

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.

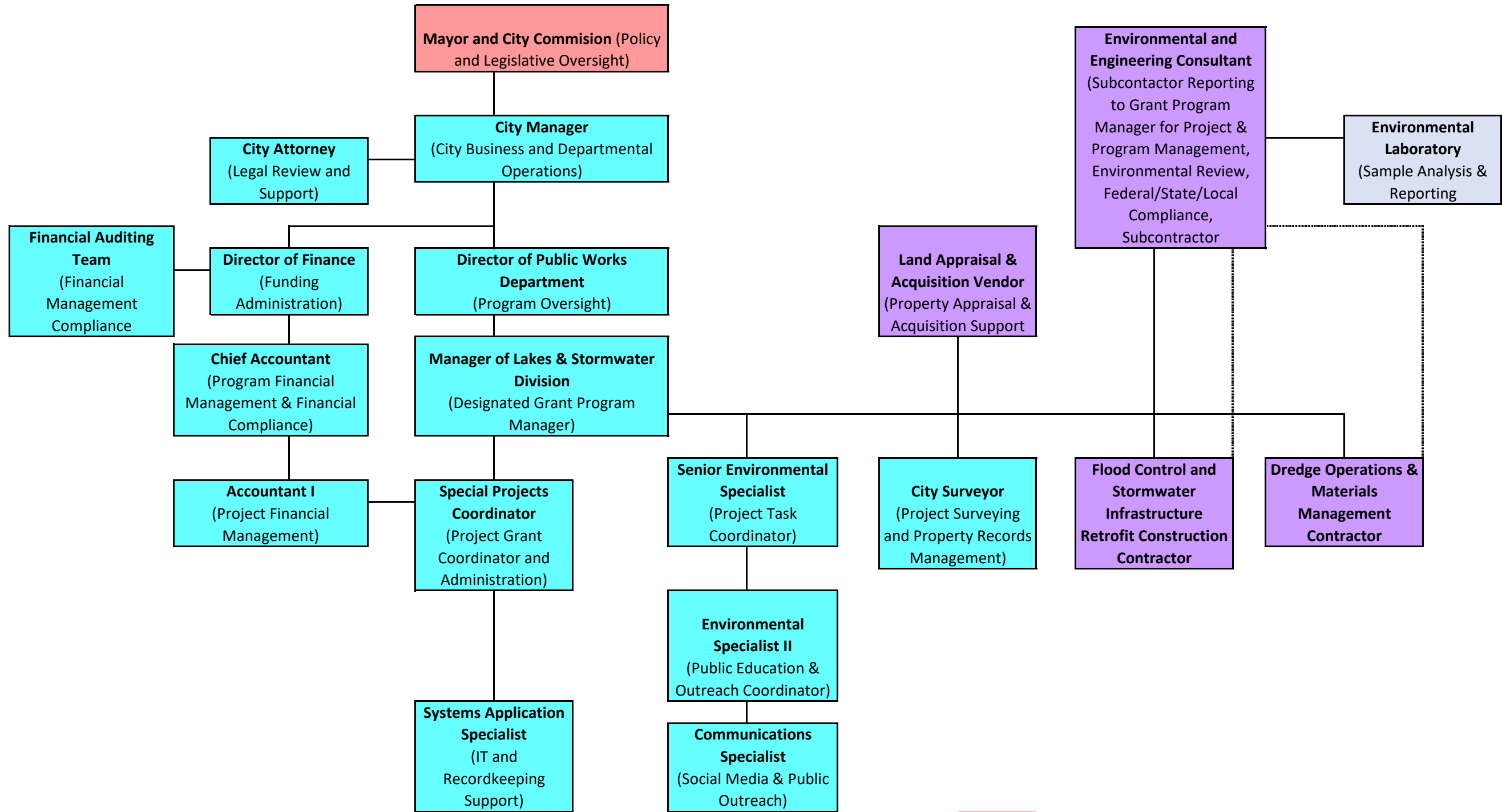
Flood Control & Stormwater Infrastructure Retrofit Construction Contractor

