment in planning, installing, revising and maintaining accounting procedures and in the preparation of statements and reports. Supervision is exercised directly or through subordinate supervisors over all employees of the unit. Work assignments are received in general form indicating results desired and questions relating to major objectives and priority of work are discussed with the department head. Work is subject to verification by periodic audits and a variety of internal automatic checks.

### ESSENTIAL FUNCTIONS AND ADDITIONAL FUNCTIONS:

- Plans, organizes, directs and participates in the work of a group of subordinate professional, sub-professional and clerical employees engaged in maintaining general ledger and budgetary control accounts for a department.
- Supervises and personally participates in the preparation of regular and special fiscal and statistical statements and reports.
- Directs the pre-audit and post-audit of purchase requisitions, receipts and invoices for correctness, legality and proper account classification.
- Directs the preparation and maintenance of payroll records, reconciles banking transactions and exercises control procedures over cash.
- Studies, devises and installs revisions of systems and forms to facilitate the production of information and the control of receipts and expenditures.
- Confers with administrative personnel regarding interpretation of accounting policies, procedures and practices.
- Performs research projects requiring a high degree of analytical ability, familiarity with City policy and procedures and considerable knowledge of computer applications.
- Works closely with multiple levels of the organization including management teams to produce the required financial deliverables and implement improvements to facilitate efficient and effective operations.



- Supervises the monitoring, administration and preparation of grant programs and reporting requirements.
- Plans, organizes, supervises and participates in the City's Annual Audit and the preparation of the Comprehensive Annual Financial Report.
- May be required to work overtime or alternate hours as necessary for the efficient operation of the department.
- Position is Mission Critical.

**ADDITIONAL FUNCTIONS:**

- Performs related work as required.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE) AND SPECIAL REQUIREMENTS:**

- Graduation from an accredited four (4) year college or university with major course work in Accounting, CPA preferred.
- Four (4) years experience in accounting and fiscal operations.
- Two (2) years of general supervisory experience.

**SPECIAL REQUIREMENTS:**

- Must possess a valid State of Florida driver's license.
- Must maintain a valid telephone number.

**KNOWLEDGE, SKILLS, ABILITIES AND WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS:**

- Thorough knowledge of governmental accounting principles, procedures and processes governing the receipt, custody and expenditure of the monies of the City.
- Strong functional experience in the analysis, development and administration of various financial applications in Client/Server environment including Oracle and Hyperion.
- Considerable knowledge of the principles and practices of City fiscal administration.
- Ability to analyze and solve a wide variety of accounting and fiscal problems.
- Ability to plan, organize and supervise the work of a group of professional, sub-professional and clerical personnel in a manner conducive to full performance and high morale.
- Ability to establish and maintain effective working relationships with subordinates, other employees, City officials and the general public.
- Ability to express ideas clearly, orally and in writing.
- Thorough knowledge of Governmental Accounting Standards Board (GASB) Standards and Statements and the ability to interpret and implement GASB Statements.

**WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS:**

- Requires sedentary work that involves walking or standing some of the time, exerting up to ten (10) pounds of force on a recurring basis and routine keyboard operations.
- The job risks exposure to bright/dim light, dusts and pollen.
- The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception and texture perception.

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# City Attorney

Class Code:  
1051

Bargaining Unit: NA

## SALARY RANGE

\$61.91 - \$114.98 Hourly  
 \$4,953.12 - \$9,198.39 Biweekly  
 \$10,731.76 - \$19,929.85 Monthly  
 \$128,781.12 - \$239,158.16 Annually

### GENERAL DESCRIPTION OF CLASS:

This is highly responsible, professional and administrative work involving legal counseling, and legal representation for the City Commission, administrative staff, and directing and formulating the program for all legal activities of the City. The work involves drafting and reviewing all City Ordinances, Resolutions, deeds, easements, conveyances and all other legal documents for City business. The employee is appointed by and is directly responsible to the City Commission.

