

**LAFOURCHE PARISH GOVERNMENT
CIVIL SERVICE BOARD
PUBLIC HEARING NOTICE**

A public meeting of the Lafourche Parish Government Civil Service Board will be held on **Wednesday, May 15, 2019 at 5:30 P.M.** in the Civil Service meeting room located in the Lafourche Agriculture Building, 402 West 5th Street, Thibodaux, LA. A public hearing will be held at this meeting to hear public comments regarding the following:

1. Amending the Solid Waste Deputy Coordinator III job description. *(Attachment A)*
2. Abolishing the Solid Waste Deputy Coordinator I and Solid Waste Deputy Coordinator II positions and job descriptions from the Civil Service system. *(Attachment B)*
3. Abolishing the Solid Waste Inspector I, Solid Waste Inspector II, and Solid Waste Inspector III positions and job descriptions from the Civil Service system. *(Attachment C)*
4. Amending the Accounting Manager job description. *(Attachment D)*
5. Adding a Controller position and job description into the Civil Service system. *(Attachment E)*

If you should have any questions regarding the above, please call the Civil Service Director at (985) 446-8427.

Sheila B. Boudreaux
Civil Service Director

Marcel Lovelace, Chairman
Civil Service Board

ATTACHMENT "A"



LAFOURCHE PARISH GOVERNMENT Classified Job Description

Job Title: Solid Waste Deputy Coordinator III
Reports To: Solid Waste Manager
FLSA Status: Non-Exempt
Pay Grade Level: ~~7~~ **8**

Department: ~~Public Works~~
Division: ~~Solid Waste~~ **Location:** Administration Building
Classification: ~~Full Time/Civil Service~~
Approved By: ~~Public Works Administrator~~ **Date of Approval:** ~~October 2002~~

Job Summary: Responsible for the performance of a variety of extensive and complex clerical and administrative duties required in the daily administration of the Lafourche Parish Solid Waste Division which includes clerical administration of Lafourche Parish nuisance abatement ordinances, recycling program, solid waste and sanitation **public street lighting** programs, providing information to callers, and relieving supervisory personnel of routine clerical and administrative work ~~by performing the following duties.~~

~~ESSENTIAL DUTIES AND RESPONSIBILITIES~~

~~The essential duties and responsibilities include the following:~~

Essential Responsibilities: Below are brief samples of common duties associated with this job title. Not all possible tasks are included. Other additional departmental duties may be assigned by the Supervisor or Manager of the department.

- Reads and routes incoming mail. Locates and attaches appropriate file/back-up information to correspondence to be answered by the Solid Waste Manager
- Composes and types routine correspondence
- Reviews mathematical accuracy of all invoices submitted to ensure that all are within budgetary limitations and sufficient for subsequent completion of annual audit
- Provides customer/citizen services ~~in the administration of the various Lafourche Parish Nuisance Abatement Ordinances~~ by specifically performing the following:

Abatement of Tall Grass, Trash, Junk, etc.

- Receives and processes complaint from the initial inspection through to compliance with the ordinance; Administrative efforts include determining property owner(s), issuance of citation, monitoring of allowed time periods for compliance, and performing follow-up activities to effect compliance with the ordinances. **Performs property inspections and files inspection reports and photographs for corrective action**
- Maintains docket of compliance activities for subsequent response to inquiries from supervisors, elected officials, and complainants as to the status of each complaint
- Prepares status reports on activity, as requested
- Provides general procedural information to complainants

Solid Waste Complaints/Requests

- Provides general service information in attempt to resolve complaint/request immediately
- Forwards solid waste complaint/request form to solid waste contractor for remedying

- Prepares and submits monthly complaint/request activity report to Solid Waste Manager
- Prepares and submits monthly house count and complaint/request activity report on behalf of the Solid Waste Manager to the Director of Public Works, the Parish Council, and the Office of the Parish President
- **Monitors the collection of waste tires at the Lafourche Parish Waste Tire Collections facilities to ensure compliance with federal, state, and local parish laws and ordinances**

Animal Control

- Receives complaint/request from complainant and completes written forms for documentation of inquiry; Provides general service information in attempt to resolve complaint/request immediately
- Forwards complaint form to Lafourche Parish Sheriff's Office for handling
- Maintains records of all complaints received and corrective action taken for subsequent response to inquiries from supervisors, elected officials, and complainants as to the status of each complaint
- Prepares activity status reports, when requested

Public Works/Public Health/Environmental/Street Lighting

- Receives complaint/request from complainant and completes written forms for documentation of inquiry; Provides general service information in attempt to resolve complaint/request immediately
- Forwards complaint/request form to appropriate agency for remedying
- Maintains records of all complaints/requests received and action taken for subsequent response to inquiries from supervisors, elected officials, and complainants as to the status of each complaint/request
- Prepares and submits monthly complaint/request activity reports to Solid Waste Manager
- **Receives and processes requests for public street lighting which includes inspection of proposed location and determination of compliance with provisions of the Lafourche Parish Street Lighting Ordinance; notifies requesting party of status of request, facilitates request and installation**