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



City of Lakeland, Civil Service
Special Projects Coordinator

CLASS CODE	2219	SALARY	\$31.64 - \$47.45 Hourly \$2,530.92 - \$3,796.40 Biweekly \$65,803.84 - \$98,706.29 Annually
ESTABLISHED DATE	September 30, 2006	REVISION DATE	May 29, 2024

GENERAL DESCRIPTION OF CLASS

This position is advanced professional work in environmental science and civil engineering involving managing and administrating major public works projects. My duties include planning, developing, and executing 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 on technical engineering problems or managing project deliverables with financial consequences is a significant part of the position. Work is performed with general supervision by the Public Works Civil Engineering Manager or the Lakes & Stormwater Manager, who assists with major problems and reviews work for results obtained.

ESSENTIAL FUNCTIONS:

- Assists the Public Works Civil Engineer Manager with project management functions, including planning, organizing, scheduling, budgeting, and coordination efforts related to transportation projects; resolves complaints received from the public on related projects.
- Facilitates inter-departmental and inter-agency collaboration to drive the execution of deliverables for transportation projects.
- Coordinates project-related activities with Federal, State, and County governments.
- Provides representation at meetings and conferences with consultants and contractors to provide project-related information and resolve project-related issues.
- Prepares and presents project material to the City Commission, various civic clubs, Chamber of Commerce, governmental agencies, neighborhood associations, and other groups as necessary.
- Prepares Design and Construction Engineering & Inspection (CEI) staff hour and cost estimates.
- Prepares Request for Qualification (RFQ) or Request for Proposal (RFP) packages for the procurement of professional services in accordance with City of Lakeland and applicable state or federal requirements.
- Prepares and assembles construction contract procurement documents in accordance with City of Lakeland and applicable state or federal requirements.
- Reviews and approves consultant invoices and contractor pay applications.
- Serves as the City of Lakeland Local Agency Program (LAP) Coordinator responsible for ensuring compliance with LAP procedures and requirements, which facilitate using federal funding for City of Lakeland transportation projects.
- Leads the City of Lakeland effort to maintain full LAP certification for City of Lakeland design, inspection, and construction forces.
- Develops and maintains the City of Lakeland LAP training matrix.

- Reviews roadway construction plans and specifications of consultants and Public Works Engineering staff for compliance with accepted engineering principles.
- Coordinates the preparation of legal descriptions for use in acquiring easements and rights-of-way and negotiates acquisitions with property owners.
- May be required to work alternate hours as necessary for the efficient operation of the department.
- Position is designated as Mission Critical.

ESSENTIAL FUNCTIONS: Lakes and Stormwater

- Assists the Public Works Lakes & Stormwater Manager 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, the 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 the 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 rights of ways and negotiates acquisition with the property owners.

ADDITIONAL FUNCTIONS:

- Performs related work as required.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

- Bachelor's degree from an accredited four (4) year college or university in Civil Engineering, Business, Public Administration, Project Management, or other related discipline.

- Five (5) years of experience in project management or FDOT Local Agency Program.

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.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE): Lakes and Stormwater

- Bachelor's degree from an accredited four (4) year college or university in Civil Engineering, Business, Public Administration, Project Management, or other related discipline.
- 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 driver's license.
- Must maintain a valid telephone number.
- Completion of the following training within eighteen (18) months of employment:
 - FDOT LAP Certification
 - FDOT LAP Workshop
 - FDOT LAP Professional Services Checklist Training
 - LAP Title VI Sub-recipient Compliance
 - FDOT LAP Construction Checklist, Specifications, and Greenbook Training
 - ADA for Design and Construction-General
 - LAP Professional Services Computer Based Training
 - Resident Compliance Specialist Computer Based Training
 - Equal Opportunity Compliance Computer Based Training
 - ERC Application User Guide Computer Based Training

SPECIAL REQUIREMENTS: Lakes and Stormwater

- Must possess and maintain a valid driver's license.
- Must maintain a valid telephone number.
- Will eventually require completion of all 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).

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 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/PHYSICAL REQUIREMENTS:

- 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.