### ESSENTIAL FUNCTIONS AND ADDITIONAL FUNCTIONS:

- Attends City Commission meetings (regular, land use, special and workshop).
- Meets with management staff, appointed officials and attorneys hired by the City.
- Meets with individual citizens regarding problems with City.
- Prepares and reviews agenda materials, contracts and other documents.
- Responds to telephone calls from City Commission, management and citizens.
- Investigates complaints by or against the City; prepares cases for trial; tries cases before County, State and Federal Courts.
- Responsible for all counsel hired by the City that will report directly to the City Attorney who shall assume full responsibility for the monitoring and supervision of their services to the City.
- Attends miscellaneous public meetings (Planning & Zoning Board, Advisory Committees, etc.).
- Evaluates settlement opportunities in litigation.
- Prepares and administers the Legal Department's budget.
- Prepares Ordinances and Resolutions.
- Assigns, directs, motivates and supervises subordinate professional and clerical staff in a manner conducive to high performance and morale.
- Provides advice and counsel leading to the resolution of problems.
- Participates in continuing legal education programs and seminars to improve skills and broaden the attorney's experience and ability.
- Maintains effective working relationships.

- Prepares proposed bills and amendments for enactment by the State Legislature regarding matters of interest to the City; attends legislative sessions to represent and promote the interest of the City before State committees and elected representatives.
- Plans, organizes, directs and reviews the operations and activities of the City's Office of Legal Affairs.
- Studies and keeps abreast of court decisions, administrative decisions, legislation and problems pertaining to local government laws and related matters.
- May be required to work overtime or alternate hours as necessary for the efficient operation of the department.
- Position is designated as Mission Critical.
- Performs related work as required.

## **QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE) AND SPECIAL REQUIREMENTS:**

- Law Degree, J.D. or L.L.B., from a law school accredited by the American Bar Association.
- Member in good standing of the Florida Bar.
- Admission to practice before the U.S. District Court, Middle District Court of Florida and U.S. Court of Appeals.
- Minimum of five (5) years progressively responsible legal experience in local government.
- Completion of Certified Public Manager (CPM) within three (3) years.
- OR an equivalent combination of education, training and experience which provide the necessary knowledge, skills and abilities and other competencies necessary for success in the target position.

### **SPECIAL REQUIREMENTS:**

- Must possess a valid state of Florida driver's license.
- Must maintain a valid telephone number.

## **KNOWLEDGE, SKILLS, ABILITIES AND WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS:**

- Extensive knowledge of the City of Lakeland's Ordinances and Charter provisions, and of State, Federal and Constitutional Law.
- Extensive knowledge of judicial procedures, rules of evidence and methods of legal research.
- Extensive knowledge of established precedents and sources of legal reference applicable to municipal activities.
- Extensive knowledge of administrative and personnel law as they relate to the City of Lakeland.
- Skill in conducting research on complex legal problems and prepare sound legal opinions.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective, courteous and respectful working relationships with public officials, management staff, subordinates and the general public.

- Ability to interpret and apply legal principles and precedents in resolving complex legal problems.
- Ability to prepare and try civil law cases before County, State and Federal Courts.
- Ability to set clear objectives and measures and monitor process, progress and results.
- Ability to effectively manage, motivate, evaluate and develop subordinates to create a high performing team environment.
- Ability to effectively manage several assignments concurrently and prioritize effectively.
- Ability to effectively manage and resolve conflict while mitigating liability and risk to the City.

**WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS:**

- Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
- The job risks exposure to no significant environmental hazards.
- The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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# Finance Director

Class Code:  
1033

Bargaining Unit: NA

## SALARY RANGE

\$61.91 - \$114.98 Hourly  
 \$4,953.12 - \$9,198.39 Biweekly  
 \$10,731.76 - \$19,929.85 Monthly  
 \$128,781.12 - \$239,158.16 Annually

### GENERAL DESCRIPTION OF CLASS:

This responsible professional work in the administration and management of the Finance Department of the City. The Director is the Chief Administrator for the Department which includes Central Accounting, City Clerk, City Treasurer, Finance Customer Billing, and the Electric and Water Finance Division. Work involves the responsibility for planning, scheduling, supervising and participating in all phases of the City's financial activities. General direction is received from the City Manager and the Assistant City Manager.

