

SPECIAL MEETING  
JANUARY 31, 2013  
12:00 P.M.

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The Lafayette County Commission met on the above date and hour for a special meeting. The meeting was held in the County Commissioner's Meeting Room in Mayo, Florida. The following members were present: Commissioner Lance Lamb, Dist. 1; Commissioner Gail Garrard, Dist. 2; Commissioner Donnie Hamlin, Dist. 3; Commissioner T. Jack Byrd, Dist. 4; and Commissioner Earnest L. Jones, Dist. 5.

**EMERGENCY MANAGEMENT TRANSFERRED TO SHERIFF'S OFFICE**

On a motion by Mr. Byrd and a second by Mr. Hamlin, the Board voted unanimously to transfer the operation of Emergency Management to the Sheriff's Office. (See Attached Proposal #1)

**ADVERTISE STAFF ASSISTANT POSITION FOR BUILDING DEPARTMENT**

On a motion by Mr. Jones and a second by Mr. Byrd the Board unanimously voted to advertise the staff position open in the Building Department. (See attached responsibilities).

**PROPERTY APPRAISER TO ASSIST IN 911 MAPPING**

On a motion by Mr. Jones and a second by Mr. Byrd the Board unanimously voted to ask the Property Appraiser's Office to assist with 911 Mapping. The budget amount to assist with this is \$10,000 annually. (See attached Proposal #3)

**PAY RAISES GIVEN TO COUNTY EMPLOYEES**

On a motion by Mr. Byrd and a second by Mr. Hamlin the Board unanimously voted to give pay adjustments to the following employees:

Scott Sadler, Public Works Director, will receive an increase of \$4000 effective immediately and another increase of \$4000 during the 2013/2014 fiscal year.

Marcus Calhoun, County Maintenance, will receive a \$1500 effective immediately and another increase of \$1500 during the 2013/2014 fiscal year.

Donald Koon, County Mechanic, will receive an increase of 10% of his current salary plus \$3000 contingent on him obtaining his CDL. The above adjustments were given to make their salaries compatible with the average salaries of their responsibilities in this geographical area.

**RESTRUCTURE SALARY RATES FOR COLLECTION SITES**

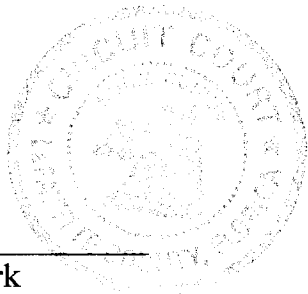
On a motion by Mr. Jones and a second by Mr. Byrd the Board voted unanimously to restructure the salary for Collection Site attendants to \$7.79 an hour. The employees currently attending the sites making more will be transferred to other positions in the Public Works Department.

**PART TIME PARAMEDIC SALARY INCREASE**

On a motion by Mr. Byrd and a second by Mrs. Garrard the Board unanimously voted to increase the part time paramedic salary to \$11.00 an hour.

**ADJOURN**

On a motion by Mrs. Garrard and a second by Mr. Byrd the Board voted unanimously to adjourn.



Handwritten signature of Lance Lamb in cursive.

\_\_\_\_\_  
Lance Lamb, Chairman

Attest:

Handwritten signature of Ricky Lyons in cursive.  
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Ricky Lyons, Clerk

Approved this 11<sup>th</sup> day of February, 2013.

Proposal #1: Effective July 1, 2013 transfer the operation of Lafayette County Emergency Management from the Board to the Sheriff. The transfer will guarantee that Donnie Land will be used in his present capacity so that he will be able to help train the Sheriff's designee upon his retirement in 2014. The Sheriff's office will be given the last quarter's budget of the 2013 County's fiscal year for Emergency Management and with the joint planning of Donnie Land and the Sheriff prepare the next year's budget for operation by the Sheriff's office.

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**JOB TITLE:** STAFF ASSISTANT

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**DEPARTMENT:** BUILDING AND ZONING

**GENERAL DESCRIPTION:**

Clerical, secretarial and staff assistant work which includes the operation of a PC keyboard. Work is performed under general supervision.

**ESSENTIAL JOB FUNCTIONS:**

- Performs duties of a staff assistant nature and participates directly in the work of the individual(s) supported. Secures details if specialized information, coordinating office and providing information regarding the services and operation of the unit. Functions as office receptionist.
- Keeps appointment calendars and schedules appointments. Receives and screens calls and refers callers to other employees. Take notes and minutes of conferences, meetings and functions as required.
- Prepares forms and composes letters. Sets up and maintains specialized office files. Files letters, reports and related technical information in the prescribed manner. Assembles information for others use. Opens, prioritizes and processes mail.
- Types using PC-based word processing software and processes letters, forms, reports, schedules, manuals, booklets, requisitions, purchase orders and related paperwork. Types information or enters data into computer containing technical terminology. Retrieves data for report.
- Performs research and retrieval of records. Conducts statistical comparisons of information. Assists in the preparation and maintenance of department records. Maintain office supplies.
- Perform other duties as assigned by supervisor.

(These essential job duties are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

Note: See attached addendum for additional job responsibilities.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of business English, spelling and punctuation
- Knowledge of office practices and procedures
- Knowledge of mathematics
- Ability to gain knowledge of the unit's policies, procedures and practices
- Ability to establish and maintain effective working relationships with employees and the public
- Ability to access, input and retrieve information from a computer

- Ability to communicate using writing, speaking, hearing and visual skills
- Ability to type at the rate prescribed
- Skill in the operation of a PC, keyboard and typewriter
- Skill in the use of taking dictation or of transcription from a Dictaphone (if required)

**EDUCATION AND EXPERIENCE:**

- High school graduation or possession of an acceptable equivalency diploma
- One (1) year work experience involving secretarial/clerical duties including the operation of a personal computer, keyboard, or similar data equipment
- (A comparable amount of training, education or experience may be substituted for the above minimum qualifications)

**LICENSES, CERTIFICATONS OR REGISTRATIONS:**

- None

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to access, input and retrieve information from a computer
- Ability to access file cabinets for filling and retrieve of data
- Ability to sit at a desk and view a display screen for extended periods of time
- Ability to answer a telephone

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment
- (reasonable accommodation will be made for otherwise qualified individuals with a disability)

**COMPENSATION:**

- Starting salary: Minimum of \$20,000 annually
- Probation period – six months
- 10% salary increase after six (6) months probation period
- Pay - bi-weekly
- Full time position 40 hours per week – full benefits

Lafayette County Commission Staff Assistant

Job Responsibilities Addendum

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Solid Waste Commercial accounts billing

Healthcare Responsibility Act County Coordinator/Billing

Community Center Scheduling/ Coordination of Custodians

Ordering Clerk for County custodial supplies

Industrial Park Billing and County Liaison for the Industrial Park

Building Official Assistant

911 Addressing ( Grant writing, mapping, addressing. Note: this responsibility done under the supervision of the Property Appraiser)

Other duties that maybe assigned

Proposal #3: The 911 addressing/mapping will be coordinated by the Property Appraiser. The Property appraiser position assigned to this task will work closely with the Board Staff Assistant that is assigned to this responsibility with the goal of not having just one person with the knowledge of the software program. The beginning date of this proposal will be determined by the Property Appraiser. The Board will provide the Property Appraiser \$10000 per budget year to cover employee salary and benefits for this position. Training and other program expense will be as needed.

The 911 administration and grant writing for the implementation of the dispatching will be done by the Sheriff with a budget amount to be brought to the Board at a future date.

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