All City of Lakeland positions are subject to testing (e.g. written, oral, performance, computerized, interview, and/or any combination). Candidates selected for testing will be notified via email or telephone. Please check your e-mail and telephone messages regularly, including “junk” folders. Test times and locations to be announced.

**THE CITY OF LAKE LAND IS AN EQUAL OPPORTUNITY/EQUAL ACCESS EMPLOYER AND A DRUG FREE
WORKPLACE**



City of Lakeland, Civil Service
City Manager

CLASS CODE	1018	SALARY	\$98.48 - \$167.42 Hourly \$7,878.49 - \$13,393.45 Biweekly \$17,070.07 - \$29,019.14 Monthly \$204,840.84 - \$348,229.64 Annually
ESTABLISHED DATE	March 14, 2011	REVISION DATE	September 30, 2024

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 the laws and ordinances governing the City. Work involves coordinating and directing all activities of City departments under his/her jurisdiction and includes coordinating activities of the City government with other municipal agencies. Within the framework of general policy established by the City Commission, duties are performed with a wide latitude of action in planning and directing City functions to establish and maintain effective management of the City's administrative affairs. 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:

- Plans the future welfare of the City and all departmental activities and organizations.
- 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 develop a diverse pipeline of highly qualified talent and future leaders.
- Actively promotes a culture committed to continuous improvement.
- Sets high-performance standards; provides honest and constructive feedback when expectations and results are not achieved; and renders timely personnel decisions as needed.
- Demonstrates a genuine concern for the success of the City by modeling selfless 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.
- May be required to participate and/or facilitate training to support departmental or City initiatives and requirements.
- May be required to work alternate hours as necessary for the efficient operation of the department.
- Position is designated as Mission Critical.

ADDITIONAL FUNCTIONS:

- Performs related work as required.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

- Master's degree from an accredited university specializing in Municipal Management, Public Administration, or related field.
- Five years of progressively responsible senior administrative and leadership experience in municipal administration.

OR

- Bachelor's degree from an accredited four-year college or university.
- Seven years of progressively responsible senior administrative and leadership experience in municipal administration.

SPECIAL REQUIREMENTS:

- Must possess and maintain a valid driver's license.
- Must maintain a valid telephone number.
- Completion of Certified Public Manager (CPM) or completion within three years of employment.
- Budgeting and finance experience is strongly preferred.
- A Master's Degree in a relevant field is preferred.
- May be required to pass an elevated background check provided by the City of Lakeland Police Department upon hire.

KNOWLEDGE, SKILLS, ABILITIES:

- 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, the City Commission, and other public officials.
- Ability to maintain effective public relations.

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS:

- Requires sedentary work that involves walking or standing sometimes, exerting up to 10 pounds of force regularly, and routine keyboard operations.
- The job risks exposure to no significant environmental hazards.

- The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

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City of Lakeland, Civil Service
Lakes and Stormwater Manager

CLASS CODE	2069	SALARY	\$42.11 - \$63.16 Hourly \$3,368.61 - \$5,052.94 Biweekly \$7,298.66 - \$10,948.04 Monthly \$87,583.96 - \$131,376.47 Annually
ESTABLISHED DATE	March 22, 2011	REVISION DATE	December 18, 2023

GENERAL DESCRIPTION OF CLASS

Performs administrative, managerial, and supervisory work involving the planning, organizing and management of the Public Works Lakes & Stormwater Division. 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; monitoring and ensuring 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. The responsibilities include using 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:

- 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 stormwater utility program.
- Administers the City's USEPA-NPDES permit activities.
- Enforces NPDES regulations and coordinates city MS4 permits 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 to restore and manage lakes and pollution abatement measures for stormwater discharges into lakes and streams.
- Prepares and administers the division budget and assists in preparing 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, and reviewing mail and literature.

- Assists in implementing 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):

- Bachelor's degree from an accredited four (4) year college or university in Environmental Engineering, Natural or Environmental Sciences, Chemistry, Engineering, or a related field.
- Five (5) years of experience with stormwater and water quality issues, planning, and implementing resource management programs.
- Three (3) years in a supervisory or management capacity.

An equivalent combination of education, training, and experience which provide the necessary knowledge, skills, abilities, necessary for success in the target position may be considered.