### ESSENTIAL FUNCTIONS AND ADDITIONAL FUNCTIONS:

- Develops, communicates and executes strategic business plans and objectives in alignment with the City's vision, mission and values.
- Leverages succession management strategies to development a diverse pipeline of highly qualified talent and future leaders.
- Formulates departmental goals and objectives. Plans, organizes, and assigns responsibilities to ensure goal attainment. Reviews work of subordinates as required.
- Supervises the Assistant Finance Director, Division Directors, City Clerk, and other management personnel and reviews performance.
- Sets high standards of performance; provides honest and constructive feedback when expectations and results are not being achieved; and renders timely personnel decisions as needed.
- Promotes a culture committed to continuous improvement.
- Responsible for maintaining an adequate accounting system for recording financial data and providing a Comprehensive Annual Financial Report to the City Commission, and other interested parties. Performs financial analysis and prepares financial and statistical reports as required.
- Develops departmental policies and procedures. Develops accounting policies and procedures for all departments within the framework of the City Charter; Federal, State and local laws; City policies; and authoritative accounting standard-setting bodies such as the Governmental Accounting Standards Board.
- Works closely with the City's Financial Advisor(s), Investment Bankers, Legal Counsel and City Management in project and financial planning, and the issuance of debt.

Provides input and assists with the development of various legal and bond disclosure documents associated with the issuance of debt, and the refinancing of debt to include the Electric and Water Utility. Issues the Annual Report to Bondholders and provides required disclosure to Nationally Recognized Municipal Securities Information Repositories.

- Assures compliance with bond and loan covenants.
- Establishes investment policies and coordinates the long-term investment of surplus funds.
- Prepares revenue and expenditure forecasts and coordinates the preparation of the annual budget. Ensures compliance with TRIM statute.
- Attends City Commission meetings and Commission Committee meetings and advises the City Commission, City Manager and Department Directors with respect to financial matters.
- Acts as City Clerk when required.
- Prepares oral and written reports to the City Manager and City Commission and other City departments as required.
- Works with State agencies such as the Division of Bond Finance, the Auditor General, and the Florida Department of Revenue to ensure compliance with State law and procedural requirements. Also works with various State and Federal agencies in obtaining financing or grants for City programs.
- Assists the general public, actuaries, independent auditors, rating agencies, insurance companies, investment banking firms, brokerage firms, bondholders, and other interested parties in obtaining information relating to the City's finances and outstanding debt.
- Demonstrates a genuine concern for the success of the Department and City, modeling self-less behaviors.
- Promotes world-class customer service by being accessible and responsive, anticipating customer expectations, architecting innovative and resourceful solutions, and building partnerships within the community.

**ADDITIONAL RESPONSIBILITIES:**

- Performs related work as required.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE) AND SPECIAL REQUIREMENTS:**

- Graduation from an accredited college or university with major course work in accounting.
- Applicants shall have eight (8) years of progressively responsible experience of which 4 years shall be in a management capacity.
- Persons holding an active designation of Certified Public Accountant (CPA) will be given preference in the selection process.
- An equivalent combination of education, training and experience which provide the knowledge, skills and abilities and other competencies necessary for success in the target position
- Completion of Certified Public Manager (CPM) or completion within three (3) years.

**SPECIAL REQUIREMENTS:**

- Must possess a valid state of Florida driver's license.
- Must maintain a valid telephone number.
- May be required to work alternate hours, as necessary for the efficient operation of the department.
- Position is designated as Mission Critical.