- ~~Coordinates the administrative activities in the operation and maintenance of the community sewerage systems by reviewing applications for connection to the systems; overseeing the billing and collection of sewer user fees; and, maintaining and monitoring the operation and maintenance budget for sewerage systems~~
- Completes or requisitions studies to improve or update nuisance abatement ordinances and codes
- Testifies at hearings regarding remediation of violations
- Receives, records, and submits all accounts receivables to the Finance Department
- Assists in the preparing of bid specifications and associated documents for the purchase of supplies, equipment, and/or materials needed in facilitation of the solid waste programs
- Assists in the preparation of the annual maintenance and operation budgets
- Organizes and maintains file system and files correspondence and other records; ensures the completion of reports and proper maintenance of comprehensive records concerning all nuisance abatement activities for use by administrative and judicial authorities
- Analyzes and organizes office operations and procedures such as preparation of payrolls, personnel, information management, filing systems, requisition of supplies, and other clerical services
- Maximizes office productivity through proficient use of appropriate software applications
- Researches and develops resources that create timely and efficient workflow
- Performs the job duties of other clerical personnel during the event of an absence which may primarily include answering all in-coming telephone calls, greeting visitors and notifying persons being visited; and responding to routine public inquiries concerning operations and procedures of government-related functions within scope of knowledge or refers to appropriate employee for response
- Must have thorough knowledge of the methods, practices, and procedures in general office practices and procedures, which also include proficiency in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; thorough knowledge of computer word processing software (~~Corel WordPerfect 7.0., Excel 7.0, Quattro Pro 8, and Lotus 123, preferred~~), business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.

- Ability to **use word processing** type at least 60 words per minute and possess skills in proper formatting of a variety of correspondence, reports, and other materials.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate production of documents and the ability to meet deadlines.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

NOTE: All parish government employees in a declared emergency shall be considered essential personnel

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

~~Customer Service~~ — Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

~~Interpersonal Skills~~ — Maintains confidentiality.

~~Oral Communication~~ — Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

~~Written Communication~~ — Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

~~Teamwork~~ — Balances team and individual responsibilities.

~~Dependability~~ — Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

~~Initiative~~ — Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Supervisory Responsibilities: May supervise part-time, temporary, and permanent clerical staff in the performance of job duties.

QUALIFICATIONS

Minimum Qualification: Associate degree or higher from college or university or a completion from a technical school

Substitution 1: Five (5) years related experience and/or training

Substitution 2: Equivalent combination of education and experience

*Incumbent of this position must complete assigned certification training courses necessary to comply with state and federal regulations.

A valid driver's license issued by a state other than Louisiana is acceptable for application; however, once an employment offer is extended for a position, an applicant will have thirty (30) days to obtain the required Louisiana license. Failure to obtain a Louisiana driver's license will disqualify an applicant from permanent employment in any position.

JOB SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Language Skills: Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to vendors, elected officials, supervisors, the general public, and other employees of the Lafourche Parish Government.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed and complex written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.



**LAFOURCHE PARISH GOVERNMENT
Classified Job Description**

SOLID WASTE DEPUTY COORDINATOR I

Department:	Public Works	Reports To:	Solid Waste Manager
Division:	Solid Waste	Location:	Administration Building
FLSA Status:	Non-Exempt	Classification:	Full-Time/Civil Service
Approved By:	Public Works Administrator	Date of Approval:	October 2002
Pay Grade Level:	5		

JOB SUMMARY

Responsible for the performance of a variety of routine and basic clerical duties required in the daily administration of the Lafourche Parish Solid Waste Division which includes clerical administration of Lafourche Parish nuisance abatement ordinances, recycling program, solid waste and sanitation programs, providing information to callers, and relieving supervisory personnel of routine clerical and administrative work by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Reads and routes incoming mail. Locates and attaches appropriate file/back-up information to correspondence to be answered by the Solid Waste Manager
- Composes and types routine correspondence
- Provides customer/citizen services in the administration of the various Lafourche Parish Nuisance Abatement Ordinances by specifically performing the following:

Abatement of Tall Grass, Trash, Junk, etc.

- ▶ Receives and processes complaint from the initial inspection through to compliance with the ordinance
- ▶ Maintains docket of compliance activities for subsequent response to inquiries from supervisors, elected officials, and complainants as to the status of each complaint
- ▶ Prepares status reports on activity, as requested
- ▶ Provides general procedural information to complainants

Solid Waste Complaints/Requests

- ▶ Provides general service information in an attempt to resolve complaint/request immediately
- ▶ Forwards solid waste complaint/request form to solid waste contractor for remedying

- ▶ Prepares and submits monthly complaint/request activity report to Solid Waste Manager

Animal Control

- ▶ Receives complaint/request from complainant and completes written forms for documentation of inquiry; Provides general service information in attempt to resolve complaint/request immediately
- ▶ Forwards complaint form to Lafourche Parish Sheriff's Office for handling
- ▶ Maintains records of all complaints received and corrective action taken for subsequent response to inquiries from supervisors, elected officials, and complainants as to the status of each complaint
- ▶ Prepares activity status reports, when requested

Public Works/Public Health/Environmental/Street Lighting

- ▶ Receives complaint/request from complainant and completes written forms for documentation of inquiry; Provides general service information in attempt to resolve complaint/request immediately
- ▶ Forwards complaint/request form to appropriate agency for remedying
- ▶ Maintains records of all complaints/requests received and action taken for subsequent response to inquiries from supervisors, elected officials, and complainants as to the status of each complaint/request
- ▶ Prepares and submits monthly complaint/request activity reports to Solid Waste Manager
- Organizes and maintains file system and files correspondence and other records; ensures the completion of reports and proper maintenance of comprehensive records concerning all nuisance abatement activities for use by administrative and judicial authorities
- Handles purchasing of supplies and equipment

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Performs the job duties of other clerical personnel in the event of an absence which may primarily include answering all in-coming telephone calls, greeting visitors and notifying persons being visited; and responding to routine public inquiries concerning operations and procedures of government-related functions within scope of knowledge or refers to appropriate employee for response
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Responds promptly to customer needs.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Listens and gets clarification.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction.