SPECIAL REQUIREMENTS:

- Must possess and maintain a valid driver's license.
- Must possess and maintain a valid telephone number.
- Experience in aquatics, lakeshore management, and street construction highly desired.

KNOWLEDGE, SKILLS, ABILITIES:

- 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 the 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 regularly, and routine keyboard operations.
- Requires routine work in the outdoor environment in all weather conditions.
- The job risks exposure to wastewater and other pollutants in surface and stormwater 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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City of Lakeland, Civil Service
Chief Accountant

CLASS CODE	2009	SALARY	\$38.28 - \$57.42 Hourly \$3,062.41 - \$4,593.61 Biweekly \$6,635.21 - \$9,952.82 Monthly \$79,622.55 - \$119,433.83 Annually
ESTABLISHED DATE	March 21, 2011	REVISION DATE	March 06, 2024

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 preparing statements and reports. Supervision is exercised directly or through subordinate supervisors over all employees of the unit. Work assignments are received in the general form indicating desired results, 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 various internal automatic checks.

ESSENTIAL 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 prepares regular and special fiscal and statistical statements and reports.
- Directs the pre- 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 control receipts and expenditures.
- Confers with administrative personnel regarding interpreting 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, administering, and preparing 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):

- Bachelor's degree from an accredited four (4) year college or university in Accounting,
- Four (4) years experience in accounting and fiscal operations.
- Two (2) years of general supervisory experience.

SPECIAL REQUIREMENTS:

- Must possess a valid driver's license.
- Must maintain a valid telephone number.
- CPA preferred.

KNOWLEDGE, SKILLS, ABILITIES:

- 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 analyzing, developing, and administering various financial applications in Client/Server environments, 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 regularly, 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 of Lakeland, Civil Service
City Attorney

CLASS CODE	1051	SALARY	\$79.00 - \$134.30 Hourly \$6,320.21 - \$10,744.37 Biweekly \$13,693.78 - \$23,279.46 Monthly \$164,325.38 - \$279,353.56 Annually
ESTABLISHED DATE	March 14, 2011	REVISION DATE	March 01, 2024

GENERAL DESCRIPTION OF CLASS

This is highly responsible, professional, and administrative work involving legal counseling and legal representation for the City Commission and administrative staff, as well as 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:

- 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 supervising 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 alternate hours as necessary for the efficient operation of the department.
- Position is designated as Mission Critical.

ADDITIONAL FUNCTIONS:

- Performs related work as required.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

- 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.
- Five (5) years of progressively responsible legal experience in local government.

An equivalent combination of education, training, and experience that provides the necessary knowledge, skills, abilities, and other competencies necessary for success in the target position

SPECIAL REQUIREMENTS:

- Must possess a valid driver's license.
- Must maintain a valid telephone number.
- Completion of Certified Public Manager (CPM) within three (3) years.

KNOWLEDGE, SKILLS, ABILITIES:

- Extensive knowledge of the City of Lakeland's Ordinances, Charter provisions, and State, Federal, and Constitutional Law.
- Extensive knowledge of judicial procedures, rules of evidence, and legal research methods.
- Extensive knowledge of established precedents and sources of legal reference applicable to municipal activities.
- Extensive knowledge of administrative and personnel law related to the City of Lakeland.
- Skill in researching complex legal problems and preparing 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 processes, 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 regularly, and routine keyboard operations.
- The job risks exposure to no significant environmental hazards.

- 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 of Lakeland, Civil Service
Finance Director

CLASS CODE	1033	SALARY	\$79.00 - \$134.30 Hourly \$6,320.21 - \$10,744.37 Biweekly \$13,693.78 - \$23,279.46 Monthly \$164,325.38 - \$279,353.56 Annually
ESTABLISHED DATE	March 14, 2011	REVISION DATE	April 04, 2024

GENERAL DESCRIPTION OF CLASS

This is senior executive-level work in the administration and management of the City's Finance Department. 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 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:

- Develops, communicates, and executes strategic business plans and objectives in alignment with the City's vision, mission, and values.
- Leverages succession management strategies to develop 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 the work of subordinates as required.
- Supervises the Assistant Finance Director, Division Directors, City Clerk, and other management personnel and reviews performance.
- Sets high-performance standards; provides honest and constructive feedback when expectations and results are not achieved; and renders timely personnel decisions as needed.
- Promotes a culture committed to continuous improvement.
- Maintains 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 debt issuance.
- Provides input and assists with developing various legal and bond disclosure documents associated with debt issuance and refinancing debt, including 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 annual budget preparation.
- Ensures compliance with TRIM statute.
- Attends City Commission meetings and Commission Committee meetings and advises the City Commission, City Manager, and Department Directors concerning financial matters.
- Acts as City Clerk when required.
- Prepares oral and written reports to the City Manager, 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.
- 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 selfless 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.
- May be required to work alternate hours as necessary for the efficient operation of the department.
- Position is designated as Mission Critical.

ADDITIONAL FUNCTIONS:

- Performs related work as required.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

- Bachelor's Degree from an accredited college or university in Accounting.
- Eight (8) years of progressively responsible experience, of which four (4) years shall be in a management capacity.

An equivalent combination of education, training, and experience that provides the knowledge, skills, abilities, and other competencies necessary for success in the target position

SPECIAL REQUIREMENTS:

- Must possess a valid driver's license.
- Must maintain a valid telephone number.
- Persons holding an active designation of Certified Public Accountant (CPA) will be given preference in the selection process.
- Completion of Certified Public Manager (CPM) or completion within three (3) years.

KNOWLEDGE, SKILLS, ABILITIES:

- Thorough knowledge of municipal accounting principles and procedures as applied to a complex municipal accounting system involving many complicated transactions.
- Thorough knowledge of applicable laws, regulations, procedures, and processes governing the City government's receipt, custody, expenditure, and accounting of monies.

- Thorough knowledge of modern office practices, procedures, and equipment, including PCs and related software applications.
- Ability to plan, organize, direct, and supervise the work of Departmental personnel most efficiently and productively 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 judgment and competent decision-making in administering the Department and handling the City's financial affairs.

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS:

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

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City of Lakeland, Civil Service
Internal Auditor

CLASS CODE	1063	SALARY	\$50.10 - \$80.17 Hourly \$4,008.36 - \$6,413.36 Biweekly \$8,684.78 - \$13,895.61 Monthly \$104,217.31 - \$166,747.27 Annually
ESTABLISHED DATE	March 21, 2011	REVISION DATE	April 03, 2024

GENERAL DESCRIPTION OF CLASS

The Internal Auditor is a senior leadership position directing and coordinating the City's systematic, independent internal audit functions and related activities while displaying a commitment to the welfare and success of the department, organization, and City. An employee in this classification performs internal reviews, including financial, operational, compliance, and investigative audits, to successfully execute strategic business plans and internal auditing objectives. All internal audit work is reviewed periodically by an internal audit steering committee. The Assistant City Manager evaluates performance through reports, conferences, and results obtained.

ESSENTIAL 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 develop a diverse pipeline of highly qualified talent and future leaders.
- Promotes a culture committed to continuous improvement.
- Sets high-performance standards; provides honest and constructive feedback when expectations and results are not achieved; and renders timely personnel decisions as needed.
- Demonstrates genuine concern for the success of the Department and City, modeling selfless 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.
- Establishes and updates an annual internal audit plan, including objectives, goals, and schedules for completion.
- Reviews and approves all internal audit reports, including supporting audit working papers and issues reports.
- Maintains internal audit report control showing findings disposition and acting on recommendations.
- Establishes complete files of all audit reports, working papers, and other materials.
- Supervises and engages the internal audit staff to exemplify a commitment to excellence.
- Ensures adherence to Generally Accepted Auditing Standards, Governmental Auditing Standards, and the Code of Professional Ethics (AICPA, GASB, and the Institute of Internal Auditors).
- Provides advice and assistance on policies, procedures, internal controls, operating practices, and financial responsibilities and employs creative problem-solving methods to identify and propose alternative solutions as necessary.
- Serves on committees and task forces, and other related endeavors as required.