## **KNOWLEDGE, SKILLS, ABILITIES AND WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS:**

- Thorough knowledge of municipal accounting principles and procedures as applied to a complex, municipal accounting system involving a large number of complicated transactions.
- Thorough knowledge of applicable laws, regulations, procedures and processes governing the receipt, custody, expenditure and accounting of monies of the City government.
- Thorough knowledge of modern office practices, procedures and equipment, including PC's and various software applications related thereto.
- Ability to plan, organize, direct and supervise the work of Departmental personnel in the most efficient and productive manner in order to achieve Departmental goals and objectives.
- Ability to prepare oral and written financial reports.
- Ability to absorb complex financial problems or issues and apply technical knowledge to derive solutions or alternatives.
- Thorough knowledge of City policies and procedures.
- Ability to deal effectively with City departments, City administration, and the general public.
- Ability to use sound judgement and competent decision-making in the administration of the Department and in handling the financial affairs of the City.

### **WORKING ENVIRONMENT/CONDITIONS:**

- Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
- The job risks exposure to bright/dim lights, dusts and pollen.
- The job requires normal visual acuity, and field of vision, hearing, speaking, and color perception.

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# Internal Auditor I

Class Code:  
2042

Bargaining Unit: NA

## SALARY RANGE

\$25.22 - \$39.13 Hourly  
 \$2,017.88 - \$3,130.39 Biweekly  
 \$4,372.06 - \$6,782.51 Monthly  
 \$52,464.76 - \$81,390.07 Annually

### GENERAL DESCRIPTION OF CLASS:

This is responsible analytical work involving the performance of financial, operational, compliance, performance, investigative and management audits of the City and other entities having an official connection with it. Reviews are technical and require independent initiative judgment. Results of audit efforts including findings must be fully developed and presented fairly and recommendations must provide a sound basis for improvements in fiscal and operational systems. May perform work independently or as a member of a team. Work is performed in accordance with professional standards issued by the Institute of Internal Auditors and under the direction of a supervisor who reviews the work while in progress and upon completion.

### ESSENTIAL FUNCTIONS AND ADDITIONAL FUNCTIONS:

- Reviews the reliability and integrity of financial and operating information and the means used to identify, measure, classify and report such information.
- Reviews the systems established to ensure compliance with policies, plans, procedures, laws and regulations.
- Evaluates the means of safeguarding assets and verifies the existence of such assets.
- Appraises the economy and efficiency with which resources are utilized.
- Examines operations and programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out in an effective, efficient and economical manner.
- Conducts special studies and investigations where indications of fraud or misuse or abuse of funds are found.
- Examines the records of contractors, private companies collecting revenues for the City and others as may be necessary to assure compliance with terms and conditions of contracts and applicable governing laws, rules and regulations.
- Performs special examinations or studies as required.
- Initiates draft reports on audit activities and after review by the supervisor, discusses audit findings and recommendations for corrective actions with responsible representatives.

- Prepares complete files of all audit reports, working papers and other materials to support audit conclusions and recommendations.
- Provides advice and assistance in the preparation of policy and procedures manual.
- Assists the external auditors during the annual audit of the financial statements.
- May be required to work alternate hours as necessary for the efficient operation of the department.
- Position is designated as Mission Critical by Department Director.

**ADDITIONAL FUNCTIONS:**

- Performs related work as required.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE) AND SPECIAL REQUIREMENTS:**

- Graduation from an accredited four (4) year college or university with a degree in Accounting, Finance, Business Administration or a related field.
- Two (2) years of auditing or related experience.
- An equivalent combination of education, training and experience which provide the necessary knowledge, skills and abilities and other competencies necessary for success in the target position.

**SPECIAL REQUIREMENTS:**

- Must possess and maintain a valid State of Florida driver's license.
- Must maintain a valid telephone number.

**KNOWLEDGE, SKILLS, ABILITIES AND WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS:**

- Knowledge of audit methodology, procedures and techniques.
- Knowledge of accounting theory, principles and procedures, methods and practices.
- Knowledge of fundamental EDP concepts and applications.
- Ability to communicate effectively with City administration, employees and the public in a clear, concise manner both verbally and in writing.
- Ability to independently and impartially perform work and reports on results.
- Ability to be tactful and diplomatic in dealings with others.

**WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS:**

- Requires sedentary work that involves walking or standing some of the time, exerting up to ten (10) pounds of force on a recurring basis and routine keyboard operations.
- The job risks exposure to bright/dim light, dusts and pollen.
- The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception and texture perception.

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# Director of Public Works

Class Code:  
1028

Bargaining Unit: NA

## SALARY RANGE

\$45.73 - \$84.94 Hourly  
 \$3,658.43 - \$6,795.53 Biweekly  
 \$7,926.60 - \$14,723.64 Monthly  
 \$95,119.18 - \$176,683.72 Annually

### GENERAL DESCRIPTION OF CLASS:

This is advanced administrative and professional engineering work with responsibility for the organization and management of the Public Works Department. The Director is responsible for organizing, directing, and coordinating the activities of the divisions comprising the Public Works Department. The Director is also responsible for determining major departmental policies, for planning long term programs and for making difficult technical and policy decisions. Considerable latitude for independent action and judgment is delegated to Division Managers in professional and administrative activities, the Director's primary responsibility being overall administration and coordination. Through Division Managers, direction is provided to a large staff of professional, technical, skilled and unskilled workers and clerical employees involving engineering design and plan preparation, street construction and maintenance, drainage and lake management, solid waste collection, disposal and recycling, public building construction and maintenance, parking system and traffic operations. Work is performed under the general administrative direction of the City Manager.

### ESSENTIAL FUNCTIONS AND ADDITIONAL FUNCTIONS:

- Coordinates Public Works activities with Federal, State and County governments and with other city departments in areas of mutual interest.
- Reviews engineering plans and specifications and bid documents for public construction projects and evaluates bids received; manages project program planning, contracting and construction supervision. May assist in the development of specifications for specialized equipment.
- Directs related management activities including Public Works budget preparation and execution; assigns special projects to the divisions and reviews completed projects; reviews and approves all requisitions for supplies and equipment; prepares periodic progress and financial reports on Public Works projects and programs for the City Manager.
- Confers with Assistant Director or other staff on questionable or difficult policy decisions or interpretations and on unusual or special design problems; inspects construction projects for quality control, and for rate of progress toward completion; assists Division Managers in resolving departmental problems in general.

- Investigates innovative equipment and methods for adaptability to city operations which could result in more effective and economical operations.
- Investigates and evaluates requests and complaints from the public with a view of honoring the request or satisfying the complainant within the limits imposed by codes, ordinances or policy.

**ADDITIONAL RESPONSIBILITIES:**

- Performs related work as required.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE) AND SPECIAL REQUIREMENTS:**

- Graduation from an accredited four (4) year college or university, majoring in Civil Engineering, Public or Business Management.
- A minimum of five (5) years of supervisory and administrative experience in the management of public works operations.
- OR an equivalent combination of education, training and experience which provide the necessary knowledge, skills and abilities and other competencies necessary for success in the target position.
- Completion of Certified Public Manager (CPM) or completion within three (3) years.

**SPECIAL REQUIREMENTS:**

- Must possess and maintain a valid state of Florida driver's license.
- Must maintain a valid telephone number.
- May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.

**KNOWLEDGE, SKILLS, ABILITIES AND WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS:**

- Extensive knowledge of modern principles and practices of management as applied to the design, construction and maintenance of streets, storm water drainage systems, lake management, solid waste collection and recycling, vehicular traffic control systems, and building construction and maintenance.
- Knowledge of the principles and practices of civil engineering as applied to the development and management of public works.
- Ability to effectively communicate with the general public and the news media concerning policies, problems and responsibilities of the department.
- Knowledge of current developments, literature and sources of information applicable to public works activity management.
- Ability to organize, direct and coordinate the activities of several divisions of a large public works department including technical and professional personnel, in a manner conducive to satisfactory performance, a high degree of personnel moral and public image.
- Ability to express ideas on professional and technical subjects clearly and concisely, orally and in writing

**WORKING ENVIRONMENT/CONDITIONS:**

- Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
- The job risks exposure to no significant environmental hazards.
- The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

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