Initiative - Volunteers readily; Undertakes self-development activities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. High school diploma or general education degree (GED); or one (1) year related experience and/or training; or equivalent combination of education and experience.

Language Skills. Ability to read and comprehend basic instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to vendors, elected officials, supervisors, the general public, and other employees of the Lafourche Parish Government.

Mathematical Skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability. Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment. Incumbent of this position must complete any assigned certification training courses necessary to comply with state and federal regulations.

OTHER SKILLS AND ABILITIES

- Must have thorough knowledge of the methods, practices, and procedures in general office practices and procedures, which also include proficiency in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; thorough knowledge of computer word processing software (Corel WordPerfect 7.0., Excel 7.0, Quattro Pro 8, and Lotus 123, preferred), business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.
- Ability to type at least 40 words per minute and possess skills in proper formatting of a variety of correspondence, reports, and other materials.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.



LAFOURCHE PARISH GOVERNMENT Classified Job Description

SOLID WASTE DEPUTY COORDINATOR II

Department:	Public Works	Reports To:	Solid Waste Manager
Division:	Solid Waste	Location:	Administration Building
FLSA Status:	Non-Exempt	Classification:	Full-Time/Civil Service
Approved By:	Public Works Administrator	Date of Approval:	October 2002
Pay Grade Level:	6		

JOB SUMMARY

Responsible for the performance of a variety of moderately complex clerical and administrative duties required in the daily administration of the Lafourche Parish Solid Waste Division which includes clerical administration of Lafourche Parish nuisance abatement ordinances, recycling program, solid waste and sanitation programs, providing information to callers, and relieving supervisory personnel of routine clerical and administrative work by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Reads and routes incoming mail. Locates and attaches appropriate file/back-up information to correspondence to be answered by the Solid Waste Manager
- Composes and types routine correspondence
- Reviews mathematical accuracy of all invoices submitted to ensure that all are within budgetary limitations and sufficient for subsequent completion of annual audit
- Provides customer/citizen services in the administration of the various Lafourche Parish Nuisance Abatement Ordinances by specifically performing the following:

Abatement of Tall Grass, Trash, Junk, etc.

- ▶ Receives and processes complaint from the initial inspection through to compliance with the ordinance; Administrative efforts include determining property owner(s), issuance of citation, monitoring of allowed time periods for compliance, and performing follow-up activities to effect compliance with the ordinances
- ▶ Maintains docket of compliance activities for subsequent response to inquiries from supervisors, elected officials, and complainants as to the status of each complaint
- ▶ Prepares status reports on activity, as requested
- ▶ Provides general procedural information to complainants

Solid Waste Complaints/Requests

- ▶ Provides general service information in attempt to resolve complaint/request immediately
- ▶ Forwards solid waste complaint/request form to solid waste contractor for remedying

- ▶ Prepares and submits monthly complaint/request activity report to Solid Waste Manager
- ▶ Prepares and submits monthly house count and complaint/request activity report on behalf of the Solid Waste Manager to the Director of Public Works, the Parish Council, and the Office of the Parish President

Animal Control

- ▶ Receives complaint/request from complainant and completes written forms for documentation of inquiry; Provides general service information in attempt to resolve complaint/request immediately
- ▶ Forwards complaint form to Lafourche Parish Sheriff's Office for handling
- ▶ Maintains records of all complaints received and corrective action taken for subsequent response to inquiries from supervisors, elected officials, and complainants as to the status of each complaint
- ▶ Prepares activity status reports, when requested

Public Works/Public Health/Environmental/Street Lighting

- ▶ Receives complaint/request from complainant and completes written forms for documentation of inquiry; Provides general service information in attempt to resolve complaint/request immediately
- ▶ Forwards complaint/request form to appropriate agency for remedying
- ▶ Maintains records of all complaints/requests received and action taken for subsequent response to inquiries from supervisors, elected officials, and complainants as to the status of each complaint/request
- ▶ Prepares and submits monthly complaint/request activity reports to Solid Waste Manager
- Coordinates the administrative activities in the operation and maintenance of the community sewerage systems by reviewing applications for connection to the systems; overseeing the billing and collection of sewer user fees; and, maintaining and monitoring the operation and maintenance budget for sewerage systems
- Completes or requisitions studies to improve or update nuisance abatement ordinances and codes
- Receives, records, and submits all accounts receivables to the Finance Department
- Assists in the preparing of bid specifications and associated documents for the purchase of supplies, equipment, and/or materials needed in facilitation of the solid waste programs
- Organizes and maintains file system and files correspondence and other records; ensures the completion of reports and proper maintenance of comprehensive records concerning all nuisance abatement activities for use by administrative and judicial authorities
- Handles purchasing of supplies and equipment; and, arranges for equipment maintenance

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Performs the job duties of other clerical personnel in the event of an absence which may primarily include answering all in-coming telephone calls, greeting visitors and notifying persons being visited; and responding to routine public inquiries concerning operations and procedures of government-related functions within scope of knowledge or refers to appropriate employee for response
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills.

