

RESOLUTION NO. 13 – 88

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA APPROVING THE JOB DESCRIPTION, APPLICABLE STARTING SALARY AND APPLICABLE PERFORMANCE STANDARDS FOR A NEWLY CREATED LOCAL HEARING AND PUBLIC RECORDS COORDINATOR POSITION IN THE CITY CLERK’S OFFICE; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Doral City Clerk’s Office is seeking to create a new Local Hearing Officer and Public Records Coordinator position; and

WHEREAS, pursuant to Section 2.7 of the City Code, Staff respectfully requests that the City Council approve the job description, applicable starting salary, and applicable performance standards for the newly created Local Hearing and Public Records Coordinator position in the City Clerk’s Office (Exhibit “A”).

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

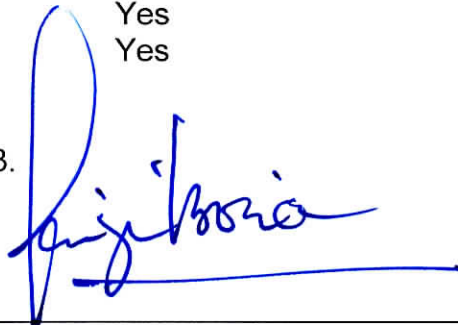
Section 1. The City Council hereby approves the job description, applicable starting salary, and applicable performance standards for the newly created Local Hearing and Public Records Coordinator in the City Clerk’s Office as presented in Exhibit “A” herein.

Section 2. This Resolution shall become effective immediately upon its adoption.

The foregoing resolution was offered by Councilwoman Fraga who moved its adoption. The motion was seconded by Councilwoman Rodriguez and upon being put to a vote, the vote was as follows:

Mayor Luigi Boria	No
Vice Mayor Bettina Rodriguez-Aguilera	Yes
Councilwoman Christie Fraga	Yes
Councilwoman Ana Maria Rodriguez	Yes
Councilwoman Sandra Ruiz	Yes

PASSED and ADOPTED this 21st day of August, 2013.



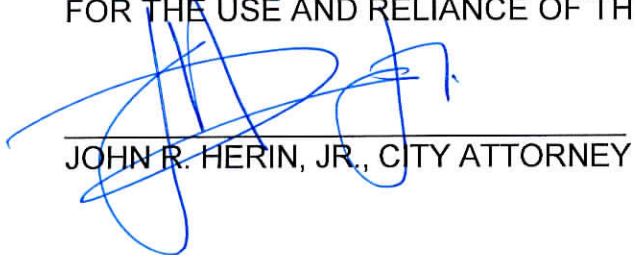
LUIGI BORIA, MAYOR

ATTEST:



BARBARA HERRERA, CITY CLERK

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



JOHN R. HERIN, JR., CITY ATTORNEY

EXHIBIT “A”

**Local Hearing and
Public Records Coordinator
(Office of the City Clerk)
Starting Salary \$34,978.00**

GENERAL PURPOSE

Acts in the capacity of Local Hearing and Public Records Coordinator for red-light camera local hearings. Serves as Clerk for the City's red-light camera hearings. Assists with the management and retention of public records produced during said hearings and assists the City Clerk with responding to public records requests received by the Office of the City Clerk. Performs administrative, secretarial and clerical work for the City Clerk and any other person as designated by the City Clerk.

CLASSIFICATION IDENTIFICATION

EEOC-6: Administrative Support FLSA Classification: Non-Exempt, full-time, 37.5 hour work-week

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervision of the City Clerk and direct supervision of the Assistant to the City Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Acts in the capacity of Local Hearing and Public Records Coordinator for the City's red-light camera hearings which consists of:
 - Serving as the Clerk for all red-light camera local hearings.
 - Scheduling and noticing said local hearings.
 - Maintaining the records of said local hearings pursuant to the laws of the State of Florida and the City of Doral City Code.
 - Assisting with any other responsibilities related to said local hearings as directed by the City Clerk.
- Assists the City Clerk with city-wide records storage.
- Responsible for tracking and responding to public records requests received by the Office of the City Clerk.
- Assists with all bid openings.
- Performing secretarial and administrative work as directed by the City Clerk.
- Answers calls for the Office of the City Clerk
- Performs other clerical duties such as filing and maintaining office records and assists in the work of the office as assigned by the City Clerk.
- Assisting the City Clerk, when able, with responding to Councilmember requests, Councilmember travel, Councilmember meeting requests, and any other Council-related clerical duties as assigned by the City Clerk.
- Performs any other duties as assigned by the City Clerk.

MINIMUM QUALIFICATIONS

- An Associate's degree in Public Administration or related field and two (2) years of general local government experience. Bachelor's degree is desirable.
- Knowledge of records retention requirement and records management preferred.
- Must be fluent in spoken and written English. Ability to communicate in Spanish is a plus.
- Knowledge of business English, spelling, grammar, punctuation and vocabulary.
- Must be computer literate with knowledge of Microsoft Word, Excel, Power Point, etc.
- Knowledge of secretarial procedures, methods and techniques.
- Ability to meet and deal with the public and employees in a courteous, eloquent and effective manner.
- Ability to search for and compile information from files and other sources.
- Must be a non-smoker.
- The minimum requirements may be waived by the City Manager.

PERFORMANCE STANDARDS

- Demonstrates an ability to be effectively and efficiently undergo any and all necessary training to conduct the local hearings.
- Consistently attends all red-light camera local hearings and serves as the Clerk for said hearings.
- Accurately and efficiently maintains the public records of the red-light camera local hearings.
- Efficiently and effectively responds to and tracks public records requests received by the City Clerk's Office.
- Exercises immediate action to complete public records request within twenty-four hours, whenever possible, to ensure customer satisfaction.
- On own initiative, assumes and accomplishes a significant amount of work beyond the normal load of assigned duties.
- Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness.
- Continuously ensures that public record files are well-organized to ensure trouble-free accessibility.