

RESOLUTION NO. 2020-008

A RESOLUTION OF THE MAYOR AND THE VILLAGE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, APPROVING THE JOB DESCRIPTION, APPLICABLE SALARY SCALE AND APPLICABLE PERFORMANCE MEASURES AND METRICS FOR ACCREDITATION COORDINATOR; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the approved and adopted 2019–2020 Fiscal Year Budget for the North Bay Village (the “Village”) contemplated the creation and provided funding for certain new employee positions; and

WHEREAS, Staff has recommended approval of the job descriptions salary scales, and performance measures and metrics, associated with the accreditation coordinator position, as provided in the January 31, 2020 Memorandum from the Human Resources Department, which is attached hereto as Exhibit “A” and incorporated herein and made a part hereof by this reference; and

WHEREAS, staff has recommended the Commission approved the foregoing positions.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMISSION OF THE NORTH BAY VILLAGE, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

Section 2. Approval. The job descriptions, salary scales, and performance measures and metrics associated with the “Accreditation Coordinator,” as provided in Exhibit “A”, are hereby approved.

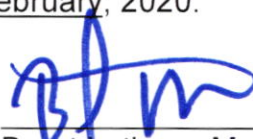
Section 3. Implementation. The Village Manager and the Village Attorney are hereby authorized to take such other action as is necessary to implement the provisions of this Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution was offered by Commissioner Strout who moved its adoption. The motion was seconded by Commissioner Jackson and upon being put to a vote, the vote was as follows:


| | |
|-------------------------------|------------|
| Mayor Brent Latham | <u>YES</u> |
| Vice Mayor Marvin Wilmoth | <u>YES</u> |
| Commissioner Jose R. Alvarez | <u>YES</u> |
| Commissioner Andreana Jackson | <u>YES</u> |
| Commissioner Julianna Strout | <u>YES</u> |

PASSED AND ADOPTED on this 11th day of February, 2020.



 Brent Latham, Mayor

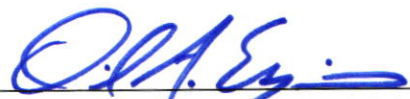
ATTEST:



 Elora Riera, CMC
 Village Clerk



APPROVED AS TO LEGAL SUFFICIENCY:



 Weiss Serota Helfman Cole & Bierman, PL
 VILLAGE ATTORNEY

Position Description

Police Accreditation Coordinator – Part-Time

Classification Identification: Hourly/Part-Time

Pay: \$28.00 p/hr

General Purpose

This technical and administrative position is responsible for the pro-active coordinator of the accreditation and re-accreditation program which includes reviewing, analyzing, interpreting and implementing amended and/or new accreditation standards and determining how to author and integrate policy into the department in order to remain compliant with the Commission of Florida Accreditation standards (CFA). The position requires the processing and understanding of complex, opaquely-defined issues relating to the accreditation standards and processes, which entails utilizing knowledge and experience of the process with considerable autonomy to complete critical tasks. Employee provides support and guidance to the Accreditation Manager in areas of development and training for regulated practices, and effective performance measurements. Data gathering plays an ancillary role in many of the processes undertaken by this position. Employee keeps open communication with the Police Chief, Command staff, and respective department employees on results of audits and inspections; and providing tactical recommendations to the entire team on non-compliance issues and findings. Position requires considerable latitude, quick initiative and independent judgment in the planning, scheduling, and execution of time sensitive tasks. Work may be reviewed and measured through levels of success accomplishing the accreditation goals of the Department.

Essential Duties and Responsibilities

- Assists in the direction of the strategic planning of accreditation re-certification of the Police Department.
- Assists the management of accreditation cycles and full assessment compliance register.
- Ensures that departmental program operations are in compliance with professional accreditation standards, departmental standard operating procedures and State/Federal mandates.
- Identifies, verifies, and reconciles compliance with established departmental regulations.
- Recommends changes to policies and procedures when indicated by accreditation updates, changes or modifications.
- Co-drafts new departmental policies, and document templates.
- Communicates and distributes any necessary updates to key personnel.
- Ensures that the standard format for policies to be reviewed and revised on a scheduled basis.
- Manages, and trains personnel on the use of the accreditation software Power-DMS.
- Creates, and maintains accurate, up-to-date accreditation records and files with timely reporting.
- Analyzes, and evaluates reports/evaluations submitted by all sworn members for accuracy and compliance.
- Suggests corrections for any noted deficiencies through training, or other administrative measures.
- Serves as fact-checker on any concerned internal or general policies.
- Prepares, updates, and submits required reports, documents and forms pursuant to applicable accreditation regulations and in accordance with department policies and procedures to the CFA office.
- Conducts, and prepares reports for random, unannounced inspections of departmental personnel, and facilities for the purpose of assessing compliance with accreditation standards.