Written Communication - Writes clearly and informatively; Varies writing style to meet needs; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. One (1) year certificate from college or technical school; or three (3) years related experience and/or training; or equivalent combination of education and experience.

Language Skills. Ability to read and comprehend moderately complex instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to vendors, elected officials, supervisors, the general public, and other employees of the Lafourche Parish Government.

Mathematical Skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability. Ability to apply common sense understanding to carry out detailed written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment. Incumbent of this position must complete assigned certification training courses necessary to comply with state and federal guidelines.

OTHER SKILLS AND ABILITIES

- Must have thorough knowledge of the methods, practices, and procedures in general office practices and procedures, which also include proficiency in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; thorough knowledge of computer word processing software (Corel WordPerfect 7.0., Excel 7.0, Quattro Pro 8, and Lotus 123, preferred), business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.
- Ability to type at least 50 words per minute and possess skills in proper formatting of a variety of correspondence, reports, and other materials.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate production of documents and the ability to meet deadlines.

- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

ATTACHMENT "C"



LAFOURCHE PARISH GOVERNMENT Classified Job Description

SOLID WASTE INSPECTOR I

Department:	Public Works	Reports To:	Solid Waste Manager
Division:	Solid Waste	Location:	Administration Building
FLSA Status:	Non-Exempt	Classification:	Full-Time/Civil Service
Approved By:	Public Works Administrator	Date of Approval:	October 2002
Pay Grade Level:	3		

JOB SUMMARY

Inspects and monitors state and parish roadways, thoroughfares, and other public areas within the jurisdictional limits of the Lafourche Parish Government for violations to the various Parish ordinances regarding garbage, trash, junk, litter, and open burning and dumping.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Investigates complaints of illegal dumping
- Receives and investigates complaints regarding the occurrence of inappropriate handling of solid waste collection by the solid waste contractor
- Performs property inspections of violations to the various nuisance abatement ordinances and files formal inspection reports and photographs for corrective action
- Obtains evidence and prepares follow-up report concerning violations which have not been corrected
- Receives and handles requests for street lights which include inspection of proposed location and determination of compliance with the provisions of the Lafourche Parish Street Light Ordinance; notifies requesting parties of ability to install lighting; and, facilitates request and subsequent installation of lights
- Receives and responds to requests for special solid waste collection services over and above standard service procedures
- Monitors and ensures the collection of white goods (appliances); and, provides information as to collection procedures to residents, business, and industry
- Monitors the collection and disposal of waste tires at the Lafourche Parish Waste Tire Collection facilities to ensure compliance with federal, state, and local parish environmental laws and ordinances
- Provides regulatory information to citizens planning an activity that is regulated by Lafourche Parish Solid Waste and Nuisance Abatement codes and ordinances

- Provides the required inspection information to the Solid Waste Manager in sensitive cases requiring special consideration and subsequent action
- Receives and refers complaints/questions/concerns received from citizens, state and federal agencies, contractors, property owners, elected officials, and departmental supervisors regarding solid waste activities and compliance with the Parish nuisance abatement ordinances
- Performs the field inspections of the Permits Inspector, the Seismic Inspector, and the Field Investigator/Environmental Tech in either his/her absence or when workloads require assistance by reviewing permit applications and accompanying plans to determine the scope of work to be completed and the required schedule for compliance inspections; inspecting all building/activity sites to ensure that on-going construction/activity is in compliance with the terms and conditions of the permit or contractual specifications; calculating spacing and elevation footages at building/activity sites to determine compliance with applicable ordinances and codes, noting instances of noncompliance and issuing instructions for corrective action both verbally and in written form; submits reports to detailing items of noncompliance to permit holder for correction; Additional duties include:
 - ▶ Touring parish to detect unapproved or noncompliance construction/activities
 - ▶ Obtaining evidence and preparing report concerning violations that have not been corrected
 - ▶ Interpreting legal and construction requirements and recommending compliance procedures to contractors, property owners, permit holders, other applicable parties
 - ▶ Maintaining inspection records and preparing reports for use by the Permits Inspector, Seismic Inspector and the Field Investigator/Environmental Tech
 - ▶ Providing regulatory information to citizens planning an activity that is regulated by Lafourche Parish development codes and ordinances
- Receives and refers complaints/questions/concerns received from applicants for permits issued within the Division, state and federal agencies, contractors, property owners, elected officials, and departmental supervisors regarding permitting activities and compliance with the Parish development ordinances

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Routinely interprets the Lafourche Parish Nuisance Abatement Ordinances
- May testify at hearings regarding violations and compliance activities
- Assists in the completion of annual audit by retrieving departmental documents
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Listens and gets clarification.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction.