- Assists the external auditors during the annual audit of financial statements.
- Assists the external auditors during the bi-annual State of Florida Sales and Use Tax audits.
- May be required to work alternate hours as necessary for the efficient operation of the department.
- Position is designated as Mission Critical.

ADDITIONAL FUNCTIONS:

- Performs related work as required.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

- Bachelor's degree from an accredited four (4) year college or university in Accounting, Finance, or Business Administration.
- Five (5) years of professional auditing, accounting, or related experience; 2 years of the required experience must be auditing experience in a governmental environment.
- Three (3) years in a supervisory capacity while in the accounting or auditing field.
- Possess a valid and current Certified Internal Auditor or Certified Public Accountant designation.
- Necessary CPE under *Government Auditing Standards* issued by the Comptroller General of the United States of America requirements.

SPECIAL REQUIREMENTS:

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

KNOWLEDGE, SKILLS, ABILITIES:

- Thorough knowledge of auditing methodology, procedures, and techniques.
- Comprehensive knowledge of accounting and auditing.
- Knowledge of advanced management principles and administrative systems.
- Understanding of fundamental EDP concepts.
- Proficient in the use of word processing (Word) and spreadsheet (Excel) software applications
- Ability to learn and use other operating software applications (Oracle, PeopleSoft, etc.)
- Ability to employ professional standards in auditing programs, activities, and functions.
- Ability to plan, direct, and supervise the work of subordinate personnel to achieve measurable results through effective use of performance management, goals, and coaching.
- Ability to build effective partnerships to sustain long-term relationships with co-workers, other city employees, and the general public.
- Ability to rapidly acquire working knowledge of the organization and environment and commit to continuous improvement.
- Ability to communicate strategically and timely and express ideas clearly, verbally and in writing, on all relevant business and people issues as they impact municipal operations.
- Ability to maintain professionalism and objectivity in the performance of audit activities.

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS:

- Requires sedentary work that involves walking or standing sometimes, exerting up to 10 pounds of force on a recurring basis and routine keyboard operations.
- The job risks exposure to bright/dim light, traffic, dust, 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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Other Class Spec Information 1



City of Lakeland, Civil Service
Public Works Director

CLASS CODE	1028	SALARY	\$63.41 - \$101.46 Hourly \$5,073.08 - \$8,116.93 Biweekly \$10,991.68 - \$17,586.68 Monthly \$131,900.13 - \$211,040.20 Annually
ESTABLISHED DATE	March 14, 2011	REVISION DATE	July 14, 2023

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 Public Works Department divisions. The Director is also responsible for determining major departmental policies, planning long-term programs, and 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, the 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:

- Coordinates Public Works activities with Federal, State, and County governments and with other City departments in areas of mutual interest.
- Reviews engineering plans, 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 unusual or special design problems; inspects construction projects for quality control and the 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 limits imposed by codes, ordinances, or policy.
- May be required to work alternate hours as necessary for the efficient operation of the department.

- Position designated as Mission Critical.

ADDITIONAL FUNCTIONS:

- Performs related work as required.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

- Graduation from an accredited four (4) year college or university, majoring in Civil Engineering, Public or Business Management.
- Five (5) years of supervisory and administrative experience in the management of public works operations.

An equivalent combination of education, training, and experience which provides the knowledge, skills, abilities, and other competencies necessary for success in the target position may be considered.

SPECIAL REQUIREMENTS:

- Must possess and maintain a valid driver's license.
- Must maintain a valid telephone number.
- Completion of Certified Public Manager (CPM) or completion within three (3) years of employment.
- May be required to pass an elevated background check provided by the City of Lakeland Police Department upon hire.

KNOWLEDGE, SKILLS, ABILITIES:

- Extensive knowledge of modern principles and practices of management as applied to the design, construction, and maintenance of streets, stormwater 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 developing and managing public works.
- Ability to effectively communicate with the general public and the news media concerning the department's policies, problems, and responsibilities.
- 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 morale, and public image.
- Ability to express ideas on professional and technical subjects 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 10 pounds of force regularly, and routine keyboard operations.
- The job risks exposure to no significant environmental hazards.
- The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

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