Initiative - Volunteers readily; Undertakes self-development activities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. High school diploma or general equivalency degree (GED); and one (1) year related experience and/or training; or equivalent combination of education and training in the administration of public regulatory programs. Must possess the ability to exercise independent judgment within established systems and procedures. General knowledge of Lafourche Parish laws and regulations regarding nuisance abatement requirements preferred.

Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legal documents, building plans and specifications and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment. Incumbent of this position must complete any assigned certification training courses necessary to comply with state and federal guidelines.

OTHER SKILLS AND ABILITIES

- Must possess the capability to learn the technical and professional methods, practices, and procedures in the proper administration of a comprehensive solid waste program; and, basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software (Corel WordPerfect 7.0., Excel 7.0, Quattro Pro 8, and Lotus 123, preferred), business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.
- Must possess the ability to establish and maintain effective working relationships with contractors and the general public; and work under stressful conditions and with frequent interruptions.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, stand, use hands to finger, handle, or feel; reach with hands and arms; stoop, climb, and balance; and talk, smell, and hear; The employee must occasionally lift and/or move up to 25 pounds; Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions, wet or humid conditions, moving mechanical equipment and parts, fumes, or airborne particles, toxic or caustic chemicals, and extreme heat. The noise level in the work environment is normally moderate and occasionally noisy.



LAFOURCHE PARISH GOVERNMENT Classified Job Description

SOLID WASTE INSPECTOR II

Department:	Public Works	Reports To:	Solid Waste Manager
Division:	Solid Waste	Location:	Administration Building
FLSA Status:	Non-Exempt	Classification:	Full-Time/Civil Service
Approved By:	Public Works Administrator	Date of Approval:	October 2002
Pay Grade Level:	4		

JOB SUMMARY

Inspects and monitors state and parish roadways, thoroughfares, and other public areas within the jurisdictional limits of the Lafourche Parish Government for violations to the various Parish ordinances regarding garbage, trash, junk, litter, and open burning and dumping.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Investigates complaints of illegal dumping
- Monitors the daily performance of the activities of the Parish's garbage, trash, and recycle collection contractor for compliance with the terms and conditions of the contract for services
- Receives and investigates complaints regarding the occurrence of inappropriate handling of solid waste collection by the solid waste contractor
- Performs property inspections of violations to the various nuisance abatement ordinances and files formal inspection reports and photographs for corrective action
- Issues violation notices and instructions for corrective action both verbally and in written form; submits reports to detailing items of noncompliance to property owner for correction
- Tours parish to detect unapproved or noncompliance activities
- Obtains evidence and prepares follow-up report concerning violations which have not been corrected
- Receives and handles requests for street lights which include inspection of proposed location and determination of compliance with the provisions of the Lafourche Parish Street Light Ordinance; notifies requesting parties of ability to install lighting; and, facilitates request and subsequent installation of lights
- Receives and responds to requests for special solid waste collection services over and above standard service procedures
- Monitors and ensures the collection of white goods (appliances); and, provides information as to collection procedures to residents, business, and industry

- Monitors the collection and disposal of waste tires at the Lafourche Parish Waste Tire Collection facilities to ensure compliance with federal, state, and local parish environmental laws and ordinances
- Provides regulatory information to citizens planning an activity that is regulated by Lafourche Parish Solid Waste and Nuisance Abatement codes and ordinances
- Testifies at hearings regarding violations and compliance activities
- Provides the required inspection information to the Solid Waste Manager in sensitive cases requiring special consideration and subsequent action
- Schedules requests for field inspections and maintains of inspection records; Ensures that inspection activities are closely coordinated with associated staff, engineers, contractors, and fire inspectors
- Receives and may resolve complaints/questions/concerns received from citizens, state and federal agencies, contractors, property owners, elected officials, and departmental supervisors regarding solid waste activities and compliance with the Parish nuisance abatement ordinances
- Performs the field inspections of the Permits Inspector, the Seismic Inspector, and the Field Investigator/Environmental Tech in either his/her absence or when workloads require assistance by reviewing permit applications and accompanying plans to determine the scope of work to be completed and the required schedule for compliance inspections; inspecting all building/activity sites to ensure that on-going construction/activity is in compliance with the terms and conditions of the permit or contractual specifications; calculating spacing and elevation footages at building/activity sites to determine compliance with applicable ordinances and codes, noting instances of noncompliance and issuing instructions for corrective action both verbally and in written form; submits reports to detailing items of noncompliance to permit holder for correction; Additional duties include:
 - ▶ Touring parish to detect unapproved or noncompliance construction/activities
 - ▶ Obtaining evidence and preparing report concerning violations that have not been corrected
 - ▶ Interpreting legal and construction requirements and recommending compliance procedures to contractors, property owners, permit holders, other applicable parties
 - ▶ Maintaining inspection records and preparing reports for use by the Permits Inspector, Seismic Inspector and the Field Investigator/Environmental Tech
 - ▶ Providing regulatory information to citizens planning an activity that is regulated by Lafourche Parish development codes and ordinances
- Testifies at hearings regarding permitting and compliance activities
- Schedules requests for field inspections and maintains of inspection records; Ensures that inspection activities are closely coordinated with associated staff, engineers, contractors, and fire inspectors
- Receives and resolves complaints/questions/concerns received from applicants for permits issued within the Division, state and federal agencies, contractors, property owners, elected officials, and departmental supervisors regarding permitting activities and compliance with the Parish development ordinances

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Routinely interprets the Lafourche Parish Nuisance Abatement Ordinances
- May testify at hearings regarding violations and compliance activities
- Assists in the completion of annual audit by retrieving departmental documents

- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Participates in meetings.

Written Communication - Writes clearly and informatively; Varies writing style to meet needs; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. One (1) year certificate from college or technical school; and one (1) to three (3) years related experience and/or training; or equivalent combination of education and training in the administration of public regulatory programs. Must possess the ability to exercise independent judgment within established systems and procedures. General knowledge of Lafourche Parish laws and regulations regarding nuisance abatement requirements preferred.

Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legal documents, building plans and specifications and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment. Incumbent of this position must complete any assigned certification training courses necessary to comply with state and federal guidelines.

OTHER SKILLS AND ABILITIES

- Must possess the capability to learn the technical and professional methods, practices, and procedures in the proper administration of a comprehensive solid waste program; and, basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software (Corel WordPerfect 7.0., Excel 7.0, Quattro Pro 8, and Lotus 123, preferred), business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.
- Must possess the ability to establish and maintain effective working relationships with contractors and the general public; and work under stressful conditions and with frequent interruptions.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, stand, use hands to finger, handle, or feel; reach with hands and arms; stoop, climb, and balance; and talk, smell, and hear; The employee must occasionally lift and/or move up to 25 pounds; Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions, wet or humid conditions, moving mechanical equipment and parts, fumes, or airborne particles, toxic or caustic chemicals, and extreme heat. The noise level in the work environment is normally moderate and occasionally noisy.



LAFOURCHE PARISH GOVERNMENT Classified Job Description

SOLID WASTE INSPECTOR III

Department:	Public Works	Reports To:	Solid Waste Manager
Division:	Solid Waste	Location:	Administration Building
FLSA Status:	Non-Exempt	Classification:	Full-Time/Civil Service
Approved By:	Public Works Administrator	Date of Approval:	October 2002
Pay Grade Level:	5		

JOB SUMMARY

Inspects and monitors state and parish roadways, thoroughfares, and other public areas within the jurisdictional limits of the Lafourche Parish Government for violations to the various Parish ordinances regarding garbage, trash, junk, litter, and open burning and dumping.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Investigates complaints of illegal dumping
- Monitors the daily performance of the activities of the Parish's garbage, trash, and recycle collection contractor for compliance with the terms and conditions of the contract for services
- Receives and investigates complaints regarding the occurrence of inappropriate handling of solid waste collection by the solid waste contractor
- Assesses and determines solid waste penalties
- Performs property inspections of violations to the various nuisance abatement ordinances and files formal inspection reports and photographs for corrective action
- Issues violation notices and instructions for corrective action both verbally and in written form; submits reports to detailing items of noncompliance to property owner for correction
- Tours parish to detect unapproved or noncompliance activities
- Obtains evidence and prepares follow-up report concerning violations which have not been corrected
- Interprets legal requirements and recommends compliance procedures to contractors, property owners, and other applicable parties
- Maintains inspection records and prepares reports for use by administrative or judicial authorities
- Receives and handles requests for street lights which include inspection of proposed location and determination of compliance with the provisions of the Lafourche Parish Street Light Ordinance; notifies requesting parties of ability to install lighting; and, facilitates request and subsequent installation of lights

- Receives and responds to requests for special solid waste collection services over and above standard service procedures
- Monitors and ensures the collection of white goods (appliances); and, provides information as to collection procedures to residents, business, and industry
- Monitors the collection and disposal of waste tires at the Lafourche Parish Waste Tire Collection facilities to ensure compliance with federal, state, and local parish environmental laws and ordinances
- Provides regulatory information to citizens planning an activity that is regulated by Lafourche Parish Solid Waste and Nuisance Abatement codes and ordinances
- Assists in the completion of studies to improve or update nuisance abatement ordinances and codes
- Testifies at hearings regarding violations and compliance activities
- Provides the required inspection information to the Solid Waste Manager in sensitive cases requiring special consideration and subsequent action
- Schedules requests for field inspections and maintains of inspection records; Ensures that inspection activities are closely coordinated with associated staff, engineers, contractors, and fire inspectors
- Receives and resolves complaints/questions/concerns received from citizens, state and federal agencies, contractors, property owners, elected officials, and departmental supervisors regarding solid waste activities and compliance with the Parish nuisance abatement ordinances
- Performs the field inspections of the Permits Inspector, the Seismic Inspector, and the Field Investigator/Environmental Tech in either his/her absence or when workloads require assistance by reviewing permit applications and accompanying plans to determine the scope of work to be completed and the required schedule for compliance inspections; inspecting all building/activity sites to ensure that on-going construction/activity is in compliance with the terms and conditions of the permit or contractual specifications; calculating spacing and elevation footages at building/activity sites to determine compliance with applicable ordinances and codes, noting instances of noncompliance and issuing instructions for corrective action both verbally and in written form; submits reports to detailing items of noncompliance to permit holder for correction; Additional duties include:
 - ▶ Touring parish to detect unapproved or noncompliance construction/activities
 - ▶ Obtaining evidence and preparing report concerning violations that have not been corrected
 - ▶ Interpreting legal and construction requirements and recommending compliance procedures to contractors, property owners, permit holders, other applicable parties
 - ▶ Maintaining inspection records and preparing reports for use by the Permits Inspector, Seismic Inspector and the Field Investigator/Environmental Tech
 - ▶ Providing regulatory information to citizens planning an activity that is regulated by Lafourche Parish development codes and ordinances
- Testifies at hearings regarding permitting and compliance activities
- Schedules requests for field inspections and maintains of inspection records; Ensures that inspection activities are closely coordinated with associated staff, engineers, contractors, and fire inspectors
- Receives and resolves complaints/questions/concerns received from applicants for permits issued within the Division, state and federal agencies, contractors, property owners, elected officials, and departmental supervisors regarding permitting activities and compliance with the Parish development ordinances

- Establishes production and quality control standards and obtains data regarding types, quantities, specifications, and delivery dates of products ordered
- Performs administrative activities associated with the effective management of operations, including compiling, storing, and retrieving data for reports
- Determines responsibilities of assigned organization and staff positions to accomplish business objectives
- Trains and ensures all assigned employees are aware of and comply with organizational policies, procedures, and regulations

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Routinely interprets the Lafourche Parish Nuisance Abatement Ordinances
- Assists in the preparation of the annual budget
- Assists in the completion of annual audit by retrieving departmental documents
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

May supervise part-time, temporary, and permanent staff in the performance of job duties.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. Associate degree or higher from college or university or a certificate of completion from a technical school; and three (3) to five (5) years related experience and/or training; or equivalent combination of education

and training in the administration of public regulatory programs. Must possess the ability to exercise independent judgment within established systems and procedures. General knowledge of Lafourche Parish laws and regulations regarding nuisance abatement requirements preferred.

Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legal documents, building plans and specifications and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment. Incumbent of this position must complete any assigned certification training courses necessary to comply with state and federal guidelines.

Other Skills and Abilities

- Must possess the capability to learn the technical and professional methods, practices, and procedures in the proper administration of a comprehensive solid waste program; and, basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software (Corel WordPerfect 7.0., Excel 7.0, Quattro Pro 8, and Lotus 123, preferred), business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.
- Must possess the ability to establish and maintain effective working relationships with contractors and the general public; and work under stressful conditions and with frequent interruptions
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, stand, use hands to finger, handle, or feel; reach with hands and arms; stoop, climb, and balance; and talk, smell, and hear; The employee must occasionally lift and/or move up to 25 pounds; Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions, wet or humid conditions, moving mechanical equipment and parts, fumes, or airborne particles, toxic or caustic chemicals, and extreme heat. The noise level in the work environment is normally moderate and occasionally noisy.

ATTACHMENT "D"



LAFOURCHE PARISH GOVERNMENT Classified Job Description

Job Title: Accounting Manager
Reports To: Director of Finance
FLSA Status: Exempt
Pay Grade Level: 9

Department: Finance
Division: Administration **Location:** Administration Building
Classification: Full Time/Civil Service
Approved By: Director of Finance **Date of Approval:** April 2000

Job Summary: Responsible for assisting the Director of Finance in supervising and managing the operations **Accountants, Accounting Clerks, and Purchasing Specialists** of the Finance Department, which includes the preparation of financial analysis of operations, including interim and final financial statements with supporting schedules, maintenance of files and fiscal records, and the preparation of applicable financial and operational reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

Essential Responsibilities: Below are brief samples of common duties associated with this job title. Not all possible tasks are included. Other additional departmental duties may be assigned by the Supervisor or Manager of the department.

- Assists in the implementation of accounting policies and procedures and computer application systems as outlined by the Director of Finance
- Develops statistical and accounting information so as to inform the Director of Finance in terms of cost effectiveness, performance against adopted budget(s), and other matters bearing on the fiscal soundness and operational effectiveness of the Lafourche Parish Government
- Develops reports which include the preparation of financial statements and operational data, the coordination of systems and procedures, and special financial reports, as required
- Develops cash flow statements to assist the Director in forecasting short-range and long-range cash requirements
- Directs the staff in the preparation of the annual operations and maintenance budget and capital improvements budget
- Monitors all employment tax planning and compliance with federal and state employment taxes
- Assists the Director of Finance in the annual audit of the Lafourche Parish Government
- Oversees departmental operations and assists the Director in ensuring the proper performance of department personnel
- Assists in the performance of evaluations of personnel in the Department; recommends training requirements and is responsible for maintaining at the highest level of skill necessary to meet division needs and objectives; and may recommend that personnel be hired or removed from the Division
- Furnishes internal reports, revises and updates reports for increased usefulness and efficiency; and, furnishes external reports as necessary
- Provides technical and analytical guidance to the Director in identifying and solving problems within the functional limits of the Division

- ~~Monitors established internal controls to ensure proper compliance~~
- Performs the duties of the Director of Finance in the event of extended absence
- Performs the job duties of the Accountant III in his/her absence
- ~~Receives and resolves complaints/questions/concerns received from state and federal regulatory agencies, vendors, employees, and departmental supervisors regarding the status of invoice payments, and delivery of materials/supplies ordered~~
- Must possess thorough knowledge of technical and professional methods, practices, and procedures in governmental financial administration including budgeting, reporting, taxation and revenue; must have extensive knowledge of appropriate management and supervisory skills to supervise division staff; and, highly proficient abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software (Microsoft Word, Corel WordPerfect 7.0., Excel 7.0, Quattro Pro 8, and Lotus 123, preferred), business English, spelling, punctuation, and methods and techniques in record keeping and filing systems. Must have to ability to learn and apply special governmental rules and regulations regarding accounting and auditing practices
- Ability to be bonded
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Council

NOTE: All parish government employees in a declared emergency shall be considered essential personnel

~~Other duties may be assigned.~~

Supervisory Responsibilities: Directly supervises assigned employees in the Finance Department; Carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana; Supervisory responsibilities include interviewing job applicants and training employees; planning, assigning, and directing work; appraising performance; and addressing complaints and resolving problems.

QUALIFICATIONS

Minimum Qualification: Bachelor's degree from four-year college or university

Substitution 1: Five (5) to seven (7) years related experience and/or training

~~or equivalent combination of education and training in governmental accounting systems and employee benefits programs.~~

*Thorough knowledge of laws and regulations governing fiscal record keeping and employee benefits program administration required.

A valid driver's license issued by a state other than Louisiana is acceptable for application; however, once an employment offer is extended for a position, an applicant will have thirty (30) days to obtain the required Louisiana license. Failure to obtain a Louisiana driver's license will disqualify an applicant from permanent employment in any position.

JOB SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be at least eighteen (18) years of age and be legally able to work in the United States.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public in both formal and informal settings.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate.

ATTACHMENT "E"



LAFOURCHE PARISH GOVERNMENT Classified Job Description

Job Title: Controller
Reports To: Director of Finance
FLSA Status: Exempt
Pay Grade Level: 10

Job Summary: Responsible for assisting the Director of Finance managing the operations of the Finance Department which includes the preparation of financial analysis of operations, including interim and final financial statements with supporting schedules, maintenance of files and fiscal records, and the preparation of applicable financial and operational reports.

Essential Responsibilities: Below are brief samples of common duties associated with this job title. Not all possible tasks are included. Other additional departmental duties may be assigned by the Supervisor or Manager of the department.

- Assists in the implementation of accounting policies and procedures and computer application systems as outlined by the Director of Finance
- Develops statistical and accounting information so as to inform the Director of Finance in terms of cost effectiveness, performance against adopted budget(s), and other matters bearing on the fiscal soundness and operational effectiveness of the Lafourche Parish Government
- Monitor reports which include financial statements and operational data, systems and procedures, and special financial reports
- Monitor cash flow statements to assist the Director in forecasting short-range and long-range cash requirement
- Assists the Director of Finance in the annual audit of the Lafourche Parish Government
- Oversees departmental operations and assists the Director in ensuring the proper performance of department personnel
- Make recommendation to the Accounting Manager in the performance of evaluations of personnel in the Department
- recommends training requirements and is responsible for maintaining at the highest level of skill necessary to meet division needs and objectives; and may recommend that personnel be hired or removed from the Division
- Furnishes internal reports, revises and updates reports for increased usefulness and efficiency; and, furnishes external reports as necessary
- Provides technical and analytical guidance to the Director in identifying and solving problems within the functional limits of the Division
- Monitors established internal controls to ensure proper compliance
- MUNIS System Administrator responsible for maintaining updates, regulating and setting up Personnel Manager settings for Requisition Approvals, GL Access, Fund Access and other related settings approved by Director and Administration

- Performs the duties of the Director of Finance in the event of extended absence
- Performs the job duties of the Accounting Manager in his/her absence
- Receives and resolves complaints/questions/concerns received from state and federal regulatory agencies, vendors, employees, and departmental supervisors regarding the status of invoice payments, and delivery of materials/supplies ordered
- Must possess thorough knowledge of technical and professional methods, practices, and procedures in governmental financial administration including budgeting, reporting, taxation and revenue; must have extensive knowledge of appropriate management and supervisory skills to supervise division staff; and, highly proficient abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software (Microsoft Word, Corel WordPerfect 7.0., Excel 7.0, Quattro Pro 8, and Lotus 123, preferred), business English, spelling, punctuation, and methods and techniques in record keeping and filing systems. Must have to ability to learn and apply special governmental rules and regulations regarding accounting and auditing practices
- Ability to be bonded
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Council

NOTE: All parish government employees in a declared emergency shall be considered essential personnel

Supervisory Responsibilities: Directly supervises assigned employees in the Finance Department; Carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana; Supervisory responsibilities include interviewing job applicants and training employees; planning, assigning, and directing work; appraising performance; and addressing complaints and resolving problems.

QUALIFICATIONS

Minimum Qualifications: Bachelor's degree from four-year college or university and five (5) to seven (7) years related experience and/or training

*Thorough knowledge of laws and regulations governing fiscal record keeping and employee benefits program administration required.

A valid driver's license issued by a state other than Louisiana is acceptable for application; however, once an employment offer is extended for a position, an applicant will have thirty (30) days to obtain the required Louisiana license. Failure to obtain a Louisiana driver's license will disqualify an applicant from permanent employment in any position.

JOB SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be at least eighteen (18) years of age and be legally able to work in the United States.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public in both formal and informal settings.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate.