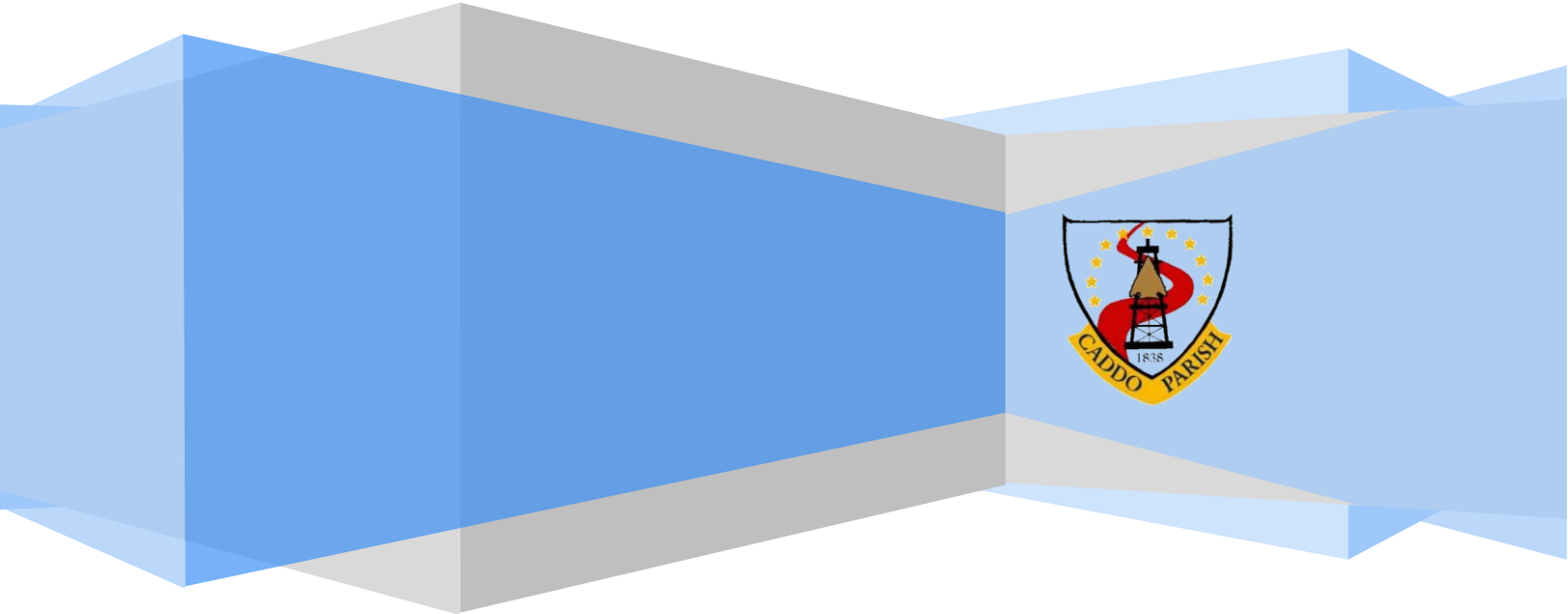


PARISH OF CADDO
Department of Finance and Human Resources

Personnel Class Specifications



Contents

| | |
|---|----|
| PARISH ADMINISTRATION | 7 |
| Parish Administrator/CEO..... | 7 |
| Assistant Parish Administrator | 8 |
| Executive Assistant..... | 9 |
| Administrative Specialist | 10 |
| Administrative Clerk III FT..... | 11 |
| Administrative Clerk II FT..... | 12 |
| Parish Attorney | 12 |
| Assistant Parish Attorney | 13 |
| Paralegal/Secretary | 14 |
| Communications Manager..... | 15 |
| Multimedia Specialist FT | 17 |
| COMMISSION CLERK'S OFFICE | 19 |
| Commission Clerk..... | 19 |
| Assistant to the Commission Clerk | 20 |
| Commission Clerk's Office Specialist FT | 22 |
| FINANCE | 24 |
| Director of Finance | 24 |
| Assistant Director of Finance | 25 |
| Financial/Payroll Analyst | 26 |
| Purchasing Buyer..... | 27 |
| Purchasing Manager..... | 28 |
| Purchasing Specialist | 29 |
| Accounting Clerk..... | 30 |
| Accounts Payable Clerk | 31 |
| Grants and Project Coordinator..... | 32 |
| Accountant | 33 |
| Revenue Analyst | 34 |
| Finance Administrative Specialist I | 35 |
| Finance Administrative Clerk III FT..... | 37 |
| Information Systems – Systems Analyst | 38 |

| | |
|--|-----------|
| Information Systems Administrator | 39 |
| Information Systems Manager | 39 |
| Adult Drug Court Coordinator | 41 |
| DC Adult Drug Court Case Manager | 42 |
| HUMAN RESOURCES | 43 |
| Director of Human Resources | 43 |
| Human Resources Payroll Analyst I..... | 44 |
| Human Resources Supervisor | 45 |
| Human Resources Specialist I..... | 47 |
| Human Resources Assistant | 48 |
| ANIMAL SERVICES & MOSQUITO CONTROL | 50 |
| ASMC Director..... | 50 |
| ASMC Assistant Director..... | 51 |
| ASMC Animal Services Officer I | 52 |
| ASMC Animal Services Officer II..... | 53 |
| ASMC Animal Services Officer III..... | 54 |
| ASMC Animal Control Technician | 55 |
| ASMC Animal Care Assistant I – Full Time | 56 |
| ASMC Animal Care Assistant I – Part Time..... | 57 |
| ASMC Admin Clerk III FT | 58 |
| ASMC Admin Clerk III PT | 59 |
| ASMC Office Coordinator | 60 |
| ASMC Mosquito Control Manager | 61 |
| ASMC Mosquito Control Officer | 61 |
| ASMC MC Admin Clerk III FT | 62 |
| ASMC Animal Care Assistant II..... | 63 |
| ASMC Veterinarian Technician II | 64 |
| ASMC Veterinarian Technician..... | 65 |
| ASMC Adoption/Volunteer Coordinator FT | 66 |
| ASMC Assessment and Foster Coordinator-FT | 68 |
| ASMC Operations Manager-FT | 69 |
| ASMC Quality Assurance Specialist/Drone Pilot FT | 70 |
| ASMC Customer Engagement Specialist FT..... | 71 |
| ASMC Animal Control Specialist FT..... | 72 |

FACILITIES & MAINTENANCE 74

- Facilities/Maintenance Director 74
- Facilities/Maintenance Assistant Director 74
- FM Technician I 76
- FM Administrative Clerk III FT..... 77
- FM Administrative Specialist 78
- FM Office Coordinator 79
- FM Manager 80
- FM Carpenter 81
- FM Environmental Services Manager..... 81
- FM Senior Electronics Technician..... 82
- FM Electrician 84
- FM Senior Electrician..... 85
- FM Painter 86
- FM Plumber 87
- FM Plumber Technician..... 88
- FM Senior Technician..... 89
- FM Environmental Services Technician I FT..... 90
- FM Environmental Services Technician I PT 90
- FM Environmental Services Technician II FT..... 91
- FM Environmental Services Technician III FT 92
- FM Supply Specialist 93
- FM Supply Technician FT 94
- FM CCC Foreman..... 95
- FM CCC Environmental Services Technician I 96
- FM CCC Electronics Technician 97
- FM CCC Electrician 97
- FM CCC Senior Technician..... 98
- FM CCC Supervisor 99
- FM CCC Technician III 100
- FM Environmental Services Supervisor 101
- FM CCC Environmental Services Supervisor 102
- FM CCC Sr. HVAC Technician..... 103
- FM CCC HVAC Technician..... 104

| | |
|--|------------|
| FM Technician III..... | 105 |
| FM HU Senior Technician..... | 106 |
| FM Locksmith | 107 |
| FM HU Environmental Services Technician I PT | 108 |
| 53001 FM HU Environmental Services Technician I FT | 108 |
| FM JC Senior Technician..... | 109 |
| FM JC Environmental Services Technician I | 110 |
| FM RL HVAC Technician..... | 111 |
| FM VH Environmental Services Technician I..... | 112 |
| JUVENILE SERVICES..... | 113 |
| JC Director of Juvenile Services..... | 113 |
| JC Assistant Director of Juvenile Services..... | 114 |
| JD Detention Supervisor | 115 |
| JD Detention Manager | 116 |
| JD Juvenile Detention Officer I | 117 |
| JD Juvenile Detention Officer II | 118 |
| JD Juvenile Detention Officer III..... | 119 |
| JD Office Specialist..... | 120 |
| JD Food Service Supervisor..... | 121 |
| JD Food Technician FT | 123 |
| JD Food Technician II FT..... | 124 |
| JD Food Service Coordinator..... | 125 |
| JD Food Service Administrative Specialist..... | 126 |
| JD Site Coordinator..... | 127 |
| JD Data Analyst..... | 128 |
| JD Mental Health Counselor | 129 |
| JD Nurse | 130 |
| JD Community Service Coordinator | 132 |
| JD Teacher's Assistant | 134 |
| JC Probation Officer II | 135 |
| JC Intensive Probation Officer | 136 |
| JC Drug Court Coordinator | 138 |
| JC Mental Health Court Coordinator | 139 |
| JC Probation Officer I..... | 140 |

| | |
|--|------------|
| JC Probation Officer III | 141 |
| JS Probation Manager | 142 |
| JC Office Coordinator | 143 |
| JC Administrative Specialist..... | 144 |
| JS Probation Administrative Clerk III FT..... | 145 |
| JS Drug Court Case Manager..... | 146 |
| JC Probation Officer I Mental GRANT | 148 |
| JC Clinical Coordinator GRANT | 149 |
| JC Mental Health Professional GRANT..... | 150 |
| PUBLIC WORKS | 152 |
| Fleet Services Manager | 152 |
| Fleet Services Supervisor | 153 |
| Fleet Service Technician II | 154 |
| Fleet Service Technician III..... | 155 |
| Fleet Sign Shop Worker..... | 156 |
| Fleet Office Specialist..... | 157 |
| Sign Shop Foreman..... | 158 |
| PW North District Manager | 159 |
| PW North District Foreman..... | 160 |
| PW North Equipment Operator..... | 161 |
| PW North Special Equipment Operator..... | 162 |
| PW North Office Specialist..... | 163 |
| PW Commercial Vehicle Enforcement Officer FT | 164 |
| PW Permit Supervisor | 165 |
| Public Works Director..... | 166 |
| Public Works Assistant Director..... | 167 |
| PW GIS Analyst | 168 |
| PW Project Manager | 169 |
| PW Inspector/Code Enforcement..... | 170 |
| PW Permit Technician..... | 171 |
| PW Property Management Representative..... | 172 |
| PW Office Coordinator..... | 174 |
| PW Sr. Analyst | 175 |
| PW Solid Waste Equipment Operator | 176 |

| | |
|---|------------|
| PW Solid Waste Manager | 177 |
| PW Solid Waste Supervisor | 178 |
| PW Solid Waste Foreman | 179 |
| PW Solid Waste Compactor Operator | 180 |
| PW South District Manager | 181 |
| PW South District Foreman..... | 182 |
| PW South Equipment Operator | 183 |
| PW South Special Equipment Operator | 183 |
| PW Equipment Operator Trainee..... | 184 |
| PW South Office Specialist..... | 186 |
| <i>PARKS & RECREATION</i> | 188 |
| Parks Director..... | 188 |
| Parks Assistant Director..... | 189 |
| Parks and Recreation Office Coordinator | 190 |
| Park Naturalist FT | 191 |
| Park Naturalist PT | 192 |
| Park Manager..... | 193 |
| Parks Education Coordinator | 194 |
| Parks Foreman..... | 195 |
| Parks and Recreation Technician..... | 196 |
| Parks Summer Tutor Seasonal..... | 197 |
| Parks Summer Coach Seasonal..... | 198 |
| Parks Coordinator | 199 |
| Parks Specialist | 200 |
| Parks Recreation Coordinator..... | 200 |
| Parks Athletics Coordinator | 201 |
| Parks Technician PT..... | 203 |
| Parks Technician I FT | 203 |
| Parks Technician II FT | 204 |
| Parks Laborer FT..... | 205 |
| 2023 Pay Grades..... | 207 |

PARISH ADMINISTRATION

Parish Administrator/CEO

GRADE: U15
FLSA: Exempt
EFFECTIVE: 01/01/2011

Position appointed by the Caddo Parish Commission to act as Chief Executive Officer of the parish government and is responsible for the overall operations of the Parish of Caddo.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Sees that all laws, provisions of the Home Rule Charter and acts of the commission, subject to enforcement by the administrator or by officers subject to the administrator's direction and supervision, are faithfully executed.
- Advises the Commission as to the financial condition and future needs of the parish and makes recommendations to the Commission concerning the affairs of the parish. Ensures Parish resources are used to best serve the citizens and employees of the Parish of Caddo.
- Directs and supervises the administration of all departments, offices and agencies of the parish government, except as otherwise provided by the Home Rule Charter.
- Forms strong working relationships with Parish Commissioners and other elected officials to include federal, state, city and parish entities.

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.

- Graduation from an accredited college or university with a degree in business, public administration, or related field and five (5) years of progressively responsible experience in local government is preferred.
- An advanced degree may be substituted for two (2) years experience.
- Comprehensive knowledge of the organization, functions and operations of parish government.
- Comprehensive knowledge of state and federal laws relative to parish government, management procedures and techniques.
- Considerable knowledge of public administration.
- Ability to train and supervise employees and maintain effective working relationships with department heads and other parish officials, employees and the general public.
- Ability to express ideas clearly and concisely in oral and written form.

PHYSICAL DEMANDS

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

functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Assistant Parish Administrator

GRADE: U13

FLSA: Exempt

EFFECTIVE: 07/15/2023

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Acts as a liaison ensuring Parish resources are used to best serve the citizens and employees of the Parish of Caddo. Forms strong working relationships with Parish Commissioners and other elected officials to include federal, state, city and parish entities.
- Works with the Finance Department to prepare and maintain Parish budgets to include outside agency funding. Uses good judgment in spending Parish funds. Actively challenges Department Directors on budgets and spending practices.
- Coordinates efforts with the responsible person or department to ensure that employees and citizens' requests are handled promptly. Requests may include concerns or complaints, proposals, justification of projects, or Parish activities. Also included are special project groups such as Employee Council, Benefit Committee and quarterly Walk-Around Meetings.
- Create a learning environment which may include continuing education for self and subordinates, creating succession planning for all key positions, and fostering teamwork within the group.
- Work with Administration, other Directors, other Agencies, and other Departments to foster an effective Team Spirit within the Parish Administration Leadership Team.

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.

- Graduation from an accredited college or university with a degree in business, public administration, or related field and five (5) years of progressively responsible experience in local government is required.
- An advanced degree may be substituted for two (2) years' experience.
- Comprehensive knowledge of the organization, functions and operations of parish government.
- Comprehensive knowledge of state and federal laws relative to parish government, management procedures and techniques.
- Considerable knowledge of public administration.
- Ability to train and supervise employees and maintain effective working relationships with department heads and other parish officials, employees and the general public.
- Ability to express ideas clearly and concisely in oral and written form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Executive Assistant

GRADE: U01
FLSA: Exempt
EFFECTIVE: 01/01/2011

Performs highly responsible and detailed administrative, management and/or clerical support directly for the Parish Administrator requiring comprehensive knowledge of appropriate organizational processes, programs, procedures and policies.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following (additional duties may be assigned).

- Responsible for the operational management of the office of the Parish Administrator and Assistant Administrator including the preparation and distribution of reports, minutes, resolutions, ordinances, and other documents and correspondence.
- Maintains calendar and schedules appointments for Administrator and Assistant Administrator. Handles travel arrangements. Reconciles invoices, travel expense and statements. Receives telephone calls, personal callers and incoming mail; answers or responds within established areas of responsibility.
- Orchestrates projects, activities, and community functions. Accompanies Parish Administrator to various meetings, attends meetings on behalf of the Parish Administrator; assists with and conducts visual presentations.
- Works in direct concert with Department Heads, Office of the Parish Attorney, Office of the Commission Clerk, and department personnel.

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.

- Bachelor's Degree required.
- Five (5) years full-time paid experience in business administration.
- Ability to function at an intermediate level of computer proficiency (e-mail, internet, word processing, spreadsheet, presentation, and database applications)
- Knowledge of business English, business arithmetic, modern office practices and modern office equipment.

PHYSICAL DEMANDS

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

requirements similar to those associated with a business office environment.

Administrative Specialist

GRADE: 12

FLSA: Non-exempt

EFFECTIVE: 07/08/2018

Provides highly responsible and detailed administrative support to the staff of assigned department.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Others duties may be included.)

- Provides clerical support to staff and assists with special projects and routine functions.
- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Professionally manage multiple incoming telephone lines. Expertly deals with citizens and employees.

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.

- High School Diploma or GED equivalent is required. Two (2) years of highly responsible clerical experience in a business office environment is preferred.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.) **Microsoft Office test will be administered to qualified applicants.**
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Administrative Clerk III FT

GRADE: 10

FLSA: Non-Exempt

EFFECTIVE: 01/01/2011

Main receptionist for the Parish of Caddo providing information to callers and visitors of the Parish of Caddo.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Professionally manages multiple incoming telephone lines. Courteously and expertly deals with citizens, employees and dignitaries. Accurately provides information to inquiries regarding multiple parish and other governmental entities.
- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Provides clerical support as needed and assists with special projects and routine functions.

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.

- High School Diploma or GED equivalent is required. Two (2) years of highly responsible clerical experience in a business office environment is preferred.
- Some customer service experience required.
- Ability to function at a basic level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications). **Microsoft skills test will be administered to qualified applicants.**
- Ability to interpret policies and procedures and the ability to establish and maintain effective work relationships.
- Ability to resolve problems or conflicts and deal effectively with people.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Administrative Clerk II FT

GRADE: 8
FLSA: Non-Exempt
EFFECTIVE: 01/01/2011

Clerical position providing support in functional areas of the Department of Administration, which may include greeting visitors, taking incoming calls, filing and clerical support to the staff.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.
- Provides clerical support and assists with special projects and routine functions.

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.

- High School Diploma or GED equivalent is required.
- Some customer service experience required.
- Ability to function at a basic level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.) **Microsoft skills test will be administered to qualified applicants.**
- Ability to resolve problems or conflicts and deal effectively with people.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Parish Attorney

GRADE: U13
FLSA: Exempt
EFFECTIVE: 01/01/2011

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Ensures all business is conducted within the scope of the law while serving as chief legal counsel to the Parish Commission, Parish Administrator and all offices and departments of the governmental unit of the Parish of Caddo.
- Manage employees within the Department to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained.
- Create a learning environment which may include continuing education for self and subordinates, creating succession planning for all key positions, and fostering teamwork within the group.
- Work with Administration, other Directors, and other Departments to foster and effective Team Spirit within the Parish Administration Leadership Team.
- Represents the parish in person or through an assistant on all litigation in which the parish is a party or has any interest.

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.

- Juris Doctor Degree. License to practice law in Louisiana and actively practice law in Louisiana for at least five (5) years immediately preceding appointment.
- Must have a valid driver's license.
- The ability to plan, initiate and execute procedures and policies.
- Analytical mind to solve and properly explain, verbally and in writing with persons at all levels.
- Highly developed understanding of management and fiscal principles.
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Assistant Parish Attorney

GRADE: U07

FLSA: Exempt

EFFECTIVE: 07/12/2013

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Assists the Parish Attorney in ensuring all business is conducted within the scope of the law while serving as legal counsel to the Parish Commission, Parish Administrator and all offices and departments of the governmental unit of the Parish of Caddo.
- Manage employees within the Department to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained.

- Work with Administration, other Directors, and other Departments to foster and effective Team Spirit within the Parish Administration Leadership Team.
- Represents the parish in person in litigation to which the parish is a party or has any interest.

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.

- Juris Doctor Degree. License to practice law in Louisiana and have actively practiced law in Louisiana for at least three (3) years immediately preceding appointment. Experience in public law preferred.
- Must have a valid driver's license.
- The ability to plan, initiate and execute procedures and policies.
- Analytical mind to solve and properly explain, verbally and in writing with persons at all levels.
- Highly developed understanding of management and fiscal principles.
- Ability to establish and maintain harmonious working relationships.
- Experience in oil and gas law a plus.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Paralegal/Secretary

GRADE: UO1

FLSA: Exempt

EFFECTIVE: 11/21/2012

Oversees the day to day operations of the Office of the Parish Attorney. A highly responsible position that reports directly to the Parish Attorney or Assistant Parish Attorney.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following:

- Responsible for the operational management of the Office of the Parish Attorney including the preparation of contracts, litigation pleadings, resolutions, ordinances and other legal documents and correspondence.
- Works in direct concert with Department Heads, Department Personnel and the Office of the Commission Clerk in administering the Office of the Parish Attorney.

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.

- Paralegal Certificate and Notary Public required.
- Seven to ten years of legal experience.
- Excellent organizational skills and the ability to manage multiple priorities.
- Knowledge of the organization, functions, responsibilities and procedures of Louisiana Courts, to include both State and Federal Courts.
- Exceptional computer skills, dictation, editing, grammar and proofreading.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Communications Manager

GRADE: 26
FLSA: Exempt
EFFECTIVE: 03/28/2019

Under the direction of the Parish Administrator & CEO, the Communications Manager will engage in creating and promoting a positive public image for the Parish of Caddo, including its Commissioners, departments and employees.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Represent the Parish Administrator and Caddo Parish Commission Board at public events;
- Plan, develop, and implement public relations strategies to build a positive brand awareness to increase public opinion and support; Develop, coordinate and execute campaign strategies for the Parish's leading ballot initiatives (tax renewals, bond initiatives, etc.), to include data collection, analysis, and summary.
- Prepare and present material for release to various communications media and consistently publicizes information related to events and services provided to the public;
 - Build awareness of departmental services through a variety of events. Coordinates monthly, quarterly and annual events and enlists the support of local event sponsors;
 - Manage the public relations aspect of crisis situations;
 - Organizes press conferences, exhibitions, press tours, open days and other community initiatives to foster community relations; Initiate media campaigns; respond to press inquiries and breaking stories; pitch stories to reporters; and coordinate community outreach and media events.

- Research, write and deliver press releases, speeches, newsletters, articles and annual reports;
- Manage and update the Parish of Caddo website. Prepare and monitor material posted on social media sites (Facebook, Twitter, YouTube, Blogs, etc.). Develop social media guidelines and communicate approved procedures to staff.
- Develop and maintain a coordinated network of information sharing among internal staff to integrate communications efforts across the Parish.
 - Guide and assist staff with writing, graphic design, video, or social media activities.
 - Ensure Parish staff are aware of Parish priorities through the review and dissemination of talking points, news clips, news releases and other information to inform appropriate parties of key messages.
- Prepare responses to inquiries and public records requests from media, individuals and other organizations;
- Preserve the confidentiality of sensitive issues and situations involving Parish of Caddo personnel and operations.

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.

- Bachelor's Degree in Communications, Marketing, Public Relations, Journalism, or related field is required; five (5) years of progressively responsible experience in public relations or related field is preferred;
- Advanced knowledge of all aspects of external communications, including, but not limited to, traditional and social (Facebook, Twitter) media, direct mail, online communications, conferences, press and events.
- Ability to communicate clearly and effectively both orally and in writing;
- Ability to interpret policies and procedures, and to establish and maintain cooperative relationships with elected and appointed officials, employees, public interest groups and the public;
- Ability to develop, implement, and manage a relevant work plan.
- Ability to provide supervision, leadership, training and guidance for Parish staff in areas of social media and media relations.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation, and data base applications). **Computer Skills test will be administered to all qualified applicants;**
- Must possess a valid Louisiana Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Multimedia Specialist FT

GRADE: 18

FLSA: Non-Exempt

EFFECTIVE: 1/18/2023

Under the direction of the Communications Manager, the Multimedia Specialist will assist with the creation and promotion of a positive image for the Parish of Caddo, its departments and employees. The Multimedia Specialist will implement digital components of the Parish's communication plan that promote the vision, goals and activities of the Parish of Caddo, to include, but are not limited to videos, graphic design, social media, podcasts and other forms of digital media.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following (other duties may be assigned):

- With direction from the Communications Manager, coordinate the creation of content for the Parish's video production, photography and audio/visual projects including coverage of Parish events; press conferences; videos for online, news media and social media use; internal communications and Pulse of the Parish, a monthly webisode for citizens.
- Assist in promoting the Parish's social media presence through monitoring, posting and content creation; create and manages social content aligned with the Parish's social media policy; works with the Communications Manager to develop social media content across the Parish's departments.
- Produce graphics material as needed for various projects, including Annual Report, PSA's, flyers, website graphics, parish events, ballot initiatives and other associated projects.
- Maintain a database of all Parish multimedia (videos, footage, photos, graphics, etc.)
- Assist the Communications Manager in preparation, as needed, of news releases and other written communications regarding Parish events and news stories.
- Assist the Communications Manager and Information Systems with website updates and content.
- Assist in capturing photos and content from Caddo Parish Commission meetings, as 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, skills and abilities required:

- Any combination of training, education and experience equivalent to graduation from an accredited college/university with a Bachelor's Degree in Public Relations, Digital Media, Communications, Marketing or closely related field (considerable 3 years of full-time experience involving digital media, communications or related field).
- Proven technical experience in digital media and/or audio-visual production.
- Solid knowledge of software, including Photoshop, Illustrator, Final Cut Pro, Adobe, and/or associated graphics and video editing software.
- Excellent verbal and written skills, and attention to detail.
- Strong interpersonal skills, as the desired applicant will interact with employees, citizens and possibly media.

- Ability to work independently
- Time management skills; must be able to multitask and perform under tight deadlines, often with short notice.
- Position will require alternative hours, such as nights, weekends and emergency/crisis events.
- Must possess a valid Louisiana driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, kneel and work outside during various weather conditions. The employee is required to lift objects weighing up to twenty-five (25) pounds

COMMISSION CLERK'S OFFICE

Commission Clerk

GRADE: Unclassified

FLSA: Exempt

EFFECTIVE: 11/12/2019

A highly responsible position appointed by the Caddo Parish Commission and acts as official clerk/secretary of the Caddo Parish Commission. Position is responsible for managing the overall operations of the Commission Clerk's Office and requires the use of considerable judgment and independent action and may include the delegation of duties to others.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Serves as Clerk to the Caddo Parish Commission, including preparing agendas for Commission meetings, gathering information for meeting agenda packets, and notifying Commissioners, appropriate Commission staff, the public, news media, and other interested parties of dates and times of Commission meetings.
- Attends Commission meetings, committee meetings, retreats, workshops, etc. and composes a full and accurate account of all actions taken, which is the only legal evidence of actions taken by the Commission body.
- Officially responsible for the Commission seal and the preparation, distribution, and retention of official records including minutes, ordinance books, records of Commission-appointed boards and commission, resolutions, agreements, special reports, and other documents and correspondence.
- Responsible for legal advertisements and must be familiar with Louisiana statutes that deal with advertisements in order to assure the validity of actions taken by the Commission.
- Maintains accurate and up-to-date information on all Commission-appointed boards and commissions, bringing the Commission's attention to any appointments that need to be made as well as the preparation of letters of appointment or reappointment.
- Provides support to the Commissioners including maintaining calendars; scheduling appointments and travel arrangements; reconciling invoices, travel expense reports and statements; receiving telephone calls and incoming mail; answering or responding to requests and questions within established areas of responsibility.
- Maintains and prepares the budget for the Commission Clerk's Office ensuring Parish resources are used to best serve the citizens and employees of the Parish of Caddo. Uphold proper decision making, legalities and integrity of the position of Commission Clerk.
- Utilizes various computer software programs including word processing, spread sheet, and file maintenance programs to enter, store, and/or retrieve and format information as requested or otherwise necessary.
- Manages employees within the department to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained.

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.

ALL QUALIFICATIONS SHOWN BELOW MUST BE MET:

- Must be a resident of Caddo Parish, LA.
- Graduation from an accredited college or university with a degree in business, law, public administration, or related field.
- Five (5) years of progressively responsible experience in local government is preferred.
- Comprehensive knowledge of the organization, functions, and operations of parish government or comparable municipality.
- Comprehensive knowledge of state and federal laws relative to municipal government, management procedures and techniques.
- Ability to train and supervise employees and maintain effective working relationships with parish officials, department heads, employees and the general public.
- Ability to communicate with diplomacy, judgment, empathy, energy, and a good sense of humor, utilizing strong organizational skills.
- Ability to express ideas clearly and concisely in oral and written form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Assistant to the Commission Clerk

GRADE: 19

FLSA: Non-exempt

EFFECTIVE: 04/10/2023

Performs highly responsible position providing detailed clerical support directly for the Commission Clerk's office. Comprehensive knowledge of appropriate organizational processes, programs, procedures and policies such that the Assistant to the Commission Clerk can stand in for the Clerk in their absence.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Serves as assistant to Clerk to the Caddo Parish Commission, including preparing agendas for Commission meetings, gathering information for meeting agenda packets, and notifying Commissioners, appropriate Commission staff, the public, news media, and other interested parties of dates and times of Commission meetings.
- Responsible for legal advertisements and must be familiar with Louisiana statutes that deal with advertisements in order to assure the validity of actions taken by the Commission.
- Responsible for coordinating travel of commissioners, preparing travel expense reports as needed.
- Responsible for post meeting follow up requirements, distribution of adopted items, appropriate filing and publishing to our online code of ordinances.
- Responsible for the operational management of the office of the Commission Clerk including the preparation and distribution of reports, and other documents and correspondence.
- Receives telephone calls, personal callers and incoming mail; answers or responds within established areas of responsibility.
- Works in direct concert with Department Heads, Office of the Parish Attorney, Commissioners, and department personnel.

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.

- High School Diploma or GED equivalent is required. Graduation from an accredited college or university with a Bachelor's Degree in business, public administration, or related field is preferred.
- Four (4) years of highly responsible clerical experience in a business office environment is preferred.
- Must possess a valid unrestricted driver's license.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet and presentation and data base applications.)(Microsoft Skills test may be administered to qualified applicants.)
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Commission Clerk's Office Specialist FT

GRADE: 16

FLSA: Non-Exempt

EFFECTIVE: 04/10/2023

Front office position providing clerical support to the staff of the Office of the Commission Clerk.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Professionally manages multiple incoming telephone lines. Courteously and expertly deals with citizens, employees and dignitaries. Accurately provides information to inquiries regarding multiple parish and other governmental entities.
- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Attends Commission meetings, committee meetings, retreats, workshops, etc. and composes a full and accurate account of all actions taken, which is the only legal evidence of actions taken by the Commission body.
- Maintains accurate and up-to-date information on all Commission-appointed boards and commissions, bringing the Commission's attention to any appointments that need to be made as well as the preparation of letters of appointment or reappointment.
- Programs agenda into meeting management software, capable of operating meeting management software during meetings
- Provides clerical support as needed and assists with special projects and routine functions.

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.

- High School Diploma or GED equivalent is required. Graduation from an accredited college or university with a Associate's Degree in business, public administration, or related field is preferred.
- Two (2) years of highly responsible clerical experience in a business office environment is preferred.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.) (Microsoft Skills test may be administered to qualified applicants.)
- Comprehensive knowledge of the organization, functions, and operations of parish government or comparable municipality.
- Ability to interpret policies and procedures and the ability to establish and maintain effective work relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

FINANCE

Director of Finance

GRADE: U12

FLSA: Exempt

EFFECTIVE: 08/22/2019

A highly responsible management position that reports directly to the Caddo Parish Administrator. Position is responsible for managing the overall operations of the department.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Lead the Finance Department ensuring Parish resources are used to best serve the citizens and employees of the Parish of Caddo. Uphold proper decision making, legalities and integrity of the position of Department Director. Oversees the functions of the Finance Department which includes providing centralized accounting, purchasing and data processing activities.
- Prepare and maintain the budget for the Finance Department. Uses good judgment in spending parish funds.
- Manage employees within the Department to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained.
- Create a learning environment which may include continuing education for self and subordinates, creating succession planning for all key positions, and fostering teamwork within the group.
- Work with Administration, other Directors, and other Departments to foster and effective Team Spirit within the Parish Administration Leadership Team.

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.

- Requires an undergraduate degree in accounting or a closely related field, plus ten (10) years of experience in public accounting or governmental financial management and strong administrative and organizational abilities.
- Must have a working knowledge of governmental accounting and financial reporting standards and advanced experience with personal computer applications, including ~~Lotus 123~~ or Excel.
- CPA certification is required.
- If assigned a parish vehicle, must possess a valid Driver's License, with a good driving record.
- Ability to plan, initiate and execute procedures and policies.
- Analytical mind to solve and properly explain, verbally, and in writing, complex problems; facility with words and numbers; ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Assistant Director of Finance

GRADE: U05

FLSA: Exempt

EFFECTIVE: 08/22/2019

A highly responsible management position that reports directly to the Director of Finance. Position assists with managing the overall operations of the department.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Assist in the leadership of the Finance Department ensuring Parish resources are used to best serve the citizens and employees of the Parish of Caddo. Uphold proper decision making, legalities and integrity of the position. Assist in the process of overseeing the functions of the Finance Department which includes providing centralized accounting, purchasing, and data processing activities.
- Assists with the preparation and maintenance of the budget for the Finance Department. Uses good judgment in spending parish funds.
- Manage employees within the Department to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained. Create a learning environment which may include continuing education for self and subordinates, creating succession planning for all key positions, and fostering teamwork within the group.

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.

- Requires an undergraduate degree in accounting or a closely related field, plus five (5) years of experience in public accounting or governmental financial management and strong administrative and organizational abilities.
- Must have a working knowledge of governmental accounting and financial reporting standards and advanced experience with personal computer applications, including ~~Lotus 123~~ or Excel.
- CPA certification is required.
- If assigned a parish vehicle, must possess a valid Driver's License, with a good driving record.
- Ability to plan, initiate and execute procedures and policies.
- Analytical mind to solve and properly explain, verbally, and in writing, complex problems; facility with words and numbers; ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Financial/Payroll Analyst

GRADE: 21

FLSA: Non-Exempt

EFFECTIVE: 07/01/2017

Responsible for work of considerable difficulty in the application of professional accounting principles, practices and techniques.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be included.)

- Reviews accounting functions and prepares reports and statistics detailing financial results. Coordinates schedules, activities, and reports with other departments.
- Reviews and participates in the preparation of fiscal statements and reports, and prepares complex fiscal analysis. Maintains general ledger including detail account analysis; enters and processes all journal entries; produces monthly financial statements; reconciles bank accounts; enters current budget amounts and processes budget adjustments.
- Prepares computation, documentation, and processing of payroll wages and deductions for approximately 400 employees. Coordinates the preparation and maintaining of disbursements, reports, and statistics for government agencies and others related to payroll.
- Participates in other accounting functions such as accounts payable, cash receipts, accounts receivable, fixed assets, and project accounting.

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.

- Bachelor's degree in accounting, business management, or finance from an accredited college or university is preferred.
- Five (5) years of professional accounting or payroll experience preferred.
- Ability to analyze, interpret and submit oral and written financial reports and prepare accurate and complete financial statements.
- Working knowledge of generally accepted accounting principles; knowledge of financial systems and office equipment including skills in utilizing personal computer applications for analysis and reports.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Purchasing Buyer

GRADE: 20

FLSA: Non-Exempt

EFFECTIVE: 01/01/2013

Responsible for the procurement of materials, equipment and supplies from local and non-local sources for use within various parish operations.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be included.)

- Uses good judgment in negotiating and purchasing materials, equipment, supplies and services from vendors. Coordinates purchases in accordance with applicable rules and regulations. Processes requisitions, obtains quotes, prepares purchase orders and places orders. Coordinates bid advertisements; prepares bid packets and bid openings.
- Interviews vendors for placement on qualified bid list; corresponds with vendors concerning information such as current pricing, quality and availability of materials, equipment, supplies, services; maintains sources of supplies using computerized purchasing system.
- Assists personnel at all levels when requisitioning both routine purchases and higher commodities which require the development of bid invitations and proposals. Edits requisitions from departments; prepares data and material for contract preparation.
- Performs routine and special functions within the Purchasing Department to include collecting parish fees and taxes, copier billing, and assisting with educational outings (Advantage Caddo).

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.

- Associate Degree from an accredited college or university in Business Administration, Public Administration, Finance, or related field.
- Two years experience directly related to institutional or governmental purchasing may be substituted in lieu of B.S. Degree.
- Two years of experience in procurement.
- Knowledge of purchasing procedures; ability to use sound judgment in making independent decisions; ability to prepare clear and concise reports; ability to maintain effective working relationships with the public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Purchasing Manager

GRADE: 26

FLSA: Exempt

EFFECTIVE: 01/01/2011

Plan, direct, and manage the daily operation of the Purchasing Division.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be included.)

- Administers the Parish's central purchasing system. Reviews quotes and authorizes purchase orders. Develops reviews and corrects specifications for bids and request for proposals. Conducts bid advertisements in accordance with state law. Evaluates bids and proposals and determines award. Negotiates contracts. Reviews contracts and insurance information. Oversees purchasing card program. Reviews and endorse alcohol permit applications; conducts on premises inspections for alcohol permits. Resolves issues with occupational licenses.
- Supervise, train, evaluate and coordinate activities of assigned employees.
- Coordinates special programs as assigned.

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.

- B.S. Degree from an accredited college or university in Business Administration, Public Administration, Finance or a related field, plus six (6) years of experience in institutional or governmental purchasing. Ten (10) years of supervisory level experience in private sector purchasing may be substituted for the education and/or experience requirement.
- If assigned a parish vehicle, must possess a valid Driver's License.
- Comprehensive knowledge of state and local laws and policies dealing with public purchasing.
- Considerable knowledge of theories and principles of public finance and public administration.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Purchasing Specialist

GRADE: 13

FLSA: Non-Exempt

EFFECTIVE: 01/01/2011

Provides administrative support in functional areas of the Purchasing Division, which may include procurement, issuing business permits and licenses, and maintaining contract and insurance files.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be included.)

- Coordinates the purchase of a variety of goods and services in accordance with applicable rules and regulations. Prepares bids, requests for proposals, and purchase orders.
- Provides support to Finance and Purchasing staff and assists with special projects and routine functions, to include: Issuance of beer/liquor, insurance, occupational licenses; administer purchasing card program; administer Advantage Caddo Program and Parish Procurement Card Program; maintain contract and insurance files; prepares vehicle registration, title and license applications.
- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Professionally manages multiple incoming telephone lines; expertly deals with citizens and employees.

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.

- High School Diploma or GED equivalent is required. An Associate Degree or two (2) years of applicable experience is preferred.
Typing speed of forty (40) wpm with above average skills in the Microsoft Office Suite, especially Microsoft Word and Microsoft Excel.
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Accounting Clerk

GRADE: 14

FLSA: Non-Exempt

EFFECTIVE: 01/01/2011

Clerical position providing support in the areas of maintenance and processing of financial, timekeeping and personnel records that are part of an integrated financial management system.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following:

- Performs various accounting or bookkeeping activities which can include processing payments for Parish bills and obligations; preparing department billings; updating fixed asset records; processing procurement card transactions; and issuing occupational licenses.
- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Provides clerical support to Finance staff and assists with special projects and routine functions.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.
- Preserves the confidentiality of sensitive issues and situations involving Parish of Caddo personnel and operations.
- Performs other duties as assigned.

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.

- High School Diploma or GED equivalent is required. An Associate Degree is preferred.
- Four (4) years experience in accounting, bookkeeping, cash handling or other related fiscal duties is preferred.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheets, presentation, and database applications) **Microsoft Skills test will be administered to all qualified applicants.**
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Accounts Payable Clerk

GRADE: 17
FLSA: Non-Exempt
EFFECTIVE: 10/23/2020

Highly responsible position that oversees the day-to-day operations of the accounts payable function including, but not limited to, processing payments for Parish bills and obligations, receiving and verifying invoices, preparing checks approved for payment, maintaining an accurate and up-to-date filing system, and preparing accounts payable reports.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following (other duties may be assigned):

- Performs the day to day processing of accounts payable transactions to ensure that Parish finances are maintained in an effective, timely, and accurate manner. Primary activities include: receiving and verifying invoices for goods and services, verifying transactions comply with financial policies and procedures, preparing batches of invoices for data entry, manage weekly check runs, preparing vendor checks for mailing, maintaining accounts payable records, and reviewing accounts payable records for accuracy and completeness, review and reconcile invoice discrepancies.
- Address and respond to vendor inquiries.
- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Provides clerical support when necessary to Finance staff and assists with special projects and routine functions.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.
- Preserves the confidentiality of sensitive issues and situations involving Parish of Caddo personnel and operations.

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.

- High School Diploma or GED equivalent is required. An Associate Degree is preferred.
- Knowledge of accounts payable, accounts receivable, and maintaining general ledgers.
- Four (4) years-experience in accounting, bookkeeping, accounts payable, cash handling or other related fiscal duties is preferred.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheets, presentation, and database applications) Qualified applicants will be required to take a Microsoft skills test.
- Ability to maintain a high level of accuracy in preparing and entering financial information.
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Grants and Project Coordinator

GRADE: 221

FLSA: Non-Exempt

EFFECTIVE: 04/05/2021

Performs professional work involving grant administration; grant funding research and analysis; preparing grant applications for submission and public presentation; assisting departments with grant preparation and compliance as needed.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following (other duties may be assigned):

- Coordinates and administers grant-funded programs for Parish departments and agencies;
- Researches the availability of federal, state, and other grants via websites, announcements, subscriptions, and other sources on a regular basis;
- Discusses grant possibilities with department heads to determine the need, proposed budget, and availability of potential matching funds; coordinates with department heads for grant proposal development and application process;
- Communicates and cooperates with department and agency personnel to develop program goals and objectives, outline how grant funds should be used, determine procedures necessary to obtain grant funding, and effectively communicate requirements to personnel involved in the grant programs;
- Writes grant applications according to the required formats and submits applications to funding agency or foundation within the required timeframe;
- Assists department and agency personnel involved in the grant programs in writing periodic reports to comply with grant requirements;
- Directs and coordinates evaluation and monitoring of grant-funded programs, including coordinating the filing and record keeping requirements with the department or agency personnel;
- Meets with representatives of funding agencies as necessary for audit and review of grant-funded programs.
- Coordinates and provides oversight for projects related to the American Rescue Plan Act of 2021 and other federal programs.
- Works with accounting to process expenditure payments and revenue collection;

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.

- High School Diploma or GED equivalent is required. A Bachelor's Degree in Accounting, Public Relations, Communications, Business or Public Administration preferred; three (3) to four (4) years of experience in accounting, communications, public relations or grant writing is preferred;
- Strong abilities in written and oral communication;
- Ability to function at an intermediate level of computer proficiency (e-mail, internet, word processing, spreadsheet, presentation, desktop publishing, and database applications);
- Ability to multi-task and meet deadlines in a fast-paced environment;
- Strong organizational, coordination, and planning skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Accountant

GRADE: 21

FLSA: Non-Exempt

EFFECTIVE: 06/15/2020

Responsible for work of considerable difficulty in the application of professional accounting principles, practices and techniques.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be included.)

- Reviews accounting functions and prepares reports and statistics detailing financial results. Coordinates schedules, activities, and reports with other departments.
- Reviews and participates in the preparation of fiscal statements and reports, and prepares complex fiscal analysis. Maintains general ledger including detail account analysis; enters and processes all journal entries; produces monthly financial statements; reconciles bank accounts; enters current budget amounts and processes budget adjustments.
- Prepares computation, documentation, and processing of payroll wages and deductions for approximately 400 employees. Coordinates the preparation and maintaining of disbursements, reports, and statistics for government agencies and others related to payroll.
- Participates in other accounting functions such as accounts payable, cash receipts, accounts receivable, fixed assets, and project accounting.

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.

- Bachelor's degree in accounting, business management, or finance from an accredited college or university is required.
- Five (5) years of professional accounting or payroll experience preferred.
- Ability to analyze, interpret and submit oral and written financial reports and prepare accurate and complete financial statements.
- Working knowledge of generally accepted accounting principles; knowledge of financial systems and office equipment including skills in utilizing personal computer applications for analysis and reports.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Revenue Analyst

GRADE: 17

FLSA: Non-Exempt

EFFECTIVE: 12/24/2017

Provides complex administrative activities in receipting, controlling, and accounting for parish revenues through an integrated financial management system.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be included.)

- Provides complex administrative activities in receipting, controlling, and accounting for parish revenues through an integrated financial management system.
- Processes and deposits all cash receipts; maintains records related to revenue transactions; prepares monthly journal entries for internal billings; prepares telephone billings; prepares annual report.
- Maintains records and processes bills for 60/40 program.
- Maintains a current, accurate filing system to ensure that all records are secured.
- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.

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.

- Bachelor's degree in accounting from an accredited college or university. Two years of professional accounting experience preferred.
- Ability to analyze, interpret and submit oral and written financial reports and prepare accurate and complete financial statements.
- Working knowledge of generally accepted accounting principles; knowledge of financial systems and office equipment including the ability to function at an intermediate level of computer proficiency (e-mail, internet, word processing, spreadsheet, presentation, desktop publishing and database applications) Microsoft Office Skills Test will be administered to qualified applicants.
- Ability to maintain harmonious work relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Finance Administrative Specialist I

GRADE: 10

FLSA: Non-exempt

EFFECTIVE: 03/16/2023

Front office position providing clerical support to the staff of the Department of Finance and Human Resources.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder and labeling system.
- Provides clerical support for routine functions to include scanning and filing documents related to revenue collections, licensing, and grant programs and assists with special projects as needed.

- Courteously and expertly deals with citizens and employees.

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.

- High School Diploma or GED equivalent is required. Two (2) years of highly responsible clerical experience in a business office environment is preferred.
- Ability to function at a basic level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.) **(Microsoft Skills test may be administered to qualified applicants.)**
- Ability to interpret policies and procedures and the ability to establish and maintain effective work relationships.
- Interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Finance Administrative Clerk III FT

GRADE: 10

FLSA: Non-exempt

EFFECTIVE: 06/10/2018

Front office position providing clerical support to the staff of the Department of Finance and Human Resources.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder and labeling system.
- Professionally manages multiple incoming telephone lines. Courteously and expertly deals with citizens and employees; and monitors close circuit security cameras.
- Provides clerical support as needed and assists with special projects and routine functions.

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.

- High School Diploma or GED equivalent is required. Two (2) years of highly responsible clerical experience in a business office environment is preferred.
- Ability to function at a basic level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.) **(Microsoft Skills test may be administered to qualified applicants.)**
- Ability to interpret policies and procedures and the ability to establish and maintain effective work relationships.
- Interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Information Systems – Systems Analyst

GRADE: 22

FLSA: Non-Exempt

EFFECTIVE: 06/01/2018

Provides network troubleshooting and repair, server installation and maintenance, and other IS functions. Investigates and develops hardware and software solutions for users across the Parish, as well as providing network and system troubleshooting and repair.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following:

- Investigate issues and research solutions, hardware and software, for all Parish departments
- Work with staff and vendors on deployment, maintenance, and training on applications
- Assists with the maintenance of area network systems and installation/repair of hardware
- Work with IS Manager offering information and input for projects

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.

- High School Diploma or GED equivalent is required. B.S.Degree in Information Systems or a related field from an accredited college, or university is preferred. Four (4) years of experience and education directly related to data processing or information systems may be substituted in lieu of a college degree.
- One (1) year of job-related experience with various software packages, i.e. word processing, E-Mail and spread sheets is required for the GIS function; two (2) years of computer support experience is required for the MIS function.
- Must have a valid Louisiana Driver's License.
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.
- Ability to communicate effectively, verbally and in writing, with persons at all levels.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Information Systems Administrator

GRADE: 22
FLSA: Non-Exempt
EFFECTIVE: 06/01/2018

Provides network troubleshooting and repair, server installation and maintenance, and other IS functions. Responsible for the installation, monitoring, and maintenance of core hardware, software and network environment, as well as supporting users across the Parish.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following:

- Install, monitor and maintain the VM Cluster, including servers and networking equipment
- Monitor VM backups and replications, correcting errors as detected
- Monitor, troubleshoot, and respond to outages across Parish systems
- Provides end user support for both hardware and software issues
- Work with IS Manager offering information and input for projects

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.

- High School Diploma or GED equivalent is required. Associate Degree (A.S.) in Information Systems or a related field from an accredited college, university or vocational training institute with professional certification is preferred.
- Two years of job-related experience in installing, configuring and repairing servers, routers and network workstations in a Microsoft Windows environment is preferred.
- Must have a valid Louisiana Driver's License.
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.
- Ability to communicate effectively, verbally and in writing, with persons at all levels.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Information Systems Manager

GRADE: 26
FLSA: Exempt
EFFECTIVE: 01/01/2011

A highly responsible management position that reports directly to the Director of Finance. Position is responsible for planning, directing, and managing the daily operations of the Information Systems Division.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following (other duties may be assigned):

- Responsible for all areas of the Information Systems Division, including network system design and operations; installing, configuring, and troubleshooting computer networks, servers, workstations, and infrastructure; maintaining and repairing computer equipment; and implementing and monitoring overall network support plan including user support.
- Establishes, plans, and administers the overall policies and goals for the division.
- Develops and implements long-term plans for upgrades of network hardware and software components.
- Designs and implements maintenance schedule for network, computer equipment, and peripherals.
- Analyzes the needs of the departments and designs and implements the information processing system accordingly.
- Acts as Network Security Officer, Network System Administrator and network-level troubleshooter.
- Performs duties as enterprise administrator, domain administrator, server administrator, and backup administrator.
- Supervises and trains computer technicians, information system specialists, and user support analysts.
- Prepares and maintains the budget for the division. Uses good judgment in spending Parish funds.

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.

- Bachelors Degree (B.S.) in Information Systems, Data Processing, Management Information Systems, or related field from an accredited college or university, or eight years of progressive job related experience in installing, configuring and repairing personal computers and network workstations in a Windows XP/NT/2000/2003 environment.
- MCSA, MCSE or equivalent.
- Ability to plan, formulate, or execute approved policies and procedures.
- Ability to communicate effectively, verbally and in writing, with persons at all levels.
- If assigned a parish vehicle, must possess a valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Adult Drug Court Coordinator

GRADE: 22
FLSA: Exempt
EFFECTIVE: 08/08/2013

Provides ongoing clinical direction for the 1st Judicial District Drug Court.. Provides direct and indirect services for clients both on-site and in the community. Position is funded by GRANT.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Functions as a Board Certified Substance Abuse Counselor and provides counseling and assessments.
- Provides clinical support for licensed staff. Provides lead responsibility for the 1st Judicial District Drug Court team.
- Develop and maintain operating schedules and policy and procedures.
- Is responsible for the development, and oversees implementation and updating, of rehabilitation plans/service agreements for clients. Coordinates with all team members in providing services for clients.
- Provides supportive counseling, group counseling, individual intervention, parent/family intervention and behavior intervention development when needed.
- Maintains files and completes required documentation for billing and reporting purposes.
- Maintain effective collaboration with other service agencies in the community.
- Participates in training program necessary to maintain license. Participates in required in-service training set forth by the agency and licensing agencies.

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.

- Must be a Board Certified Substance Abuse Counselor, Licensed Professional Counselor or Licensed Clinical Social Worker
- Two (2) years of post-masters supervised experience in the delivery of addiction services.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.)
- Must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

DC Adult Drug Court Case Manager

GRADE: 15

FLSA: Non-exempt

EFFECTIVE: 01/08/2014

Position reports directly to the DC Adult Drug Court Coordinator and participates as part of the Drug Court Team for Adult Drug Court. Manages caseload and provides support for participants placed in the Drug Court Program. Position is funded by grant.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Participates fully as a Drug Court Team Member for the Adult Drug Court. Attends Court reviews when necessary.
- Schedules and conducts clinical eligibility screenings for potential clients and ensures the completion of all documentation to include consent forms and program contracts. Ensures that the Coordinator receives the completed assessment and other necessary records for review to determine placement in Drug Court. Attends all treatment staffing and ensure that all necessary reports needed for those staffing are made available.
- Provides support, guidance and encouragement to participants. Makes referrals when necessary for ancillary services and reporting progress if participants are receiving such services.
- Maintains treatment charts including regular audits. Ensures that all treatment materials are available for the treatment staff.
- Drug Screening when requested.

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.

- Must have a high school diploma or GED. Bachelor's degree in social or behavioral sciences, or knowledge of the justice system is preferred.
- One (1) year of counseling, social work, case management, or related experience with the justice system.
- License, certified or registered addiction or mental health counselors will be strongly considered. If not licensed, certified or registered, applicant must become certified within ninety (90) days of employment.

- Certified to administer Addiction Severity Index Assessment.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.)
- Must have excellent organization and communication skills, both written and verbally.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

HUMAN RESOURCES

Director of Human Resources

GRADE: U06
FLSA: Exempt
EFFECTIVE: 08/22/2019

A highly responsible management position that reports directly to the Caddo Parish Administrator. Position is responsible for managing the overall operations of the department.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Lead the Human Resources Department ensuring Parish resources are used to best serve the citizens and employees of the Parish of Caddo. Uphold proper decision making, legalities and integrity of the position of Department Director.
- Prepare and maintain the budget for the Human Resources Department. Uses good judgment in spending Parish funds. Actively pursues outside sources of funding such as grants, partnerships, etc. to offset Parish expenditures.
- Manage employees within the Department to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained.
- Create a learning environment which may include continuing education for self and subordinates, creating succession planning for all key positions, and fostering teamwork within the group.
- Work with Administration, other Directors, and other Departments to foster and effective Team Spirit within the Parish Administration Leadership Team.

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.

- Bachelor's Degree in Business Administration, Business Management, Public Administration or a related field, plus four years of experience in Human Resources management; ten years of related experience may substitute in lieu of a B.S. Degree.
- Must have valid driver's license.
- The ability to plan, initiate and execute procedures and policies.
- Analytical mind to solve and properly explain, verbally and in writing with persons at all levels.
- Highly developed understanding of management and fiscal principles.
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Human Resources Payroll Analyst I

GRADE: 19

FLSA: Non-Exempt

EFFECTIVE: 06/05/2020

Performs complex payroll and benefit processes. Applies policies and procedures related to the administration of compensation and benefit programs; researches and resolves non-routine, sensitive and complex issues and inquiries involving pay and benefits.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Manages the Human Resources Information Systems and all automated and manual personnel records in accordance with State and Federal Laws and Parish Personnel Policies and Regulations. Ensures the accuracy of all records; conducts periodic reviews of personnel records.
- Process and monitor all staffing changes including new hires, leaves, transfers, salary adjustments, terminations, and other changes related to an employee life cycle.
- Process payroll interface and partners with Finance personnel to achieve timely and accurate payroll production.
- Process group and supplemental benefit plan enrollment, deductions, invoices and payments.

- Collects, calculates, analyzes and prepares statistical and employment data for both internal and external entities, such as required labor reports, auditor requests, and compensation benchmarking surveys.
- Assists with a variety of special projects and routine functions associated with safety, employee relations, compensation & benefits, training & development, and other human resources functions.
- Preserves the confidentiality of sensitive issues and situations involving Parish of Caddo personnel.

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.

- High School Diploma or GED equivalent required; Bachelor's degree in business administration, human resources, accounting or related field from an accredited college or university is preferred.
- Two (2) years of experience in Human Resources coordinating two or more major human resource functions is preferred. HRIS and payroll experience is preferred.
- Knowledge of Human Resources functions to include safety, employee relations, compensation & benefits, training & development, and other human resources functions is preferred. Knowledge of payroll administration and state and federal labor laws is preferred.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, and database applications.) Microsoft Skills Test may be administered to qualified applicants.
- Must have a valid Louisiana Driver's License.
- Excellent interpersonal, organizational, grammar and math skills.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Human Resources Supervisor

GRADE: 23
 FLSA: Exempt
 EFFECTIVE: 12/18/2022

Assists in the daily administration of human resources services and as directed by the Director of Human Resources.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be included.)

- Assists the Director of Human Resources in the daily administration of human resources services as directed or assigned in accordance with quality management principles and overall objectives of the organization. Supervises office operations in the absence of the Director of Human Resources.
- Supervise human resources personnel; oversee assignments and daily workflow, provide constructive, timely performance feedback, and prepare evaluations.
- Develop and administer various human resources programs, procedures, and processes.
- Recommend new approaches, policies, and procedures to effect continual improvements in efficiency of department and services provided.
- Preserve the confidentiality of sensitive issues and situations involving Parish of Caddo personnel.

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.

- High School Diploma or GED equivalent required; Bachelor's degree in business administration, human resources, or related field from an accredited college or university is preferred.
- Five (5) years of experience in Human Resources coordinating one or more major human resource functions is preferred.
- Knowledge of Human Resources functions to include recruitment, selection, placement, development, safety, compensation, benefits, insurance, and employee relations.
- Knowledge of labor and benefits legislation such as FLSA, FMLA, COBRA, and HIPAA is preferred.
- Ability to function at an intermediate level of computer proficiency (e-mail, internet, word processing, spreadsheet, and database applications.) Microsoft Skills Test may be administered to qualified applicants.
- Must have a valid Louisiana Driver's License.
- Excellent interpersonal, organizational, grammar and math skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Human Resources Specialist I

GRADE: 15

FLSA: Non-Exempt

EFFECTIVE: 01/01/2020

Provides support in functional areas of the Department of Human Resources, to include recruitment and selection, workplace safety, and training & development.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be included.)

- Coordinate the Recruitment and Selection function to include job postings, applicant tracking, applicant screening, interviewing applicants, pre-employment processing, onboarding and representing the Parish of Caddo at career fairs.
- Coordinate the Workplace Safety function to include workers compensation and general liability claims review, processing and record keeping; coordinate the accident review board and transitional duty program; and administer the random drug screen program.
- Manage Workers' Compensation leave program. Assist with Family and Medical Leave, Donated Sick Leave, and other leave categories.
- Provides support to Human Resources staff, assists with special projects, and performs routine functions.
- Preserves the confidentiality of sensitive issues and situations involving Parish of Caddo personnel.

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.

- High School Diploma or GED equivalent is required; Associate's degree in business administration or related field from an accredited college or university is preferred.
- Four (4) years of highly responsible clerical experience in a business office environment is preferred.
- Knowledge of Human Resources functions to include recruitment, selection, workplace safety, compensation and benefits is preferred.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications. (Microsoft Office Skills Test may be administered to qualified applicants.)
- Must have a valid Louisiana Driver's License.
- Excellent interpersonal, organizational, grammar and math skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Human Resources Assistant

GRADE: 11

FLSA: Non-Exempt

EFFECTIVE: 04/01/2019

Provides support in functional areas of the Human Resources Division associated with recruitment & selection, risk management, employee relations, compensation & benefits, training & development, and compliance.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be included.)

- Prepares job postings, maintains applicant-tracking system, screens applicants, interviews applicants within assigned classifications, conducts pre-employment processing and assists with onboarding new employees.
- Provides support to Finance and Human Resources staff, assists with special projects, and performs routine functions associated with recruitment & selection, risk management, employee relations, compensation & benefits, training & development, and compliance.
- Serves as frontline receptionist for the Human Resources Division. Professionally manages multiple incoming telephone lines; expertly deals with citizens and employees.
- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.)
- Preserves the confidentiality of sensitive issues and situations involving Parish of Caddo personnel.

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.

- High School Diploma or GED equivalent is required; Associate's degree in business administration, human resources, or related field from an accredited college or university is preferred.
- Two (2) years of experience in an office environment performing highly responsible clerical work is preferred.
- Ability to function at a basic level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications. (Microsoft Office Skills Test may be administered to qualified applicants.)
- Must have a valid Louisiana Driver's License.
- Excellent interpersonal, organizational, grammar and math skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

ANIMAL SERVICES & MOSQUITO CONTROL

ASMC Director

GRADE: U04
FLSA: Exempt
EFFECTIVE: 01/01/2011

A highly responsible management position that reports directly to the Caddo Parish Administrator. Position is responsible for managing the overall operations of the department.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Lead the Animal Service and Mosquito Control Departments ensuring Parish resources are used to best serve the citizens and employees of the Parish of Caddo. Uphold proper decision making, legalities and integrity of the position of Department Director.
- Prepare and maintain the budget for the Animal Service and Mosquito Control Departments. Uses good judgment in spending Parish funds. Actively pursues outside sources of funding such as grants, partnerships, etc. to offset parish expenditures.
- Manage employees within the Department to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained.
- Create a learning environment which may include continuing education for self and subordinates, creating succession planning for all key positions, and fostering teamwork within the group.
- Work with Administration, other Directors, and other Departments to foster and effective Team Spirit within the Parish Administration Leadership Team.

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.

- Bachelor's Degree in Business Administration, Business Management, Public Administration or a related field. Experience in Animal Service or Mosquito Control preferred; ten years of related experience may substitute in lieu of a B.S. Degree.
- Must have valid driver's license.
- The ability to plan, initiate and execute procedures and policies.
- Analytical mind to solve and properly explain, verbally and in writing with persons at all levels.
- Highly developed understanding of management and fiscal principles.
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

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

functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

ASMC Assistant Director

GRADE: U02

FLSA: Exempt

EFFECTIVE: 01/01/2011

Assist with the management of the overall operations of the Animal Service and Mosquito Control Department.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Assist with implementation of an effective animal, mosquito and rodent control program, providing public health protection by adherence to state, federal and parish environmental laws, regulations and policies. Requires compliance with animal and mosquito control policies established by the Caddo Parish Commission. Provides direct supervision and training to animal services and mosquito control employees.
- Ensures compliance with animal and mosquito control policies as established by the Caddo Parish Commission, state and federal environmental agencies.
- Through staff and supervisors, establishes, plans, implements and coordinates approved management and operational policies and procedures.
- Supervises/Trains Managers and Supervisors.

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.

- College degree in related field or ten (10) years experience in lieu of degree.
- Two (2) to four (4) years supervisory experience.
- Basic computer skills, database and word email.
- Must possess a valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

ASMC Animal Services Officer I

GRADE: 15

FLSA: Non-Exempt

EFFECTIVE: 07/08/2018

Performs work as a deputized Animal Services Officer in accordance with the animal control code of ordinances for the Parish of Caddo and local municipalities.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following (Other duties may be assigned.)

- Perform field work as a deputized Animal Services Officer.
- Thoroughly understand and effectively apply the animal control code of ordinances.
- Apprehend and impound unlicensed, stray and uncontrolled animals.
- Investigate complaints with respect to neglect of and cruelty to animals.
- Correctly and humanely performs euthanasia procedures.
- Prepare manual and computerized reports and documents in a neat, timely and accurate manner. Accurately input data into database system.

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.

- High School Diploma or GED equivalent; Minimum of one (1) year experience in an animal related field or other type of law enforcement is preferred
- Must become certified as a Certified Euthanasia Technician by the Louisiana Board of Veterinary Medicine, attend the Louisiana Animal Control Academy and become a Commissioned ASO within two years of employment
- Must possess a valid, unrestricted State of Louisiana Driver's License
- Must possess basic computer skills. (A computer skills test will be administered to qualified candidates.)
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, kneel and run as required by the job, lift up to fifty (50) pounds, assist with lifting up to one-hundred-fifty (150) pounds and work in inclement weather and temperatures.

ASMC Animal Services Officer II

GRADE: 16

FLSA: Non-Exempt

EFFECTIVE: 07/08/2018

Performs work as a deputized Animal Services Officer in accordance with the animal control code of ordinances for the Parish of Caddo and local municipalities.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following (Other duties may be assigned.)

- Perform field work as a deputized Animal Services Officer.
- Provide field training and guidance to Animal Services Officers (ASO I).
- Thoroughly understand and effectively apply the animal control code of ordinances.
- Apprehend and impound unlicensed, stray and uncontrolled animals.
- Investigate complaints with respect to neglect of and cruelty to animals.
- Correctly and humanely performs euthanasia procedures.
- Prepare manual and computerized reports and documents in a neat, timely and accurate manner. Accurately input data into database system.

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.

- High School Diploma or GED equivalent; Minimum of one (1) year experience in an animal related field or other type of law enforcement is preferred
- Must become certified as a Certified Euthanasia Technician by the Louisiana Board of Veterinary Medicine, attend the Louisiana Animal Control Academy and become a Commissioned ASO within two years of employment
- Must possess a valid, unrestricted State of Louisiana Driver's License
- Must possess basic computer skills. (A computer skills test will be administered to qualified candidates.)
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, kneel and run as required by the job, lift up to fifty (50) pounds, assist with lifting up to one-hundred-fifty (150) pounds and work in inclement weather and temperatures.

ASMC Animal Services Officer III

GRADE: 18

FLSA: Non-Exempt

EFFECTIVE: 07/08/2018

Performs work as a commissioned Animal Services Officer in accordance with the animal control code of ordinances for the Parish of Caddo and local municipalities.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following (Other duties may be assigned.)

- Perform field work as a commissioned Animal Services Officer.
- Provide field training and guidance to Animal Services Officers (ASO I & II).
- Thoroughly understand and effectively apply the animal control code of ordinances and applicable State Law.
- Apprehend and impound unlicensed, stray and uncontrolled animals.
- Investigate complaints with respect to neglect of and cruelty to animals.
- Assists and advises Animal Services Officers with enforcement and investigative problems; supervises or performs captures requiring the use of a tranquilizer gun.
- Prepare manual and computerized reports and documents in a neat, timely and accurate manner.

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.

- High School Diploma or GED equivalent
- Three years of experience must have been at the level of Animal Services Officer II for an animal control/regulatory agency
- Must possess or acquire POST certification in Law Enforcement within two years of employment
- Must be able to obtain certification as an Animal Cruelty Investigator (Level I, II, and III)
- Must possess a valid, unrestricted State of Louisiana Driver's License
- Must be able to work weekends, holidays, and a rotating on-call schedule as needed.
- Must possess basic computer skills. (A computer skills test may be administered to qualified candidates.)

- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, kneel and run as required by the job, lift up to fifty (50) pounds, assist with lifting up to one-hundred-fifty (150) pounds and work in inclement weather and temperatures.

ASMC Animal Control Technician

GRADE: 13

FLSA: Non-Exempt

EFFECTIVE: 07/08/2018

Performs work as a commissioned Animal Control Technician in accordance with the animal control code of ordinances for the Parish of Caddo and local municipalities.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following (Other duties may be assigned.)

- Perform field work as a commissioned Animal Control Technician.
- Conducts humane live trap operations for nuisance domestic and wild animals.
- Thoroughly understand and effectively apply the animal control code of ordinances.
- Assists Animal Control Officers with transportation of nuisance domestic and wild animals.
- Correctly and humanely performs euthanasia procedures.
- Prepare manual and computerized reports and documents in a neat, timely and accurate manner. Accurately input data into database system.

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.

- High School Diploma or GED equivalent; Minimum of one (1) year experience in an animal related field or other type of nuisance animal operator is preferred
- Must become certified as a Certified Euthanasia Technician by the Louisiana Board of Veterinary Medicine, attend the Louisiana Animal Control Association Training Conference within one year of employment.
- Must possess a valid, unrestricted State of Louisiana Driver's License
- Must possess basic computer skills. (A computer skills test will be administered to qualified candidates.)
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee experience physical requirements similar to those associated with a business office environment.

ASMC Animal Care Assistant I – Full Time

GRADE: 7

FLSA: Non-Exempt

EFFECTIVE: 07/08/2018

Position is responsible, under general supervision, for the care and maintenance of animals impounded at the animal control shelter.

DUTIES & RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Washes and disinfects the kennels daily; ensures animals have food and water; bathe and groom animals.
- Assists the general public in locating lost pets or viewing pets for adoption.
- Provides safe and humane handling of impounded animals. Assistance with euthanize and animal disposal. Prepares rabies specimen.
- Prepares manual and computerized reports and documents in a neat, timely and accurate manner such as animal rabies and license records. Accurately input data into database system. Receives cash and cash reports.

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.

- High School Diploma or GED equivalent is preferred.
- Some work experience in a kennel setting is preferred.
- Must possess a valid, unrestricted State of Louisiana Driver's License.
- Must possess basic computer skills. (A computer skills test will be administered to qualified candidates).
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, stoop, kneel, and reach as required by the job, lift up to fifty (50) pounds and assist with up to one-hundred-fifty (150) pounds.

ASMC Animal Care Assistant I – Part Time

GRADE: 7

FLSA: Non-Exempt

EFFECTIVE: 07/08/2018

Position is responsible, under general supervision, for the care and maintenance of animals impounded at the animal control shelter.

DUTIES & RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Washes and disinfects the kennels daily; ensures animals have food and water; bathe and groom animals.
- Assists the general public in locating lost pets or viewing pets for adoption.
- Provides safe and humane handling of impounded animals. Assistance with euthanize and animal disposal. Prepares rabies specimen.
- Prepares manual and computerized reports and documents in a neat, timely and accurate manner such as animal rabies and license records. Accurately input data into database system. Receives cash and cash reports.

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.

- High School Diploma or GED equivalent is preferred.
- Some work experience in a kennel setting is preferred.
- Must possess a valid, unrestricted State of Louisiana Driver's License.
- Must possess basic computer skills. (A computer skills test will be administered to qualified candidates).
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, stoop, kneel, and

reach as required by the job, lift up to fifty (50) pounds and assist with up to one-hundred-fifty (150) pounds.

ASMC Admin Clerk III FT

GRADE: 10

FLSA: Non-Exempt

EFFECTIVE: 07/08/2018

Front office receptionist providing support in functional areas of the Department of Animal Services and Mosquito Control, which may include greeting visitors, taking incoming calls, record keeping and clerical support to the staff.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system. Accurately input data into database system.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.
- Provides clerical support and assists with special projects and routine functions.
- Ability to resolve problems or conflicts and deal effectively with people.

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.

- High School Diploma or GED equivalent is required.
- Some customer service experience required.
- Ability to function at a basic level of computer proficiency (email, internet, word processing, spreadsheet and presentation and database applications.) A Microsoft computer skills test will be administered to qualified candidates.
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

ASMC Admin Clerk III PT

GRADE: 10

FLSA: Non-Exempt

EFFECTIVE: 07/08/2018

Front office receptionist providing support in functional areas of the Department of Animal Services and Mosquito Control, which may include greeting visitors, taking incoming calls, record keeping and clerical support to the staff.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system. Accurately input data into database system.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.
- Provides clerical support and assists with special projects and routine functions.
- Ability to resolve problems or conflicts and deal effectively with people.

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.

- High School Diploma or GED equivalent is required.
- Some customer service experience required.
- Ability to function at a basic level of computer proficiency (email, internet, word processing, spreadsheet and presentation and database applications.) A Microsoft computer skills test will be administered to qualified candidates.
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

ASMC Office Coordinator

GRADE: 16
FLSA: Non-exempt
EFFECTIVE: 07/08/2018

Coordinates office operations for the Department of Animal Services and Mosquito Control.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system. Accurately input data into database system.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.
- Provides clerical support to the Director and Assistant Director and assists with special projects and routine functions.
- Preserves the confidentiality of sensitive issues and situations.

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.

- High School Diploma or GED equivalent is required. Four (4) years of highly responsible clerical experience in a business office environment is preferred.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet and presentation and data base applications.)
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

ASMC Mosquito Control Manager

GRADE: 22
FLSA: Exempt
EFFECTIVE: 07/08/2018

Implement and manage an effective Mosquito Control program adhering to state, federal environmental laws and policies.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Supervise, train, evaluate and coordinate activities of assigned employees.
- Effectively manage the department, projects, and budgets.
- Establish and implement procedures and programs.
- Coordinate and assist the Director with public education programs.

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.

- B.S. Degree in Biology or ten (10) years experience in Mosquito/Rodent Control is preferred.
- Two (2) to four (4) years supervisory experience preferred.
- Must possess a valid, unrestricted State of Louisiana Driver's License.
- Must hold an 8-A mosquito control application license from the Louisiana Department of Agriculture and or ability to obtain a mosquito control supervisor's 8-D license within six months.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will required to lift twenty (20) pounds.

ASMC Mosquito Control Officer

GRADE: 10
FLSA: Non-exempt
EFFECTIVE: 07/08/2018

Under general supervision, position is responsible for the proper application of insecticide and inspects public and private property for the control of mosquitoes.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Effectively inspects and treats Mosquito breeding sites
- Effectively and safely applies insecticide within assigned zone
- Assists the Mosquito Control Supervisor with surveillance
- Record keeping such as daily logs and on board computerized monitoring system. Accurately input data into database system.

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.

- High School Diploma or GED equivalent is required.
- Must possess a valid, unrestricted State of Louisiana Driver's License.
- Ability to obtain a Mosquito Control Applicator's license (8-A), and a Rodent Control License (8-B), within Six (6) months from the Louisiana Department of Agriculture.
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required to sit long hours and be able to lift up to twenty (20) pounds.

ASMC MC Admin Clerk III FT

GRADE: 10

FLSA: Non-exempt

EFFECTIVE: 07/08/2018

Front office receptionist providing support in functional areas of the Department of Animal Services and Mosquito Control, which may include greeting visitors, taking incoming calls, record keeping and clerical support to the staff.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system. Accurately input data into database system.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.

- Provides clerical support and assists with special projects and routine functions.
- Ability to resolve problems or conflicts and deal effectively with people.

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.

- High School Diploma or GED equivalent is required.
- Some customer service experience required.
- Ability to function at a basic level of computer proficiency (email, internet, word processing, spreadsheet and presentation and database applications.) A Microsoft computer skills test will be administered to qualified candidates.
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

ASMC Animal Care Assistant II

GRADE: 11
FLSA: Non-exempt
EFFECTIVE: 07/18/2018

Position is responsible, under general supervision, for the care and maintenance of animals impounded at the animal control shelter.

DUTIES & RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Responsible for the collection and submission of animal specimens for rabies testing. Accurately prepares rabies case investigation worksheets with all required information. Prepares, packages, and ships specimen according to established guidelines.
- Provides shelter training and guidance to Animal Care Assistants.
- Assists the general public in locating lost pets or viewing pets for adoption. Assists with euthanizing and animal disposal. Provides safe and humane handling of impounded animals. Washes and disinfects the kennels daily; ensures animals have food and water; bathe and groom animals.

- Prepares manual and computerized reports and documents in a neat, timely and accurate manner such as animal rabies and license records. Accurately input data into database system. Receives cash and cash reports.

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.

- High School Diploma or GED equivalent is required.
- Two years of work experience in a kennel setting is preferred.
- Must possess a valid, unrestricted State of Louisiana Driver's License.
- Must possess basic computer skills. (A computer skills test will be administered to qualified candidates.)
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, stoop, kneel, and reach as required by the job, lift up to fifty (50) pounds and assist with up to one-hundred-fifty (150) pounds.

ASMC Veterinarian Technician II

GRADE: 16
FLSA: Non-exempt
EFFECTIVE: 07/24/2018

Under general supervision, assists Veterinarian with examination and treatment of animals and assists the Animal Services Manager.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Communicate professionally and with a high level of customer service to Clients, Veterinary staff, Management and other staff members of the department regarding all job responsibilities especially the health of clinic patients.
- Assist contract Veterinarian with examination and treatment of animals. Provides and administers basic veterinary procedures in the absence of the Veterinarian.
- Assists in Kennels as needed. Assists with cleaning and disinfecting Kennels.
- Assists general public with adoption/redemption of animals.

- Prepares manual and computerized reports and documents in a neat, timely and accurate manner and to assist with adoptions, redemptions and Parish Adoption Website. Accurately inputs data into database system.
- Correctly and humanely performs euthanasia procedures

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.

- High School Diploma or GED equivalent is required;
- Four (4) years of work experience as a Veterinarian Technician or three (3) years of experience with Veterinarian Technician certification preferred;
- Must possess a valid, unrestricted State of Louisiana Driver's License;
- Must possess basic computer skills. (A computer skills test will be administered to qualified candidates.)
- Ability to establish and maintain harmonious working relationships.
- Must become certified as a Certified Euthanasia Technician by the Louisiana Board of Veterinary Medicine within 1 year of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, stoop, kneel, and reach as required by the job, lift up to fifty (50) pounds and assist to one-hundred-fifty (150) pounds.

ASMC Veterinarian Technician

GRADE: 12

FLSA: Non-exempt

EFFECTIVE: 07/08/2018

Under general supervision, assists Veterinarian with examination and treatment of animals and assists the Kennel Supervisor.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Assist contract Veterinarian with examination and treatment of animals. Provides and administers basic veterinary procedures in the absence of the Veterinarian.
- Assists in Kennels as needed. Assists with cleaning and disinfecting Kennels.
- Assists general public with adoption/redemption of animals.
- Prepares manual and computerized reports and documents in a neat, timely and accurate manner and to assist with adoptions, redemptions and Parish Adoption Website.

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.

- High School Diploma or GED equivalent is required;
- Three (3) years of work experience as a Veterinarian Technician or two (2) years of experience with Veterinarian Technician certification preferred;
- Must possess a valid, unrestricted State of Louisiana Driver's License;
- Must possess basic computer skills. (A computer skills test will be administered to qualified candidates.)
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, stoop, kneel, and reach as required by the job, lift up to fifty (50) pounds and assist to one-hundred-fifty (150) pounds.

ASMC Adoption/Volunteer Coordinator FT

GRADE: 16
 FLSA: Non-exempt
 EFFECTIVE: 06/05/2018

This position is responsible for increasing pet adoptions and training all volunteers on shelter husbandry prior to working. This position will educate the public in animal care and welfare, while maintaining a priority focus of reducing or eliminating animal euthanasia and cruelty to animals.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned)

- Maintain accurate, organized, up-to-date records for all the pets in the building up-to-date and correct kennel cards and locations for all animals.
- Assist the public with providing information on the pets and help potential adopters with “Meet ‘n Greets”.
- Utilizing animal management software to effectively and efficiently track animals coming to and going from the shelter and updating files as required including tracking adoptions for coalition members and communicating with partners when an animal is adopted.
- Adhering to and being acquainted with written policies, procedures, protocols, forms and training materials for adoptions, client service and adoption trials.
- Work positively to promote pets to potential adopters, by utilizing public relations resources.
- Transporting animals safely to and from shelter locations and off-site adoption events.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or general education degree (GED); Bachelor’s degree preferred
- Computer literate, Microsoft Office, Internet, assigned shelter software, Google docs and mail.
- 1 year previous experience working with cats and dogs required but 2 years preferred. Must be able to work with cats and dogs including those with health concerns/conditions as well as behavior conditions, adoption experience also preferred.
- Must have the ability to make decisions on behalf of the organization as to approval of animals into adoption homes.
- Must possess a valid, unrestricted State of Louisiana Driver’s License
- Must possess basic computer skills. (A computer skills test will be administered to qualified candidates.)
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, kneel and walk as required by the job, lift up to lift up to 60 pounds, and drive a van/commercial vehicle.

ASMC Assessment and Foster Coordinator-FT

GRADE: 16
FLSA: Non-exempt
EFFECTIVE: 02/01/2023

This position is responsible for increasing pet rescues/foster homes. This position shall be responsible for the research, development, execution and analysis of marketing rescue animals.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned)

- Manage social media channels (Facebook) including content development including photography and videography, engagement, identify tactics to increase audience worldwide to increase animal rescue efforts.
- Assist the public with providing information on the pets and help potential rescuers and fosters with “Meet ‘n Greets” in order to facilitate proper pet placement.
- Utilizing animal management software to effectively and efficiently track animals coming to and going from the shelter and updating files as required including tracking foster homes/rescue groups for coalition members and communicating with partners when an animal is rescued.
- Keeping animal records current with information which will help place animals into suitable homes, foster homes or rescue including entering past and current medical examinations, observations and behavior notes in the animal management software as needed.
- Suggest ways to increase rescue organization relationships based on an aggressive monthly quota system.
- Ability to effectively write “bios” for pets in the shelter, with efforts of finding rescue group/foster homes in this fast-paced environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or general education degree (GED); Bachelor’s degree preferred.
- Must have the ability to make decisions on behalf of the organization as to approval of animals into foster homes and rescue groups.
- Experience interacting with the general public and excellent interpersonal skills.
- Must possess a valid, unrestricted State of Louisiana Driver’s License.
- Must possess basic computer skills. Computer literate, Microsoft Office, Internet, assigned shelter software, Google docs and email. (A computer skills test will be administered to qualified candidates.)

- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, kneel and walk as required by the job, lift up to lift up to 60 pounds, and drive a van/commercial vehicle.

ASMC Operations Manager-FT

GRADE: 24

FLSA: Exempt

EFFECTIVE: 04/14/2021

Provides supervision of enforcement operations and shelter operations to include work allocation, training and problem solution for Animal Services and Mosquito Control.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned)

- Supervise the Enforcement of laws, ordinances, and regulations pertaining to animal services.
- Respond to and resolve sensitive inquiries and complaints pertaining to animal care providers, Animal Service Officers and the general public.
- Interpret Parish and City ordinances, State statutes, regulations, and policies to the general public and the staff.
- Make final decision regarding euthanasia and supervises euthanasia to insure proper techniques are used.
- Perform daily inspection of shelter facilities to monitor the general health of shelter animals and insure proper medical care is rendered in a timely, humane and efficient manner.
- Ensure that computer files, record and statistics are properly maintained including; animal intake, disposition, adoption, euthanasia, spay and neuter of shelter animal and controlled substances.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or general education degree (GED); Bachelor's degree preferred.
- 2 years related animal shelter supervisory/management experience or 2 or more years related lead role experience in a high volume shelter environment.
- 2 years experience in volunteer recruiting/humane education/animal shelter marketing. Examples of work may be required.
- Euthanasia Certification; applicants who do not possess the Euthanasia Certification may be appointed to the position, but the required coursework must be taken and the certificate obtained within the first six months of employment.
- Must possess a valid, unrestricted State of Louisiana Driver's License.

- Must possess basic computer skills. Strong computer skills including Microsoft Office, power point applications and databases. (A computer skills test will be administered to qualified candidates.)
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee will be required to lift fifty (50) pounds and assist with up to one-hundred-fifty (150) pounds.

ASMC Quality Assurance Specialist/Drone Pilot FT

GRADE: 18

FLSA: Non-Exempt

EFFECTIVE: 12/18/2022

Provides general Quality Assurance and Safety Practices for Animal Services and Mosquito Control.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned)

- Ensures compliance with department and government regulatory rules and policies including but not limited to OSHA, environmental, food safety, DOT, transportation authorities, etc.
- Pilots drone to disseminate BTI (*Bacillus Thuringiensis*) for mosquito abatement (requires active license).
- Inspect equipment and machinery to observe possible unsafe conditions
- Monitor all Departmental Operations that affect quality
- Monitor Risk Management activities
- Assure on going compliance with quality and industry regulatory requirements
- Identify training needs and organize training interventions to meet quality standards

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or general education degree (GED); Bachelor's degree preferred
- Must possess license to pilot drone for mosquito abatement or the ability to obtain license within six (6) months of employment or appointment to the position
- Strong computer skills including Microsoft Office, QA applications and databases
- Excellent communication, and collaboration skills
- Valid qualification in occupational health and safety
- Good knowledge of data analysis and risk assessment
- Must have a valid driver's license

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand reach, stoop and kneel as related to the service and maintenance of parish property. The employee is required to lift objects weighing up to fifty (50) pounds.

ASMC Customer Engagement Specialist FT

GRADE: 12

FLSA: Non-Exempt

EFFECTIVE: 07/08/2018

Provides general excellent customer service and communication for Animal Services and Mosquito Control at all times.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned)

- Maintaining a professional, cheerful, and helpful attitude when interacting with all customers.
- Answer incoming telephone calls using proper telephone etiquette, direct calls to other team members as necessary, and take care of routine calls, such as scheduling appointments.

- Use computer system to accurately enter and retrieve records and reports, enter fees and charges, and maintain the database. Generate call back reports, appointment lists, and other reports using computer system as directed.
- Exercise a technical knowledge of departmental policies and procedures, city and Parish guidelines/ordinances pertaining to the department.
- Accept payments from clients. Accurately process cash, checks, and charge card payments.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or general education degree (GED); Bachelor's degree preferred
- Strong computer skills including Microsoft Office, power point applications and databases
- Demonstrate knowledge of general office practices and procedures, receptionist and telephone techniques
- Learn basic veterinary terminology
- Perform clerical work with speed and accuracy, use a multiple line telephone system, handle cash and other forms of payment

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Customer Engagement Specialist will be required to stand for long periods. The Customer Engagement Specialist must be able to lift up to 40lbs unassisted.

ASMC Animal Control Specialist FT

GRADE: 18
 FLSA: Non-Exempt
 EFFECTIVE: 07/08/2018

Performs clerical and public contact work responding to inquiries, licensing and/or discussing Parish animal control information for Animal Services and Mosquito Control.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned)

- Prepare manual and computerized reports and documents in a neat, timely and accurate manner.
- Interpret Parish and City ordinances, State statutes, regulations, and policies to the general public and the staff.
- Ensure that computer files, record and statistics are properly maintained including controlled substances.
- Maintains inventory of animal control officer equipment and other assigned equipment.
- Troubleshoots citizen issues; investigates complaints; attends neighborhood meetings; promotes responsible pet ownership.
- Investigates and prepares reports for court, manages the animal licensing programs with the City and Parish; this incumbent performs animal establishment inspections/breeder permits.

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.

- High School Diploma or general education degree (GED); Bachelor's degree preferred;
- Required to demonstrate a proficiency in the knowledge and use of Microsoft Office Word, Excel, PowerPoint, utilize current computer program for data analysis;
- Euthanasia Certification; applicants who do not possess the Euthanasia Certification may be appointed to the position, but the required coursework must be taken and the certificate obtained within the first six months of employment.
- Must possess a valid, unrestricted State of Louisiana Driver's License.
- Must possess basic computer skills. (A computer skills test will be administered to qualified candidates.);
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee will be required to lift fifty (50) pounds and assist with up to one-hundred-fifty (150) pounds.

FACILITIES & MAINTENANCE

Facilities/Maintenance Director

GRADE: U05
FLSA: Exempt
EFFECTIVE: 01/01/2011

A highly responsible management position that reports directly to the Caddo Parish Administrator. Position is responsible for managing the overall operations of the department.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Lead the Facilities and Maintenance Department ensuring Parish resources are used to best serve the citizens and employees of the Parish of Caddo. Uphold proper decision making, legalities and integrity of the position of Department Director.
- Prepare and maintain the budget for the Facilities & Maintenance Department. Uses good judgment in spending Parish funds. Actively pursues outside sources of funding such as grants, partnerships, etc. to offset Parish expenditures.
- Manage employees within the Department to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained.
- Create a learning environment which may include continuing education for self and subordinates, creating succession planning for all key positions, and fostering teamwork within the group.
- Work with Administration, other Directors, and other Departments to foster and effective Team Spirit within the Parish Administration Leadership Team.

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.

- Bachelor's Degree in Business Administration, Business Management, Public Administration or a related field, plus four years of experience in Facilities and Maintenance management; ten years of related experience may substitute in lieu of a B.S. Degree.
- Must have valid driver's license.
- The ability to plan, initiate and execute procedures and policies.
- Analytical mind to solve and properly explain, verbally and in writing with persons at all levels.
- Highly developed understanding of management and fiscal principles.
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Facilities/Maintenance Assistant Director

GRADE: U02
FLSA: Exempt
EFFECTIVE: 01/01/2011

A highly responsible management position that reports directly to the Director of Facilities and Maintenance. Position assists with managing the overall operations of the department.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Assists with leading the Facilities and Maintenance Department ensuring Parish resources are used to best serve the citizens and employees of the Parish of Caddo.
- Assists with the preparing the annual operation budget for the Department of Facilities & Maintenance. Uses good judgment in spending Parish funds. Monitors expenditures for the department as it relates to material purchases. Provides oversight and management of construction projects and keeps track of spending to ensure budgets are maintained within the project scope.
- Manage employees within the Department to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained.
- Provides management of daily activities of the department by supervising unit activities and supervisors within the department.
- Works closely with outside agencies in resolving facilities and maintenance related issues. Plan and coordinate work to be done.

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.

- Bachelor's Degree in Business Administration, Business Management, Public Administration or a related field is preferred. Five years of experience in Facilities and Maintenance management; ten years of related experience may substitute in lieu of a B.S. Degree.
- Must have valid driver's license.
- The ability to plan, initiate and execute procedures and policies.
- Analytical mind to solve and properly explain, verbally and in writing with persons at all levels.
- Highly developed understanding of management and fiscal principles.
- Ability to establish and maintain harmonious working relationships.
- Interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

FM Technician I

GRADE: 6

FLSA: Non-exempt

EFFECTIVE: 09/13/2022

An entry level position responsible for the building maintenance and limited construction work of routine difficulty.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Assists other Technicians with the preventative and corrective maintenance and repairs to Parish Facilities, such as replacing ballasts and light bulbs, trash removal, sweeping, and cleaning walks and driveways.
- Performs general cleaning, cleaning up spills, emptying waste baskets. loading trash onto trucks, picking up trash on the Courthouse lawn etc.
- Delivers mail, newspapers, packages and various items to different departments.
- Puts out flags, jury cones, recycle bins and escorts contractors

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.

- High School Diploma or GED equivalent is required.
- Must have valid Driver's License.
- Demonstrates good interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM Administrative Clerk III FT

GRADE: 10

FLSA: Non-exempt

EFFECTIVE: 02/14/2013

Front office position providing clerical support to the staff of the Department of Facilities and Maintenance.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder and labeling system.
- Professionally manages multiple incoming telephone lines. Courteously and expertly deals with citizens and employees; and monitors close circuit security cameras.
- Schedules, conducts and promote tours for the public of the Caddo Parish Courthouse.
- Provides clerical support as needed and assists with special projects and routine functions.

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.

- High School Diploma or GED equivalent is required. Two (2) years of highly responsible clerical experience in a business office environment is preferred.
- Ability to function at a basic level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.) **(Microsoft Skills test may be administered to qualified applicants.)**
- Ability to interpret policies and procedures and the ability to establish and maintain effective work relationships.
- Interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

FM Administrative Specialist

GRADE: 12

FLSA: Non-exempt

EFFECTIVE: 09/28/2014

Provides highly responsible and detailed administrative support to the staff of Facilities and Maintenance.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Others duties may be included.)

- Provides clerical support to the Facilities and Maintenance staff and assists with special projects and routine functions. Preserves the confidentiality of sensitive issues and situations involving Parish of Caddo personnel.
- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Creates reports and maintains the data entry of utilities for all parish buildings using the UtilityTRAC system.
- Sends out correspondence to all polling locations prior to parish elections.
- Professionally manage multiple incoming telephone lines. Expertly deals with citizens and employees.

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.

- High School Diploma or GED equivalent is required. Two (2) years of highly responsible clerical experience in a business office environment is preferred.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.) **Microsoft Office test will be administered to qualified applicants.**
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

FM Office Coordinator

GRADE: 16

FLSA: Non-exempt

EFFECTIVE: 01/01/2011

Coordinates office operations for the Department of Facilities and Maintenance.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following:

- Coordinates activities and assignments for staff as well as train other clerical personnel for the department.
- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.
- Provides clerical support to the Director and Assistant Director and assists with special projects and routine functions.
- Preserves the confidentiality of sensitive issues and situations.

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.

- High School Diploma or GED equivalent is required. Four (4) years of highly responsible clerical experience in a business office environment is preferred.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet and presentation and data base applications.)
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

FM Manager

GRADE: 24
FLSA: Exempt
EFFECTIVE: 01/01/2015

Supervises maintenance workers performing structural, electrical, plumbing maintenance and housekeeping tasks in parish facilities.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Supervises, coordinates and assists in the work activities of skilled, semi-skilled and or unskilled workers performing such tasks as maintaining and repairing heating and air conditioning systems, operating equipment, electrical and mechanical systems, physical structures of buildings, housekeeping and grounds keeping tasks in multiple buildings. Implements approved work, training and safety programs. Evaluates and disciplines subordinates.
- Orders and requisitions tools, equipment and supplies, and submits work reports.
- Ensures work is completed in a timely manner and in accordance with established procedures.
- Plans and coordinates work projects with architects, engineers and contractors.

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.

- High School Diploma or GED equivalent is required.
- Ten (10) years of journeyman level experience in a skilled craft trade. Three (3) years of supervisory experience in building maintenance is preferred. A B.S. Degree in a related field will substitute for four (4) years of experience.
- Demonstrated leadership qualities. Ability to plan and implement programs, policies and procedures.
- Highly developed understanding of management principles and construction projects. Analytical mind to solve and properly explain, verbally and in writing, complex problems.
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.
- Must have a valid Driver's License.
- Interpersonal skills

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must be able to lift up to fifty (50) pounds to the waist.

FM Carpenter

GRADE: 16
FLSA: Non-exempt
EFFECTIVE: 01/01/2011

Responsible for carpentry work of the most difficult nature.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Lays out, fits, cuts and joins lumber to construct, remodel, and repair buildings. Installs partitions, walls, ceilings; builds cabinets and installs paneling.
- Proficient in the use of woodworking equipment and tools. Reads blueprints.
- Skilled in the use of proper tools and equipment and orders appropriate supplies and materials for tasks.
- Perform similar duties as Senior Tech when necessary. Work involving construction, remodeling, building repairs and painting. Plans job assignments and ensures jobs are completed safely and efficiently. Supervises subordinate technicians and or inmate workers when necessary.

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.

- High School Diploma or GED equivalent is required.
- Must be a Journeyman Carpenter with extensive experience and ability in the construction field.
- Must have at least five years of experience at the journeyman level.
- Must have valid Driver's License.
- Demonstrates good interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM Environmental Services Manager

GRADE: 24
FLSA: Exempt
EFFECTIVE: 02/08/2015

Supervises environmental services technicians performing housekeeping tasks.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following:

- Supervises, coordinates and assists in the work activities of workers performing housekeeping and grounds keeping tasks. Implements approved work, training and safety programs. Interviews job applicants; recommend new hires, promotions and other personnel actions. Evaluates and disciplines subordinates.
- Orders and requisitions equipment and supplies, and submits work reports.
- Ensures work is completed in a timely manner and in accordance with established procedures.

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.

- High School Diploma or GED equivalent is required.
- Six (6) years of experience in a related area is preferred. Three (3) years of supervisory experience is preferred.
- Demonstrated leadership qualities. Ability to plan and implement programs, policies and procedures.
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.
- Must have a valid Driver's License.
- Interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

FM Senior Electronics Technician

GRADE: 19

FLSA: Non-exempt

EFFECTIVE: 01/01/2015

Responsible for precision work in the installation and maintenance of electronics in parish facilities.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Troubleshoot, repair and install electronic equipment in use through parish facilities to include: telephone systems, sets, alarm/fire systems, metal detectors, x-ray machines, sound systems, card access, duress systems, magnetic and electric locks, closed circuit television systems, intercoms, and repairs of general office equipment. Also responsible for the installation/operation of media equipment and PA systems for meetings and public events.
- Expert in electronic theory and skilled in the proper use of tools and equipment and orders appropriate supplies and materials for tasks.
- Perform similar duties as Senior Tech when necessary for work involving construction, remodeling, building repairs and painting.
- Plans job assignments and ensures jobs are completed safely and efficiently.
- Supervises subordinate technicians and/or inmate workers when necessary.

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.

- High School Diploma or GED equivalent is required.
- Advanced training in electronic theory such as one would receive at a technical trade school, military training, an Associate degree program, or minimum six (6) years of experience is preferred.
- Must have license or certifications as required by law.
- Must have valid Driver's License.
- Must possess problem solving skills and the ability to troubleshoot in a logical manner.
- Demonstrates good interpersonal and organizational skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM Electrician

GRADE: 16

FLSA: Non-exempt

EFFECTIVE: 01/01/2011

Responsible for electrical work, electronic work, and appliance repair.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Installs, repairs, and maintains a variety of electrical equipment and systems for the Parish such as air conditioning and heating equipment, lighting circuits, timers, dimmer, pumps and motors and various electrical devices in Parish buildings and facilities. Assist other trades in diagnosing electrical problems. Back up Electronic Tech when necessary.
- Knowledgeable in the proper use of tools and equipment and orders appropriate supplies and materials for tasks.
- Perform similar duties as Senior Tech when necessary. Work involving construction, remodeling, building repairs and painting. Plans job assignments and ensures jobs are completed safely and efficiently. Supervises subordinate technicians and or inmate workers when necessary.

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.

- High School Diploma or GED equivalent is required.
- Journeyman Electrician Required.
- Three (3) years experience in the commercial or industrial field preferred.
- Must have valid Driver's License.
- Demonstrate good interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM Senior Electrician

GRADE: 19

FLSA: Non-exempt

EFFECTIVE: 01/01/2019

Responsible for electrical work, electronic work, and appliance repair.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Installs, repairs, and maintains a variety of electrical equipment and systems for the Parish such as air conditioning and heating equipment, lighting circuits, timers, dimmer, pumps and motors and various electrical devices in Parish buildings and facilities. Assist other trades in diagnosing electrical problems. Back up Electronic Tech when necessary.
- Knowledgeable in the proper use of tools and equipment and orders appropriate supplies and materials for tasks.
- Perform similar duties as Senior Tech when necessary. Work involving construction, remodeling, building repairs and painting. Plans job assignments and ensures jobs are completed safely and efficiently. Supervises subordinate technicians and or inmate workers when necessary.

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.

- High School Diploma or GED equivalent is required.
- Journeyman Electrician Required.
- Three (3) years experience in the commercial or industrial field preferred.
- Must have valid Driver's License.
- Demonstrate good interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM Painter

GRADE: 16

FLSA: Non-exempt

EFFECTIVE: 01/01/2011

Responsible for painting work of the most difficult nature.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Paints interiors and exteriors of Parish buildings; mixes and matches paints. Stains, finishes and refinishes furniture. Applies epoxy paints. Hangs wallpaper and sheet rock. Prepares various types of surfaces prior to painting.
- Proficient in the use of painting equipment and tools, such as brushes, rollers, ladders, sanders, spray guns, trowels, and orders appropriate supplies and materials for tasks.
- Perform similar duties as Senior Tech when necessary. Work involving construction, remodeling, building repairs and painting. Plans job assignments and ensures jobs are completed safely and efficiently. Supervises subordinate technicians and or inmate workers when necessary.

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.

- High School Diploma or GED equivalent is required.
- Must be a Journeyman Painter with extensive experience and ability as defined by industry practices.
- Must have valid Driver's License.
- Demonstrates good interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM Plumber

GRADE: 16
FLSA: Non-exempt
EFFECTIVE: 01/01/2011

Responsible for performing journeyman plumbing work.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Performs general plumbing work on existing and new construction, repairs and maintenance.
- Knowledgeable in the proper use of tools and equipment and orders appropriate supplies and materials for tasks.
- Supervises subordinates and/or inmate workers to ensure jobs are completed safely and efficiently.

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.

- High School Diploma or GED equivalent is required.
- Must be a licensed Journeyman Plumber with at least five years of experience and ability.
- Must have valid Driver's License.
- Demonstrates good interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM Plumber Technician

GRADE: 16

FLSA: Non-exempt

EFFECTIVE: 01/01/2023

Responsible for performing journeyman plumbing work.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Performs general plumbing work on existing and new construction, repairs and maintenance.
- Knowledgeable in the proper use of tools and equipment and orders appropriate supplies and materials for tasks.
- Supervises subordinates and/or inmate workers to ensure jobs are completed safely and efficiently.

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.

- High School Diploma or GED equivalent is required.
- Must have three (3) years of journeyman level experience in plumbing.
- Must have valid Driver's License.
- Demonstrates good interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM Senior Technician

GRADE: 14

FLSA: Non-exempt

EFFECTIVE: 01/01/2011

A skilled technical position that performs work in plumbing, painting, carpentry, electrical, electronic security, or heating and air conditioning.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Supervises subordinate technicians and/or inmate workers in work involving construction, remodeling, building repairs and painting. Plans job assignments and ensures jobs are completed safely and efficiently.
- Proficient and versatile in all skilled crafts including plumbing, painting, carpentry, electrical, electronic security, heating and air conditioning, keying and locksmith, and glazing.
- Knowledgeable in the proper use of tools and equipment and orders appropriate supplies and materials for tasks.

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.

- High School Diploma or GED equivalent is required.
- Four (4) years of experience in (2) or more skilled craft preferred. (i.e.: plumbing, painting, carpentry, electrical, electronic security, heating and air conditioning, keying and locksmith, glazing, or general maintenance experience.)
- Must have valid Driver's License.
- Demonstrates good interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM Environmental Services Technician I FT

GRADE: 6
FLSA: Non-exempt
EFFECTIVE: 01/01/2011

Performs housekeeping tasks and replenishes supplies in parish buildings.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Performs general cleaning such as: scrub, mop, wax, polish, and strip floors, dust and polish furniture, wash windows, walls, woodwork, and restroom fixtures, moves equipment, empties wastebaskets, ashtrays, and other receptacles, sweeps and cleans walks and driveways.
- Distributes and replenish supplies, such as paper products and cleaning solutions.
- Environmental Services Technicians assigned to the Caddo Correctional Center will supervise the work of a crew of inmates in the area of housekeeping.

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.

- Some experience in housekeeping is preferred.
- Interpersonal skills.
- Environmental Services Technicians assigned to Supply Room Must have a valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to walk, stand and use hands to handle or feel objects, brooms, mops, buffers, vacuums and the like. The employee is occasionally required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee is required to lift objects weighing up to fifty (50) pounds.

FM Environmental Services Technician I PT

GRADE: 6
FLSA: Non-exempt
EFFECTIVE: 01/01/2011

Performs housekeeping tasks and replenishes supplies in parish buildings.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Performs general cleaning such as: scrub, mop, wax, polish, and strip floors, dust and polish furniture,

wash windows, walls, woodwork, and restroom fixtures, moves equipment, empties wastebaskets, ashtrays, and other receptacles, sweeps and cleans walks and driveways.

- Distributes and replenish supplies, such as paper products and cleaning solutions.
- Environmental Services Technicians assigned to the Caddo Correctional Center will supervise the work of a crew of inmates in the area of housekeeping.

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.

- Some experience in housekeeping is preferred.
- Interpersonal skills.
- Environmental Services Technicians assigned to Supply Room Must have a valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to walk, stand and use hands to handle or feel objects, brooms, mops, buffers, vacuums and the like. The employee is occasionally required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee is required to lift objects weighing up to fifty (50) pounds.

FM Environmental Services Technician II FT

GRADE: 8
FLSA: Non-exempt
EFFECTIVE: 06/16/2013

Performs housekeeping tasks and replenishes supplies in parish buildings.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Performs general cleaning such as: scrub, mop, wax, polish, and strip floors, dust and polish furniture, wash windows, walls, woodwork, and restroom fixtures, moves equipment, empties wastebaskets, ashtrays, and other receptacles, sweeps and cleans walks and driveways.
- Distributes and replenish supplies, such as paper products and cleaning solutions.
- Supervise a crew of technicians or inmates on floor detail.
- Environmental Services Technicians assigned to the Caddo Correctional Center will supervise the work of a crew of inmates in the area of housekeeping.
- Operate the following floor equipment: buffer, stripping machine, carpet extractor.

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.

- Three (3) years of related experience is preferred.
- High School Diploma or GED equivalent is required.
- Interpersonal skills.
- Must have a valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to walk, stand and use hands to handle or feel objects, brooms, mops, buffers, vacuums and the like. The employee is occasionally required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee is required to lift objects weighing up to fifty (50) pounds.

FM Environmental Services Technician III FT

GRADE: 10

FLSA: Non-exempt

EFFECTIVE: 06/16/2013

Oversees environmental service technicians performing custodial tasks in parish buildings.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Supervises the work of a crew of technicians (or inmates when assigned to the Caddo Correctional Center) in the area of housekeeping. Evaluates performance of subordinates. May perform duties of supervisor when needed.
- Reviews work in progress and ensures projects are completed in a safe and timely manner. Ensures proper and adequate materials are available. Maintains, orders and distributes supplies.
- May perform the tasks of subordinates such as: scrub, mop, wax, polish, and strip floors, dust and polish furniture, wash windows, walls, woodwork, and restroom fixtures, moves equipment, empties wastebaskets, ashtrays, and other receptacles, sweeps and cleans walks and driveways.
- Prepares a variety of paperwork using automated or manual sources such as supply orders and inventory and employee reviews.

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.

- High School Diploma or GED equivalent is required.
- Three (3) years of related experience and one (1) year of supervisory experience is preferred.
- Interpersonal skills.
- Must have a valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to walk, stand and use hands to handle or feel objects, brooms, mops, buffers, vacuums and the like. The employee is occasionally required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee is required to lift objects weighing up to fifty (50) pounds.

FM Supply Specialist

GRADE: 13
FLSA: Non-exempt
EFFECTIVE: 01/09/2018

Coordinates the inventory & delivery of supplies used at parish buildings.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Responsible for tracking inventory & replenishing supplies using inventory software, maintaining optimal inventory levels. Distribute materials, products, parts, and supplies based on incoming requisitions from parish departments and other governmental agencies.
- Coordinates monthly billing with Office Coordinator.
- Drives parish vehicle and forklift in order to pick up incoming stock and deliver supplies to designated locations.
- Keeps an accurate list of surplus items for auctions and is responsible for coordinating the parish auction.
- Maintain vehicle, supplies, tools, equipment, and storage areas.

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.

- High School Diploma or GED equivalent is required.
- Four (4) years of experience as a supply clerk is preferred.

- Knowledge of all materials, supplies & equipment used in the Environmental Services Department and parish buildings.
- Ability to function at a basic level of computer proficiency. (Email, internet, word processing, and inventory applications.) A computer skills test may be administered to qualified applicants.
- Must have a valid Driver's License.
- Interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must be able to lift up to fifty (50) pounds to the waist.

FM Supply Technician FT

GRADE: 6

FLSA: Non-exempt

EFFECTIVE: 07/29/2012

An entry level position responsible for the delivery and replenishment supplies in parish buildings.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Replenish and distribute materials, products, parts, and supplies based on incoming requisitions from parish departments and other governmental agencies.
- Receive and distribute mail to parish departments and other governmental agencies.
- Drives parish vehicle in order to pick up incoming stock and deliver supplies to designated locations.
- Maintain vehicle, supplies, tools, equipment, and storage areas; assists Facilities and Maintenance Technicians and Environmental Services Technicians with general maintenance and cleaning.

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.

- Some experience in delivery/warehouse and general maintenance is preferred.
- Interpersonal skills.
- Must have a valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to walk, stand and use hands to handle or feel objects, brooms, mops, buffers, vacuums and the like. The employee is occasionally required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee is required to lift objects weighing up to fifty (50) pounds.

FM CCC Foreman

GRADE: 17

FLSA: Non-exempt

EFFECTIVE: 03/27/2011

Provides support to the Supervisor of Facilities & Maintenance at the Caddo Correctional Center with daily operations and special projects; requiring considerable knowledge of skilled craft trades, appropriate organizational work programs and procedures and policies.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Coordinates the work of subordinate technicians involving construction, remodeling, building repairs and painting. Plans job assignments and ensures jobs are completed safely and efficiently. Performs timekeeping tasks for department.
- Proficient and versatile in all skilled crafts including plumbing, painting, carpentry, electrical, electronic security, heating and air conditioning, keying and locksmith, and glazing.
- Orders and requisitions tools, equipment and supplies, and submits work reports.
- Coordinates work projects with architects, engineers, contractors and other agencies.
- May be required to work with tools.

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.

- High School Diploma or GED equivalent is required.
- Six (6) years of experience in a skilled craft preferred. (i.e.: plumbing, painting, carpentry, electrical, electronic security, heating and air conditioning, keying and locksmith, glazing, or general maintenance experience.) Experience working maintenance in a jail environment preferred.
- Demonstrated leadership qualities. Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.
- Must have valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM CCC Environmental Services Technician I

GRADE: 6

FLSA: Non-exempt

EFFECTIVE: 01/01/2011

Performs housekeeping tasks and replenishes supplies in parish buildings.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Performs general cleaning such as: scrub, mop, wax, polish, and strip floors, dust and polish furniture, wash windows, walls, woodwork, and restroom fixtures, moves equipment, empties wastebaskets, ashtrays, and other receptacles, sweeps and cleans walks and driveways.
- Distributes and replenish supplies, such as paper products and cleaning solutions.
- Environmental Services Technicians assigned to the Caddo Correctional Center will supervise the work of a crew of inmates in the area of housekeeping.

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.

- Some experience in housekeeping is preferred.
- Interpersonal skills.
- Environmental Services Technicians assigned to Supply Room Must have a valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to walk, stand and use hands to handle or feel objects, brooms, mops, buffers, vacuums and the like. The employee is occasionally required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee is required to lift objects weighing up to fifty (50) pounds.

FM CCC Electronics Technician

GRADE: 16
FLSA: Non-exempt
EFFECTIVE: 01/01/2011

Responsible for precision work in electronics in building facility maintenance.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Repairs and installs: telephone systems, sets, alarm/fire systems, metal detectors, x-ray machines, sound systems, card access, duress systems, magnetic and electric locks, closed circuit television systems, intercoms, and repairs of general office equipment.
- Skilled in the proper use of tools and equipment and orders appropriate supplies and materials for tasks.
- Perform similar duties as Senior Tech when necessary. Work involving construction, remodeling, building repairs and painting. Plans job assignments and ensures jobs are completed safely and efficiently. Supervises subordinate technicians and/or inmate workers when necessary.

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.

- High School Diploma or GED equivalent is required.
- An Associate's Degree in Electronics or four (4) years of experience preferred.
- Must have license or certifications as required by law.
- Must have valid Driver's License.
- Demonstrates good interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM CCC Electrician

GRADE: 16
FLSA: Non-exempt
EFFECTIVE: 01/01/2011

Responsible for electrical work, electronic work, and appliance repair.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Installs, repairs, and maintains a variety of electrical equipment and systems for the Parish such as air conditioning and heating equipment, lighting circuits, timers, dimmer, pumps and motors and various electrical devices in Parish buildings and facilities. Assist other trades in diagnosing electrical problems. Back up Electronic Tech when necessary.
- Knowledgeable in the proper use of tools and equipment and orders appropriate supplies and materials for tasks.
- Perform similar duties as Senior Tech when necessary. Work involving construction, remodeling, building repairs and painting. Plans job assignments and ensures jobs are completed safely and efficiently. Supervises subordinate technicians and or inmate workers when necessary.

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.

- High School Diploma or GED equivalent is required.
- Journeyman Electrician Required.
- Three (3) years experience in the commercial or industrial field preferred.
- Must have valid Driver's License.
- Demonstrate good interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM CCC Senior Technician

GRADE: 14

FLSA: Non-exempt

EFFECTIVE: 01/01/2011

A skilled craft position that performs work in plumbing, painting, carpentry, electrical, electronic security, or heating and air conditioning.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Supervises subordinate technicians in work involving construction, remodeling, building repairs and painting. Plans job assignments and ensures jobs are completed safely and efficiently.

- Proficient and versatile in all skilled crafts including plumbing, painting, carpentry, electrical, electronic security, heating and air conditioning, keying and locksmith, and glazing.

- Determines proper tools and equipment and orders appropriate supplies and materials for tasks.

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.

- High School Diploma or GED equivalent is required.

- Four (4) years of experience in a skilled craft preferred. (i.e.: plumbing, painting, carpentry, electrical, electronic security, heating and air conditioning, keying and locksmith, glazing, or general maintenance experience.)

- Must have valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM CCC Supervisor

GRADE: 20

FLSA: Non-exempt

EFFECTIVE: 01/01/2011

Supervises maintenance workers performing structural, electrical, plumbing maintenance and housekeeping tasks in Caddo Correctional Center.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Supervises, coordinates and assists in the work activities of skilled, semi-skilled and or unskilled workers performing such tasks as maintaining and repairing heating and air conditioning systems, operating equipment, electrical and mechanical systems, physical structures of buildings, housekeeping and grounds keeping tasks. Implements approved work, training and safety programs. Evaluates and disciplines subordinates.

- Orders and requisitions tools, equipment and supplies, and submits work reports.

- Ensures work is completed in a timely manner and in accordance with established procedures.

- Plans and coordinates work projects

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.

- High School Diploma or GED equivalent is required.
- Two (2) years of journeyman level experience in a skilled craft trade is preferred. Two – four (2-4) years of supervisory experience in building maintenance is preferred. A B.S. Degree in a related field will substitute for two (2) years of experience.
- Demonstrated leadership qualities. Ability to plan and implement programs, policies and procedures.
- Highly developed understanding of management principles and construction projects. Analytical mind to solve and properly explain, verbally and in writing, complex problems.
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.
- Must have a valid Driver's License.
- Interpersonal skills

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must be able to lift up to fifty (50) pounds to the waist.

FM CCC Technician III

GRADE: 10
FLSA: Non-exempt
EFFECTIVE: 01/01/2011

A skilled craft position that performs general repairs, maintenance and grounds keeping.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Performs minor preventative and corrective maintenance and repairs to Parish buildings and grounds.
- Proficiently uses carpentry, electrical and other hand tools and equipment to construct, repair, replace and perform preventative and corrective maintenance.
- Supervises a crew of inmates and or technicians assigned to perform general maintenance and repairs.

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.

- High School Diploma or GED equivalent is required.
- One (1) year of experience in a skilled craft preferred. (i.e.: carpentry, plumbing, painting, electrical, electronic security, heating and air conditioning, keying and locksmith, glazing, or general maintenance.)
- Must have valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM Environmental Services Supervisor

GRADE: 20
FLSA: Exempt
EFFECTIVE: 01/01/2019

Supervises environmental service technicians performing housekeeping tasks.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following:

- Supervises, coordinates and assists in the work activities of workers performing housekeeping and grounds keeping tasks. Instructs work force on current and new work procedures. Implements approved work, training and safety programs. Interviews job applicants; recommend new hires, promotions and other personnel actions. Evaluates and disciplines subordinates.
- Orders and requisitions equipment and supplies, and submits work reports.
- Ensures work is completed in a timely manner and in accordance with established procedures.
- Plans and coordinates Environmental Services work projects.

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.

- High School Diploma or GED equivalent is required.
- Four (4) years of experience in a related area is preferred. Four (4) years of supervisory experience is preferred.
- Demonstrated leadership qualities. Ability to plan and implement programs, policies and procedures.
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.
- Must have a valid Driver's License.

- Interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment. The employee is required to lift objects weighing up to fifty (50) pounds.

FM CCC Environmental Services Supervisor

GRADE: 20

FLSA: Exempt

EFFECTIVE: 01/01/2019

Supervises environmental service technicians performing housekeeping tasks at the Caddo Correctional Center.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following:

- Supervises, coordinates and assists in the work activities of workers performing housekeeping and grounds keeping tasks. Instructs work force on current and new work procedures. Implements approved work, training and safety programs. Interviews job applicants; recommend new hires, promotions and other personnel actions. Evaluates and disciplines subordinates.
- Orders and requisitions equipment and supplies, and submits work reports.
- Ensures work is completed in a timely manner and in accordance with established procedures.
- Plans and coordinates Environmental Services work projects.

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.

- High School Diploma or GED equivalent is required.
- Four (4) years of experience in a related area is preferred. Four (4) years of supervisory experience is preferred.
- Demonstrated leadership qualities. Ability to plan and implement programs, policies and procedures.
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.
- Must have a valid Driver's License.
- Interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment. The employee is required to lift objects weighing up to fifty (50) pounds.

FM CCC Sr. HVAC Technician

GRADE: 19

FLSA: Non-exempt

EFFECTIVE: 12/19/2021

Responsible for skilled craft precision work in air conditioning and refrigeration.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Performs Journeyman level work in the HVAC trade, such as preventative maintenance on air handlers, pumps, chillers, boilers, ice machines, cooling towers and split a/c systems. Also troubleshoots and repairs the same.
- Knowledgeable in the proper use of tools and equipment and orders appropriate supplies and materials for tasks.
- Perform similar duties as Senior Tech when necessary. Work involving construction, remodeling, building repairs and painting. Plans job assignments and ensures jobs are completed safely and efficiently. Supervises subordinate technicians and or inmate workers when necessary.

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.

- High School Diploma or GED equivalent is required.
- Three (3) years experienced as a licensed Journeyman in HVAC
- Must have A/C Refrigeration and Recovery license.
- Must have valid Driver's License.
- Demonstrates good interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM CCC HVAC Technician

GRADE: 16

FLSA: Non-exempt

EFFECTIVE: 01/01/2011

Responsible for skilled craft precision work in air conditioning and refrigeration.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Performs Journeyman level work in the HVAC trade, such as preventative maintenance on air handlers, pumps, chillers, boilers, ice machines, cooling towers and split a/c systems. Also troubleshoots and repairs the same.
- Knowledgeable in the proper use of tools and equipment and orders appropriate supplies and materials for tasks.
- Perform similar duties as Senior Tech when necessary. Work involving construction, remodeling, building repairs and painting. Plans job assignments and ensures jobs are completed safely and efficiently. Supervises subordinate technicians and or inmate workers when necessary.

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.

- High School Diploma or GED equivalent is required.
- Three (3) years experienced as a licensed Journeyman in HVAC
- Must have A/C Refrigeration and Recovery license.
- Must have valid Driver's License.
- Demonstrates good interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM Technician III

GRADE: 10
FLSA: Non-exempt
EFFECTIVE: 10/11/2016

A skilled technical position that performs general facility maintenance and repairs.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Performs preventative and corrective maintenance and repairs to Parish Facilities.
- Skilled in the use of carpentry, electrical and other hand tools and equipment to construct, repair, replace and perform preventative and corrective maintenance.
- Supervises a crew of technicians and/or inmate workers assigned to perform general maintenance and repairs.

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.

- High School Diploma or GED equivalent is required.
- Three (3) years of experience in (carpentry, plumbing, painting, electrical, electronic security, heating and air conditioning, keying and locksmith, glazing, or general facility maintenance.)
- Must have valid Driver's License.
- Demonstrates good interpersonal skills.
- If assigned to HVAC must obtain EPA HVAC Certification "Universal Type" within 6 months.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM HU Senior Technician

GRADE: 14

FLSA: Non-exempt

EFFECTIVE: 01/01/2011

A skilled craft position that performs work in plumbing, painting, carpentry, electrical, electronic security, or heating and air conditioning.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Supervises subordinate technicians in work involving construction, remodeling, building repairs and painting. Plans job assignments and ensures jobs are completed safely and efficiently.
- Proficient and versatile in all skilled crafts including plumbing, painting, carpentry, electrical, electronic security, heating and air conditioning, keying and locksmith, and glazing.
- Determines proper tools and equipment and orders appropriate supplies and materials for tasks.

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.

- High School Diploma or GED equivalent is required.
- Four (4) years of experience in a skilled craft preferred. (i.e.: plumbing, painting, carpentry, electrical, electronic security, heating and air conditioning, keying and locksmith, glazing, or general maintenance experience.)
- Must have valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM Locksmith

GRADE: 18
FLSA: Non-exempt
EFFECTIVE: 12/18/2021

A skilled craft position that performs work in duties of a lock smith.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Supervises subordinate technicians in work involving construction, remodeling, building repairs and painting. Plans job assignments and ensures jobs are completed safely and efficiently.
- Proficient and versatile in keying and locksmith.
- Makes signage.
- Determines proper tools and equipment and orders appropriate supplies and materials for tasks.

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.

- High School Diploma or GED equivalent is required.
- Five (5) years of experience as a licensed lock smith.
- Must have valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM HU Environmental Services Technician I PT

GRADE: 6

FLSA: Non-exempt

EFFECTIVE: 01/01/2011

Performs housekeeping tasks and replenishes supplies in parish buildings.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Performs general cleaning such as: scrub, mop, wax, polish, and strip floors, dust and polish furniture, wash windows, walls, woodwork, and restroom fixtures, moves equipment, empties wastebaskets, ashtrays, and other receptacles, sweeps and cleans walks and driveways.
- Distributes and replenish supplies, such as paper products and cleaning solutions.
- Environmental Services Technicians assigned to the Caddo Correctional Center will supervise the work of a crew of inmates in the area of housekeeping.

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.

- Some experience in housekeeping is preferred.
- Interpersonal skills.
- Environmental Services Technicians assigned to Supply Room Must have a valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to walk, stand and use hands to handle or feel objects, brooms, mops, buffers, vacuums and the like. The employee is occasionally required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee is required to lift objects weighing up to fifty (50) pounds.

53001 FM HU Environmental Services Technician I FT

GRADE: 6

FLSA: Non-exempt

EFFECTIVE: 01/01/2011

Performs housekeeping tasks and replenishes supplies in parish buildings.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Performs general cleaning such as: scrub, mop, wax, polish, and strip floors, dust and polish furniture, wash windows, walls, woodwork, and restroom fixtures, moves equipment, empties wastebaskets, ashtrays, and other receptacles, sweeps and cleans walks and driveways.
- Distributes and replenish supplies, such as paper products and cleaning solutions.
- Environmental Services Technicians assigned to the Caddo Correctional Center will supervise the work of a crew of inmates in the area of housekeeping.

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.

- Some experience in housekeeping is preferred.
- Interpersonal skills.
- Environmental Services Technicians assigned to Supply Room Must have a valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to walk, stand and use hands to handle or feel objects, brooms, mops, buffers, vacuums and the like. The employee is occasionally required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee is required to lift objects weighing up to fifty (50) pounds.

FM JC Senior Technician

GRADE: 14

FLSA: Non-exempt

EFFECTIVE: 01/01/2011

A skilled craft position that performs work in plumbing, painting, carpentry, electrical, electronic security, or heating and air conditioning.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Supervises subordinate technicians in work involving construction, remodeling, building repairs and painting. Plans job assignments and ensures jobs are completed safely and efficiently.

- Proficient and versatile in all skilled crafts including plumbing, painting, carpentry, electrical, electronic security, heating and air conditioning, keying and locksmith, and glazing.

- Determines proper tools and equipment and orders appropriate supplies and materials for tasks.

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.

- High School Diploma or GED equivalent is required.

- Four (4) years of experience in a skilled craft preferred. (i.e.: plumbing, painting, carpentry, electrical, electronic security, heating and air conditioning, keying and locksmith, glazing, or general maintenance experience.)

- Must have valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM JC Environmental Services Technician I

GRADE: 6

FLSA: Non-exempt

EFFECTIVE: 01/01/2011

Performs housekeeping tasks and replenishes supplies in parish buildings.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Performs general cleaning such as: scrub, mop, wax, polish, and strip floors, dust and polish furniture, wash windows, walls, woodwork, and restroom fixtures, moves equipment, empties wastebaskets, ashtrays, and other receptacles, sweeps and cleans walks and driveways.

- Distributes and replenish supplies, such as paper products and cleaning solutions.

- Environmental Services Technicians assigned to the Caddo Correctional Center will supervise the work of a crew of inmates in the area of housekeeping.

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.

- Some experience in housekeeping is preferred.
- Interpersonal skills.
- Environmental Services Technicians assigned to Supply Room Must have a valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to walk, stand and use hands to handle or feel objects, brooms, mops, buffers, vacuums and the like. The employee is occasionally required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee is required to lift objects weighing up to fifty (50) pounds.

FM RL HVAC Technician

GRADE: 16
FLSA: Non-exempt
EFFECTIVE: 01/01/2011

Responsible for skilled craft precision work in air conditioning and refrigeration.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Performs Journeyman level work in the HVAC trade, such as preventative maintenance on air handlers, pumps, chillers, boilers, ice machines, cooling towers and split a/c systems. Also troubleshoots and repairs the same.
- Knowledgeable in the proper use of tools and equipment and orders appropriate supplies and materials for tasks.
- Perform similar duties as Senior Tech when necessary. Work involving construction, remodeling, building repairs and painting. Plans job assignments and ensures jobs are completed safely and efficiently. Supervises subordinate technicians and or inmate workers when necessary.

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.

- High School Diploma or GED equivalent is required.
- Three (3) years experienced as a licensed Journeyman in HVAC
- Must have A/C Refrigeration and Recovery license.

- Must have valid Driver's License.
- Demonstrates good interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.

FM VH Environmental Services Technician I

GRADE: 6
FLSA: Non-exempt
EFFECTIVE: 01/01/2011

Performs housekeeping tasks and replenishes supplies in parish buildings.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Performs general cleaning such as: scrub, mop, wax, polish, and strip floors, dust and polish furniture, wash windows, walls, woodwork, and restroom fixtures, moves equipment, empties wastebaskets, ashtrays, and other receptacles, sweeps and cleans walks and driveways.
- Distributes and replenish supplies, such as paper products and cleaning solutions.
- Environmental Services Technicians assigned to the Caddo Correctional Center will supervise the work of a crew of inmates in the area of housekeeping.

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.

- Some experience in housekeeping is preferred.
- Interpersonal skills.
- Environmental Services Technicians assigned to Supply Room Must have a valid Driver's License

PHYSICAL DEMANDS

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

job, the employee is required to walk, stand and use hands to handle or feel objects, brooms, mops, buffers, vacuums and the like. The employee is occasionally required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee is required to lift objects weighing up to fifty (50) pounds.

JUVENILE SERVICES

JC Director of Juvenile Services

GRADE: U05

FLSA: Exempt

EFFECTIVE: 01/01/2015

A highly responsible management position that reports directly to the Caddo Parish Administrator. Position is responsible for managing the overall operations of the Department of Juvenile Services.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following (other duties may be assigned):

- Leads the Department of Juvenile Services in ensuring parish resources are used to best serve the citizens and employees of the Parish of Caddo. Makes proper decisions.
- Plans, directs, coordinates, and carries out policies relating to all phases of the Department of Juvenile Services, including the department's three major divisions: Juvenile Probation, and Juvenile Detention.
- Manages all programs involving care and rehabilitation of juveniles.
- Coordinates planning, research, evaluation, and funding as they pertain to juvenile services.
- Organizes and/or approves prospective components of community supervision to ensure an appropriate continuum of services and sanctions for juvenile offenders and families in need of services.
- Prepares and maintains the budget for the Department of Juvenile Services.
- Manage employees to include fair and equitable treatment.
- Create a learning environment and foster teamwork within the group.
- Manage an effective working relationship with Juvenile Court personnel, law enforcement agencies, attorneys, public defenders, social service agencies, educators, and others to promote conflict resolution involving juveniles under the direction of the Department.
- Any other related responsibilities that may be assigned.

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

- Bachelor's Degree in Criminal Justice, Behavioral Science, Public Administration, Business Administration, Business Management, or a related field, ten years of related experience may substitute in lieu of a B.S. Degree.

- Five or more years of experience in probation/detention services with at least three years as a supervisor or manager.
- Experience in managing a juvenile detention center and/or residential facility is highly desirable.
- The ability to plan, initiate and execute procedures and policies.
- Analytical mind to verbally and in writing direct persons at all levels.
- Must have valid driver's license.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

JC Assistant Director of Juvenile Services

GRADE: U02
 FLSA: Exempt
 EFFECTIVE: 01/01/2015

A highly responsible management position that reports directly to the Director of Juvenile Services. Position assists in the overall management of operations of the Department of Juvenile Services.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following (other duties may be assigned):

- Assists with leading the Department of Juvenile Services in ensuring parish resources are used to best serve the citizens and employees of the Parish of Caddo.
- Assists with the preparing the annual operation budget for the Department of Juvenile Services. Uses good judgment in spending Parish funds. Monitors expenditures for the department.
- Provides management of daily activities of the department by supervising unit activities and supervisors within the department.
- Manages employees within the department to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained.
- Works closely with outside agencies in resolving issues related to Juvenile Services. Maintains an effective working relationship with Juvenile Court personnel, law enforcement agencies, attorneys, public defenders, social service agencies, educators, and others to promote conflict resolution involving juveniles under the direction of the Department.

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

- Bachelor's Degree in Criminal Justice, Behavioral Science, Public Administration, Business Administration, Business Management, or a related field is preferred. Ten (10) years of related experience may substitute in lieu of a B.S. Degree.
- Five or more years of experience in probation/detention services with at least three years as a supervisor or manager is preferred.
- Experience in managing a juvenile detention center and/or residential facility is highly desirable.
- The ability to plan, initiate and execute procedures and policies.
- Analytical mind to verbally and in writing direct persons at all levels.
- Must have valid driver's license.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

JD Detention Supervisor

GRADE: 20

FLSA: Exempt

EFFECTIVE: 01/01/2015

A highly responsible management position that reports directly to the Juvenile Detention Manager. Position assists in the overseeing of the operation of the Juvenile Detention Center, establishes necessary programs for residents and supervises all volunteer programs and participants.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- In cooperation with the Manager have direct supervisory responsibility over all Detention Center subordinate staff and activities. Provide immediate supervision to Shift Supervisors, Food Service Supervisor, Administrative Specialist, Nurse, and Mental Health Counselor. Responsible for completing payroll for the Detention Center and managing IJJIS Data System and New World. Assumes all duties of the Detention Manager in their absence.
- Primarily responsible for Juvenile Detention daily budget. Assist in the preparation and implementation of detention budget.
- Establish program types, schedules and contents of activities to be engaged in by residents. Screen, supervise and coordinate all volunteers and volunteer programs.
- Ensure compliance with all P.O.S.T. Orders and other approved policies and procedures. Comply with and maintain the Juvenile Detention Center Licensing and Standards.

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

- Bachelor degree in social science or related field and at least two years of experience in a supervisory position.
- Must have good knowledge of effective supervisory practices.
- Above average ability to effectively communicate both verbally and with written reports.
- Must be able to maintain harmonious working relationships.
- Ability to maintain a complete knowledge and understanding of all Detention Center policies and procedures sufficient to train subordinate staff.
- If assigned a parish vehicle, must possess a valid driver's license, with a good driving record.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

JD Detention Manager

GRADE: 24

FLSA: Exempt

EFFECTIVE: 01/01/2015

A highly responsible management position that reports directly to the Director of Juvenile Services. Position supervises and is responsible for all operations of the Caddo Juvenile Detention Center. Insures all center staff and residents follow all approved policies and procedures.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following (other duties may be assigned):

- Provides overall supervision and management for all Detention Center activities.
- Ensure compliance with all POST Orders and other approved policies and procedures.
- Approves all requests for required supplies.
- Provides for on-the-job training for Detention Center staff.
- Maintains records, reports, and files for the Center.

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

- Bachelor's Degree in social science or related field and at least two years experience in a management position.
- Ability to plan, initiate and execute programs, procedures and policies.

- Knowledge of budget procedures.
- Above average knowledge of effective management and supervision skills.
- Above average ability to effectively communicate both verbally and with written reports.
- If assigned a court vehicle, must possess a valid driver's license with a good driving record.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

JD Juvenile Detention Officer I

GRADE: 13

FLSA: Non-exempt

EFFECTIVE: 03/27/2022

Under general supervision, is responsible for shift work of routine difficulty in providing for the needs and supervision of activities and routine requirement of juvenile residents.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Answers telephone and escorts residents to visiting area. Checks residents' rooms and provides daily toiletry items. Assigns tasks to residents, assist and monitor residents in classroom.
- Checks room and building security, maintains positive control of facility's keys. Insures that opposite sex segregation is maintained in rooms.
- Supervises recreational activities, personal grooming standards and insures that all Court directives as appropriate are carried out. Counsels with residents regarding personal grooming and hygiene standards, problem behavior and facility rules on a group basis.
- Works shifts as assigned by appropriate authority. Follows all Post Orders, policies and procedures.

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.

- Must have a high school diploma or (GED) equivalent. An Associate's degree from an accredited college or university in the social, behavioral, or correctional sciences or other related field is preferred.
- Some experience in social work, security work, law enforcement or other related activities, i.e., school, youth counseling, scouts, etc. is preferred.
- Background must be free of any criminal activities. Must successfully complete a background check and psychological testing.
- Must be willing to work with delinquents.
- Must be able to effectively communicate both orally and in writing.
- Ability to comprehend both written and oral instructions.
- Ability to develop and maintain courteous and effective working relationships with residents, staff and the public.
- Must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, kneel and run as required by the job, lift /carry up to fifty (50) pounds, and assist with lifting up to one-hundred-fifty (150) pounds.

JD Juvenile Detention Officer II

GRADE: 15
 FLSA: Non-exempt
 EFFECTIVE: 03/27/2022

Under general supervision, is responsible for shift work of routine difficulty in providing for the needs and supervision of activities and routine requirement of juvenile residents. Provides supervision of Juvenile Detention Officer's on shift duty.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Answers telephone and escorts inmates to visiting area, check inmates' rooms, provides daily toiletry items, assigns tasks to inmates.
- Supervises recreational activities, personal grooming standards and insures that all appropriate Court directives are carried out. Responsible for room and building security, maintains positive control of facility's keys.
- Insures that opposite sex segregation is maintained in rooms.
- Works as shift leader of assigned shifts.

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.

- Must have a high school diploma or (GED) equivalent. An Associate's degree from an accredited college or university in the social, behavioral, or correctional sciences or other related field is preferred.
- One-year of experience as a Juvenile Detention Officer I or other equivalent social work or security background is preferred.
- Background must be free of any criminal activities. Must successfully complete a background check and psychological testing.
- Must be willing to work with delinquents.
- Must be able to effectively communicate both orally and in writing.
- Ability to comprehend both written and oral instructions.
- Ability to develop and maintain courteous and effective working relationships with residents, staff and the public.
- Must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, kneel and run as required by the job, lift /carry up to fifty (50) pounds, and assist with lifting up to one-hundred-fifty (150) pounds.

JD Juvenile Detention Officer III

GRADE: 17

FLSA: Non-exempt

EFFECTIVE: 03/27/2022

Under general supervision, is responsible for performing and coordinating shift work of routine difficulty in providing for the needs and supervision of activities and routine requirements of juvenile inmates. This position reports to the Assistant Juvenile Detention Manager.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Responsible for the management and supervision of all youth subordinate staff in the assigned units of the facility.

- Responsible for preparing work reports, schedules and personnel recommendations.
- Assures job tasks are performed according to policies and procedures.
- Assures adequate staffing levels for all assigned shifts.
- Responsible for conducting staff meetings and training.

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.

- Must have a high school diploma or (GED) equivalent. An Associate's degree from an accredited college or university in the social, behavioral, or correctional sciences or other related field is preferred.
- Two years of experience as a Juvenile Detention Officer II or other equivalent social work or security background is preferred.
- Must be willing to work with delinquents.
- Must be able to effectively communicate both orally and in writing
- Background must be free of any criminal activities. Must successfully complete a background check and psychological testing.
- Ability to comprehend both written and oral instructions.
- Ability to develop and maintain courteous and effective working relationships with residents, staff and the public.
- Must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, kneel and run as required by the job, lift /carry up to fifty (50) pounds, and assist with lifting up to one-hundred-fifty (150) pounds.

JD Office Specialist

GRADE: 13
 FLSA: Non-exempt
 EFFECTIVE: 01/01/2015

Provides highly responsible and detailed administrative support to the Manager and Assistant Manager of Juvenile Detention, requiring comprehensive knowledge of appropriate organizational processes, programs, procedures and policies.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Others duties may be included.)

- Responsible for the operational management of the office of the Manager of Juvenile Detention. Manages a wide variety of complex and confidential situations and resolves conflicts involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports.
- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.

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.

- High School Diploma or GED equivalent is required. An Associate Degree or two (2) years of applicable experience is preferred.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.) Microsoft Office test will be administered.
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships with co-workers, judges, attorneys, and general public.
- Interpersonal skills.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

JD Food Service Supervisor

GRADE: 18
FLSA: Exempt
EFFECTIVE: 01/01/2015

Under general supervision is responsible for the overall operation of the kitchen to include menu planning, ordering all food and other related items, and meal preparations.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Orders all necessary food and preparation items.
- Prepares menus and nutritious meals within established guidelines.
- Ensure sanitary conditions are maintained in line with guidelines of the United States Public Health Service and Food and Drug Administration Codes.
- Provide for on-the-job training for subordinate food service technicians.
- Ensure compliance with all related P.O.S.T. Orders and other approved policies and procedures.

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

- Must have a high school diploma or GED equivalent and at least two years of college or technical school in a related field.
- At least two years in large scale meal preparation. At the discretion of the Hiring Authority, educational requirements may be modified to allow for appropriate work related experience or certifications.
- Knowledge of effective management and supervision skills.
- Must be able to maintain harmonious working relationships.
- Knowledge of large-scale meal preparation and operation of kitchen related equipment.
- Good math skills.
- Ability to effectively communicate both verbally and with written reports.
- Must be able to successfully complete the Louisiana Department of Education's Kitchen Manager certification.
- Must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, kneel and lift/carry up to fifty (50) pounds.

JD Food Technician FT

GRADE: 6

FLSA: Non-exempt

EFFECTIVE: 01/01/2015

Under immediate supervision, is responsible for work of routine difficulty in the preparation and serving of meals, routine cleaning of facilities and laundry service.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Assists in the preparation of meals. Assists in the clean up of food preparation facilities.
- Performs necessary clean up of living and sanitary facilities. Assists in laundry service.
- Works shifts as assigned by appropriate authority.
- Follows all P.O.S.T. Orders and procedures.

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

- Must have knowledge of food preparation, operation of the kitchen related equipment and good cleaning practices.
- Some work experience in food preparation.
- Ability to effectively communicate both verbally and with written reports.
- Must be able to maintain harmonious working relationships.
- Must possess a valid drivers license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, and kneel as required by the job, lift/carry up to 50 pounds.

JD Food Technician II FT

GRADE: 8

FLSA: Non-exempt

EFFECTIVE: 01/01/2015

Performs skilled work in the quantity preparation and cooking of foods. Specifically supervise Food Service Technicians engaged in preparing, cooking, serving meals and cleaning activities.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Serves as chief cook and supervises Food Services Technicians. Gives instructions/directions to on-duty technicians at the discretion of the Supervisor.
- Handles any immediate problems encountered. In absence of the Supervisor, will be in charge of the Detention Food Service Departments. Performs the full range of cooking duties.
- Maintains quality control measures throughout the food preparation process. Utilize standardized recipes and proper portion control techniques. Maintain adequate daily records, i.e., Withdrawal, Breakfast, Lunch, and Dinner and report to Manager
- Directs cleaning of kitchen, dishes, dining room areas, and equipment. Maintains security regulations in the food production areas. Follows all P.O.S.T. Orders, policies, and procedures.

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

- High school Diploma or GED equivalent is required.
- A minimum of one year experience in large-scale meal preparation.
- Knowledge of large-scale meal preparation and operation of kitchen related equipment.
- Ability to effectively communicate both verbally and with written reports. Good math skills.
- Must be able to maintain harmonious working relationships.
- Ability to effectively communicate both verbally and with written reports.
- Must possess a valid drivers license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, and kneel as required by the job, lift/carry up to 50 pounds.

JD Food Service Coordinator

GRADE: 14

FLSA: Non-exempt

EFFECTIVE: 01/01/2015

Performs skilled work in the quantity preparation and cooking of foods. Compiles and maintains daily participation records and serves as a Food Service Technician engaged in preparing, cooking, serving meals and cleaning activities. Assists the Food Service Supervisor in the day to day operations of the Food Service Division.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Maintains adequate records and prepares reports on all phases of school food service program. Prepares daily records of meals and income.
- Maintains inventory of USDA commodities and purchased foods and supplies.
- Implements SFA meal collections procedures.
- Performs duties of Food Service Technician as required by the Food Service Supervisor.
- Position may be required to assume the duties of the Food Service Supervisor in the event of their absence.
- Maintains security regulations in the food production areas. Follows all P.O.S.T. Orders, policies, and procedures.

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.

- High School Diploma or GED equivalent is required.
- Skilled in quantity food preparation and service technique and operation of kitchen related equipment is preferred.
- Knowledge of basic food preparation principles and the ability to follow written instructions and interpret recipes.
- Ability to communicate effectively both verbally and with written reports.
- Good knowledge of business English, arithmetic, and basic level of computer skills.
- Must be able to maintain harmonious working relationships with residents, staff and the public.
- Must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, kneel and lift/carry up to 50 pounds as required by the job.

JD Food Service Administrative Specialist

GRADE: 12

FLSA: Non-exempt

EFFECTIVE: 01/19/2020

Performs skilled work in the quantity preparation and cooking of foods. Compiles and maintains daily participation records and serves as a Food Service Technician engaged in preparing, cooking, serving meals and cleaning activities. Assists the Food Service Supervisor in the day to day operations of the Food Service Division.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Maintains adequate records and prepares reports on all phases of school food service program. Prepares daily records of meals and income. Completes monthly CNP documents as required.
- Maintains inventory of USDA commodities and purchased foods and supplies.
- Implements SFA meal collections procedures.
- Performs duties of Food Service Technician to include cooking as required by the Food Service Supervisor.
- Position may be required to assume the duties of the Food Service Supervisor in the event of their absence.
- Maintains security regulations in the food production areas. Follows all P.O.S.T. Orders, policies, and procedures.
- Ensures Child Nutrition Program procurement and ordering procedures are followed. Works closely with the Parish of Caddo Purchasing Department.
- Assists with training of Food Service Staff.

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.

- High School Diploma or GED equivalent is required.
- Skilled in quantity food preparation and service technique and operation of kitchen related equipment is preferred.
- Knowledge of basic food preparation principles and the ability to follow written instructions and interpret recipes.
- Ability to communicate effectively both verbally and with written reports.
- Good knowledge of business English, arithmetic, and basic level of computer skills.
- Must be able to maintain harmonious working relationships with residents, staff and the public.
- Must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, kneel and lift/carry up to 50 pounds as required by the job.

JD Site Coordinator

GRADE: 20

FLSA: Non-exempt

EFFECTIVE: 01/01/2015

Under the direction of the Director of Juvenile Services, plans, organizes, and coordinates the activities of the Juvenile Detention Alternative Initiative. Oversees the program and organization's budget and policies regarding participant involvement and program requirements.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Establish and oversee administrative procedures to meet objectives set by management;
- Plan and administer budgets for programs, equipment and support services;
- Establish and maintain relationships with other agencies and organizations to meet program needs. Acts as liaisons to the State JDAI Coordinator and the Foundation;
- Organizes all meetings and coordinates site visits;
- Prepares statistical reports and other performance data to measure productivity and goal achievement. Monitor progress of the initiative and adhere to stringent deadlines. Provides reports for the Parish Administrator/CEO.

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.

- A degree from an accredited college or university in business or public administration is preferred;
- Ability to manage multiple projects involving high levels of complexity and problem-solving;
- Effective communication skills – verbal, data presentation, and written including technical writing skills;
- Ability to function at an intermediate level of computer proficiency (e-mail, internet, word processing, spreadsheet, presentation and database applications).
- Excellent interpersonal and organizational skills.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL REQUIREMENTS

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

job, the employee will experience physical requirements similar to those associated with a business office environment.

JD Data Analyst

GRADE: 15

FLSA: Non-exempt

EFFECTIVE: 01/01/2015

Under the general direction of the Director of Juvenile Services, position provides data collection and analysis, administrative, reporting, communication and collaboration, quality assurance, and problem resolution involving detention casework documentation in support of the Juvenile Detention Alternative Initiative.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

Plans and conducts research projects for the development, implementation and evaluation of a major and complex research and analysis program. Identifies appropriate areas of research based on needs assessments or direction from management;

Researches and selects information systems and sources to be used for studies. Establishes parameters for design of databases, confers with information technology staff and approves implementation. Writes documentation to define reporting fields; writes mainframe and/or PC application programs to aid in data analysis;

Establishes methods and procedures to assure quality of collected data, to include data collection models, sampling techniques and control mechanisms. Reviews and updates data ensuring output is consistent with studies;

Analyzes data and develops reports of findings. Analyzes data and interprets trends and results of studies and develops conclusions. Compiles and disseminates research results in formats appropriate to various users and makes oral presentations of findings. Makes recommendations and/or performs follow up studies of problem areas. Provides reports for the Parish Administrator/CEO.

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.

A degree from an accredited college or university in business or public administration is preferred. (Four (4) years of experience with any of the following may substitute for Bachelor's Degree: systems analysis, management analysis, project management, information technology, statistics, data research, juvenile justice case management information systems;

Ability to manage multiple projects involving high levels of complexity and problem-solving;

Effective communication skills – verbal, data presentation, and written including technical writing skills;

Strong knowledge of data research principles;

Ability to function at a high level of computer proficiency (e-mail, internet, word processing, spreadsheet, presentation and database applications);

- Ability to establish and maintain harmonious work environment.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

JD Mental Health Counselor

GRADE: 22
FLSA: Exempt
EFFECTIVE: 12/24/2017

Provides supportive counseling and intervention for juveniles housed in Detention.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Provides supportive counseling, group counseling, individual intervention, and behavior intervention development for juveniles housed in Detention. Works effectively and efficiently with Security staff in the facility providing appropriate information on resident's needs and care.
- Assesses clients in crisis to determine needed services. Applies MAYSI-2 instrument to all detained juveniles in Detention. If MAYSI-2 instrument indicates follow-up services in the community to be appropriate, contact with parents or guardian must be accomplished. Communicate as needed with community support agencies to provide, if necessary, additional mental health services. Maintain effective collaboration and good working relationship with other agencies providing services within the community.
- Maintains files and completes required documentation for reporting purposes. Ensure all records are accurately maintained, including client records, incident reports, interview documentation and progress notes.
- Participates in training program necessary to maintain license and attends in-service training as set forth by the office and licensing agencies. Facilitates in-service training for Security staff as it relates to Mental Health needs of residents.

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.

- Must be licensed as a Mental Health professional.

- Must be accessible by telephone and available to respond 24/7 as needed. Must be able to work a flexible schedule.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.)
- Must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen.

•Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, kneel and run as required by the job, lift /carry up to fifty (50) pounds, and assist with lifting up to one-hundred-fifty (150) pounds.

JD Nurse

GRADE: 29

FLSA: Exempt

EFFECTIVE: 01/01/2015

Assist in overseeing the health care needs of all residents housed in the Caddo Parish Juvenile Detention Center.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Oversee, supervise, coordinate and take part in daily sick calls, treatments, consultations and referrals as deemed necessary. Review all medical charts of residents being seen for routine sick calls and/or doctor referrals. Screen new residents daily for medical problems as well as address any nurse requests from residents. Coordinate resident medical care with Medical Administrator (contracted facility physician) and the resident personal doctor as needed.
- Assist the Medical Administrator with any administrative duties as directed. Coordinate appointments with medical providers and refill prescription as needed. Identify all emergency dental need and schedule appointments accordingly. Schedule appointments for follow-up with doctor as ordered. Also schedule appointments with facility doctor for exams refills on hard copy prescriptions. Notify parents concerning medications and health problems. Be responsible for ordering all new inmate medications and supplies.

- Supervise and direct all other Nursing Service personnel and Clinical Nursing Students working within the Caddo Parish Juvenile Detention Center. Assure that all medical personnel are aware of, and follow, guidelines relative to safe work practices, proper use of medical equipment, labeling of medications, administration of same and disposal of medical wastes and contaminants.
- Maintain a close working relationship with all employees and support facilities. Work closely with the facility Shift Supervisor relative to resident movement both in-house and outside referrals and appointments. Advise the Medical Administrator and Detention Manager and Detention Supervisor of any inmate requiring a classification as a medical risk. Make recommendations relative to appropriate housing considerations. Alert staff to high risk resident conditions such as: diabetes, pregnancy, asthma, std's and any other high risk conditions. Also notify staff of any medical restrictions from activities such as: cleaning, sports, etc. Administer injections for staff as well as resident such as TB skin test, flu shots given yearly during the seasonal time. Identify and notify staff of residents who are in need of medical isolation because of contingent illnesses which could endanger staff on other residents. Identify residents at risk for suicide and convey staff to follow proper guidelines of the facility. Coordinate mental health problems with Mental Health Counselors.
- Provide quarterly and annual training regarding medical exams, medical emergencies, and medication disbursement and side effects. Be responsible for training detention staff in the manner in which medication is dispensed, documentation of it and all equipment used by the medical department. Will train staff on how to treat non-emergency as ordered by the Medical Administrator.
- Provide records and reports as directed by the Medical Administrator, Detention Manager and Asst. Detention Manager. Maintain and review medication logs daily and keep accurate resident medical records, which shall be retained on site for three (3) years. Also complete MARS on all residents that are on medication. Convey to the proper authorities complaints of abuse reported by residents under the guidelines of a Mandatory Reporter agency. Ensure thorough and proper Medical Records updating and management. Purge inactive medical files as per standards and review all charts of residents seen and/or incarcerated daily.

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.

- Must be a Registered Nurse, licensed within State of Louisiana, and in good standing with the Louisiana State Board of Nursing.
- Must be able to supervise other Health Care professionals.
- Must have good communications skills.
- Ability to function at a basic level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.)
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, kneel and run as required by the job, lift /carry up to fifty (50) pounds, and assist with lifting up to one-hundred-fifty (150) pounds.

JD Community Service Coordinator

GRADE: 17

FLSA: Non-exempt

EFFECTIVE: 01/01/2015

The Community Service Coordinator is a liaison between Juvenile Services, Juvenile Court and the representative of the community needing services. The CS Coordinator will help to create and oversee community service related programs that benefit neighborhoods, nonprofits, volunteer organizations and our community as a whole.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Develops community service projects at the Juvenile Justice Complex, in the community with other organizations, (i.e. City of Shreveport (SPAR), Shreveport Green, Parish of Caddo, Caddo Parish Animal Control.)
- Supervises all sites where the juveniles are providing services to ensure that the goals of the community service program are met. During the school year, the community service projects will occur on Saturday. During school holidays and summer, the community service projects will occur throughout the week at various locations.
- Assists the Caddo Parish Juvenile Services Probation Department during the week with compliance and curfew checks, appropriate documentation shall be maintained.
- Assists the Juvenile Detention Center with staff shortage on either shift (as needed) and provide medical transportation during normal business hours (8am-5pm) (as needed).
- Builds a rapport with other service providers in the community.
- Prepares reports, schedules, and site recommendations.

QUALIFICATIONS

To perform this job successful, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and or ability required.

- Must have a high school diploma or (GED) equivalent. Two (2) years of college or three years of related work experience is preferred;
- Must be able to supervise up to fifteen court ordered youth;
- Must be able to effectively communicate both orally and in writing. Ability to comprehend both written and oral instructions;
- Ability to develop and maintain courteous and effective working relationships with the juveniles, staff and public;
- Must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.

- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, kneel, walk, and run as required by the job, lift/carry up to fifty (50), and assist with lifting up to one-hundred-fifty (150) pounds.

JD Teacher's Assistant

GRADE: 6

FLSA: Non-exempt

EFFECTIVE: 03/14/2018

Under the general direction of the Detention Manager, position assists teaching staff within the Juvenile Detention Center providing a quality-learning environment for residents.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Enroll kids in school when they arrive; drop kids from school when they leave; make withdrawal sheets for kids who have dropped; fax off withdrawals when completed and signed by Detention Manager. Keep up with daily roll sheet (Take attendance while kids are in class on a day to day basis);
- (WRAT) Test students, copy test, file test, record test score, ect. Make sure teachers fill out forms and give grades in reasonable time frame;
- Assist teachers and fellow aids as needed (making copies, sharpening pencils, giving test scores, helping with programs, etc.); assist anyone in anyway needed in order to help a (student/resident) be successful while in JDC;
- Sit in Pods or multipurpose area while class is going on to encourage students to do better and try their best; sit with kids who are separated from population and or may need one on one time spent.

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.

- Must have a high school diploma or GED. Two (2) years college (48 hour minimum) including 9 hours of Mathematics and 9 hours of English or an Associate degree/or higher or pass the test stipulated by the Louisiana State Department of Education is preferred. Some previous experience working with children is preferred.
- Ability to read and interpret documents such as safety rules and procedure manuals.
- Ability to speak effectively before groups of students or parents.
- Ability to establish and maintain harmonious work environment.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, sit, walk, reach, stoop, kneel or crouch as required by the job, and lift /carry up to twenty-five (25) pounds.

JC Probation Officer II

GRADE: 22
FLSA: Non-exempt
EFFECTIVE: 03/30/2022

Under general supervision, performs work of moderate difficulty in providing social work services to juvenile offenders.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Carries an assigned case load in the investigative and/or supervision of cases involving juvenile offenders.
- Enforces court orders relating to support responsibilities of probationers.
- Interviews adults and juveniles and recommends changes to probationary status.
- Transports individuals and maintains case histories.
- Provides direct, on-going counseling and treatment to selected probationers.
- Prepares and reviews correspondence, approves pre and post hearing studies.
- Conducts staff meetings and coordinate for defense attorneys when applicable.
- Reviews court dockets.
- May provide support to Juvenile Detention Staff in secured facility.

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.

- A Bachelor's degree from an accredited college or university in the social, behavioral, or correctional sciences or other related field.
- Must have four years as a probation officer
- Must have knowledge of the principles of probation work, court procedures and social work techniques.
- Must have knowledge of state laws and community resources to assist in the control of delinquency.
- Ability to diagnose clients needs and maintain effective working relationships with others.
- Must be able to conduct oneself in a professional manner at all times.

- Must have basic computer skills.
- If assigned a court vehicle, must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

JC Intensive Probation Officer

GRADE: 22
FLSA: Non-exempt
EFFECTIVE: 03/30/2022

Under general supervision, performs work of moderate difficulty in providing social work services to high risk juvenile offenders requiring intensive supervision.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Carries an assigned case load of high risk juvenile offenders requiring intensive supervision either pre-trial or post-adjudication
- Coordinates, installs and removes electronic monitor devices for juvenile offenders
- Prepares and submits monthly status reports on electronic monitors for the Probation Manager
- Conducts and prepares predisposition reports as assigned
- Enforces court orders for assigned probationers
- Interviews adults and juveniles and recommends changes to probationary status
- Transports juveniles and maintains case histories and all required documents
- Provides direct, on-going counseling and treatment to probationers
- Assists Probation Officers in the supervision of caseloads when needed

- May provide support to Juvenile Detention Staff in secured facility.

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.

- A Bachelor's degree from an accredited college or university in the social, behavioral, or correctional sciences or other related field
- Must have four years of experience as a probation officer
- Must have knowledge of the principles of probation work, court procedures and social work techniques
- Must have knowledge of state laws and community resources to assist in the control of delinquency
- Ability to diagnose clients' needs and maintain effective working relationships with others
- Must be able to conduct oneself in a professional manner at all times
- Ability to function at a basic level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.) Microsoft Office Skills Test may be administered to qualified applicants.
- Must be available to work hours after 5:00 pm and on weekends as part of a forty hour work week
- If assigned a court vehicle, must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

JC Drug Court Coordinator

GRADE: 22
FLSA: Exempt
EFFECTIVE: 08/10/2022

Provides ongoing clinical direction for the Drug Court Team. Provides direct and indirect services for clients both on-site and in the community. Position is funded by grant.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Provides clinical support for licensed staff. Provides lead responsibility for the Drug Court team.
- Develop and maintain operating schedules and policy and procedures.
- Is responsible for the development, and oversees implementation and updating, of rehabilitation plans/service agreements for clients. Coordinates with all team members in providing services for clients.
- Coordinates supportive counseling, group counseling, individual intervention, parent/family intervention and behavior intervention development and probation supervision.
- Maintains files and completes required documentation for billing and reporting purposes.
- Maintain effective collaboration with other service agencies in the community.
- Participates in training program necessary to maintain the integrity of the Drug Court Program. Participates in required in-service training set forth by the agency, licensing agencies and the Louisiana Supreme Court.

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.

- Two (2) years of post-masters supervised experience in the delivery of addiction services.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.)
- Must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

JC Mental Health Court Coordinator

GRADE: 22

FLSA: Exempt

EFFECTIVE: 06/16/2011

Under general supervision, is responsible for the coordination of all juvenile mental health services and direction of the activities of the juvenile mental health court. Position reports to the Juvenile Services Manager of Probation.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Provide advisement and consultation to all juvenile services staff regarding juvenile mental health services.
- Develop and maintain working relationships with community mental health and other service providers, including, but not limited to local offices of the LA Office of Mental Health (OMH), LA Office for Citizens with Developmental Disabilities (OCDD), Louisiana Office of Youth Development, Caddo Parish School Board, and other private mental health providers.
- With the involvement of the Director of Juvenile Services, seek local, state, and federal funding opportunities for the continuation of juvenile mental health services. Such activities include but are not limited to grant-writing.

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.

- Must be a Licensed Mental Health Professional, or in the absence of a license, must have a Master's Degree in Counseling or Social Work.
- Must have at least two (2) years of experience providing mental health services to court-involved youth.
- Must have knowledge of the principles of probation work, court procedures and social work techniques.
- Must be able to learn state laws and community resources to assist in the control of delinquency.
- Must be able to diagnose client's needs and maintain effective working relationships with others.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications. Microsoft Office Skills test may be administered)
- Must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.

- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

JC Probation Officer I

GRADE: 20

FLSA: Non-exempt

EFFECTIVE: 03/30/2022

Under general supervision, performs work of moderate difficulty in providing social work services to juvenile offenders.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Carries an assigned case load in the investigative and/or supervision of cases involving juvenile offenders.
- Enforces court orders relating to support responsibilities of probationers. Provides direct, on-going counseling and treatment to selected probationers.
- Interviews adults and juveniles and recommends changes to probationary status. Formulates probation plans.
- Conducts field investigations.
- Transports individuals and maintains case histories
- May provide support to Juvenile Detention Staff in secured facility.

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.

- Must have a high school diploma or (GED) equivalent.
- A Bachelor's degree from an accredited college or university in the social, behavioral, or correctional sciences or other related field.
- Must have one year of experience in one or more of the following areas of work; counseling youth; social work; parole and/or probation; counseling in a correction facility, or criminal or civil field investigations.

- Must have knowledge of the principles of probation work, court procedures and social work techniques.
- Must be able to learn state laws and community resources to assist in the control of delinquency.
- Must be able to diagnose client's needs and maintain effective working relationships with others.
- Must be able to conduct oneself in a professional manner at all times.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications).
- Must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

JC Probation Officer III

GRADE: 23
 FLSA: Exempt
 EFFECTIVE: 03/30/2022

Under general supervision, serves as unit supervisor. Performs work of considerable difficulty in providing social work services to juvenile offenders. Reviews cases, assigns workloads, conducts on-the-job training and supervises other probation officers.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Supervises, reviews workloads of subordinate probation personnel and conduct staff meetings.
- Reviews court dockets. Enforces court orders relating to support responsibilities of probationers and recommend changes to probationary status.
- Interviews adults and juveniles and conducts field investigations, formulates probation plans.
- May carry an assigned caseload in the investigative and/or supervision of cases involving juvenile offenders.
- Provides direct, on-going counseling and treatment to selected probationers.
- Prepares and reviews correspondence, approves pre and post hearing studies.

- May provide support to Juvenile Detention Staff in secured facility.

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.

- A Bachelor's degree from an accredited college or university in the social, behavioral, or correctional sciences or other related field.
- Must have five years as a probation officer
- Knowledge of the principles of probation work, court procedures and social work techniques.
- Knowledge of state laws and community resources to assist in the control of delinquency.
- Ability to diagnose client's needs and maintain effective working relationships with others.
- Ability to establish and maintain harmonious work environment.
- Must have basic computer skills.
- If assigned a court vehicle, must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

JS Probation Manager

GRADE: 24
FLSA: Non-exempt
EFFECTIVE: 01/01/2015

Under general supervision, is responsible for work of considerable difficulty in managing the Probation Services Department for Juvenile Court. Reports directly to the Director of Juvenile Service.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following (other duties may be assigned):

- Directs the daily operations of Juvenile Court Probation Services.
- Provides supervision to Probation Officers and Clerks
- Establishes and monitors case assignments and workloads.
- Monitors and insures proper records are maintained for Probation Services.
- Monitors Probation Services expenditures.
- Monitors vehicle use and maintenance to insure that all vehicles assigned to Probation staff are maintained and operated in accordance with accepted policies.
- Conducts meetings and In-Service training with staff.

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

- Bachelor's Degree in Business, Public Administration, social sciences, or a related field and five years of progressively responsible experience as a Probation Officer or other Juvenile Officer experience.
- Comprehensive knowledge of State and local laws as pertains to juveniles.
- Extensive knowledge of probation work and related Court procedures.
- Ability to plan, initiate and execute programs, procedures and policies.
- Knowledge of budget procedures.
- Ability to train and supervise employees and maintain effective working relationship with staff, other supporting agencies, and the public.
- Knowledge of available community resources that may assist in rehabilitation of Juvenile offenders.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

JC Office Coordinator

GRADE: 16
 FLSA: Non-exempt
 EFFECTIVE: 01/01/2015

Coordinates office operations for the Department of Juvenile Services.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following (other duties may be included):

- Coordinates activities and assignments for staff as well as train other clerical personnel for the department.
- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.
- Provides clerical support to the Director and Assistant Director and assists with special projects and routine functions.
- Preserves the confidentiality of sensitive issues and situations.

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.

- High School Diploma or GED equivalent is required. Four (4) years of highly responsible clerical experience in a business office environment is preferred.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.)
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

JC Administrative Specialist

GRADE: 12
FLSA: Non-exempt
EFFECTIVE: 01/01/2015

Provides highly responsible and detailed administrative support, requiring comprehensive knowledge of appropriate organizational processes, programs, procedures and policies.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Others duties may be included.)

- Manages a wide variety of complex and confidential situations and resolves conflicts involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports.
- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.

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.

- High School Diploma or GED equivalent is required. An Associate Degree or two (2) years of applicable experience is preferred.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.) **Microsoft Office test will be administered to qualified applicants.**
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships with co-workers, judges, attorneys, and general public.
- Interpersonal skills.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

JS Probation Administrative Clerk III FT

GRADE: 10
FLSA: Non-Exempt
EFFECTIVE: 06/23/2019

Front office position providing administrative support to the Department of Juvenile Services Probation Department.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Professionally manages multiple incoming telephone lines. Courteously and expertly deals with citizens, employees and program participants.
- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Provides clerical support as needed and assists with special projects and routine functions.
- Acts as a liaison with Facilities and Maintenance Department to submit maintenance requests and document, track those request, and keep records on inventory for Juvenile Services.

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.

- High School Diploma or GED equivalent is required. Two (2) years of highly responsible clerical experience in a business office environment is preferred.
- Ability to function at a basic level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications). **Microsoft skills test will be administered to qualified applicants.**
- Ability to interpret policies and procedures and the ability to establish and maintain effective work relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

JS Drug Court Case Manager

GRADE: 15

FLSA: Non-exempt

EFFECTIVE: 01/01/2015

Position reports directly to the Manager of Probation and participates as part of the Drug Court Team for both the Family Drug Court and Juvenile Drug Court. Manages caseload and provides support for families and juveniles placed in the Drug Court Program. Position is funded by grant.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Participates fully as a Drug Court Team Member for both the Family Drug Court and Juvenile Drug Courts. Attends Court reviews when necessary.
- Schedules and conducts clinical eligibility screenings for potential clients and ensures the completion of all documentation to include consent forms and program contracts. Ensures that the Coordinator receives the completed assessment and other necessary records for review to determine placement in Drug Court. Attends all treatment staffing and ensure that all necessary reports needed for those staffing are made available.
- Provides support, guidance and encouragement to participating families. Makes referrals when necessary for ancillary services and reporting progress if participants are receiving such services.
- Maintains treatment charts including regular audits. Ensures that all treatment materials are available for the treatment staff.
- Drug Screening when requested.
- Responsible for all aspects of the 8 week diversion program.

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.

- Must have a high school diploma or GED. Bachelor's degree in social or behavioral sciences, or knowledge of the juvenile justice system is preferred.
- One (1) year of counseling, social work, case management, or related experience with the Juvenile Justice System, adolescents and or families is preferred.
- License, certified or registered addiction or mental health counselors will be strongly considered. If not licensed, certified or registered, applicant must become certified within ninety (90) days of employment.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.) Microsoft skills test will be administered to qualified applicants.
- Must have excellent organization and communication skills, both written and verbally.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

JC Probation Officer I Mental GRANT

GRADE: 20

FLSA: Non-exempt

EFFECTIVE: 01/01/2015

Under general supervision, performs work of moderate difficulty in providing social work services to juvenile offenders. The Mental Health Court Intake Probation Officer is responsible for determining a child's eligibility for inclusion in the IDD Court program, and for providing intensive supervision and case management of juveniles with serious illnesses or developmental disabilities who are participants in the Mental Health Court.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Provide a comprehensive screening as needed for juveniles referred into the mental health court program, which includes instruments such as the MAYSI-2, CA-LOCUS, clinical interviews with the child and family, and review of all historical educational, medical, and mental health documentation on the child.
- If diagnostic clarification is needed, refer all juveniles accepted into the program to a licensed clinical psychologist or psychiatrist for evaluation. When indicated, the juvenile must also be referred to a child or adolescent psychiatrist for a medication evaluation.
- Develop a Family Team for each juvenile in the program, consisting of family members and other natural support persons in the child's environment (friends, neighbors, extended family, ministers, etc.) Develop a strengths-based Treatment Plan with the participation of the Family Team.
- Advocate for the child as needed with education, mental health, and other system professionals or collateral contacts. Monitor the progress of the treatment plan for each juvenile in the program through weekly contact with the child / family while in the program.
- Provide written reports to the Court 3 days prior to any scheduled Review Hearing for all juveniles in the program, including a Pre-Dispositional Study. Implement the directives of the Court regarding juveniles in the program.

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.

- Must be a Licensed Mental Health Professional, or in the absence of a license, must have a Master's Degree in Counseling or Social Work.
- Must have at least two (2) years experience providing mental health services to court-involved youth.
- Must have knowledge of the principles of probation work, court procedures and social work techniques.
- Must be able to learn state laws and community resources to assist in the control of delinquency.
- Must be able to diagnose client's needs and maintain effective working relationships with others.

- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.)

- Must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.

- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

JC Clinical Coordinator GRANT

GRADE: 20

FLSA: Exempt

EFFECTIVE: 01/01/2015

Provides ongoing clinical direction for the IDD Court Treatment Team. Provides direct and indirect services for clients both on-site and in the community. Position is funded by grant.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Functions as a Clinical Therapist and provides counseling and assessments.
- Provides clinical support and supervision for licensed staff. Provides lead responsibility for the assessment team.
- Develop and maintain operating schedules and policy and procedures.
- Is responsible for the development, and oversees implementation and updating, of rehabilitation plans/service agreements for clients. Coordinates with all team members in providing services for clients.
- Provides supportive counseling, group counseling, individual intervention, parent/family intervention and behavior intervention development when needed.
- Maintains files and completes required documentation for billing and reporting purposes.
- Maintain effective collaboration with other service agencies in the community.
- Participates in training program necessary to maintain license. Participates in required in-service training set forth by the agency and licensing agencies.

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.

- Must be a Board Certified Social Worker, or
- Licensed Professional Counselor who is licensed under the provision of R.S. 37:1101-1115 plus two (2) years of post-masters supervised experience in the delivery of mental health services.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.)
- Must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

JC Mental Health Professional GRANT

GRADE: 18
FLSA: Exempt
EFFECTIVE: 01/01/2015

Participates as part of treatment team to provide and monitor Mental Health Rehabilitation Services for juveniles and families assigned to the Treatment Team. Position is funded by grant.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Provides supportive counseling, group counseling, individual intervention, parent/family intervention and behavior intervention development for juveniles and families assigned to the Treatment Team.
- Participates as part of treatment team to develop and update rehabilitation service plans.
- Assesses clients in crisis to determine needed services.
- Maintains files and completes required documentation for billing and reporting purposes.
- Maintain effective collaboration with other service agencies in the community.
- Ensure all records are accurately maintained, including client records, sign-out sheets, incident reports, service logs and progress notes.

- Participates in training program necessary to maintain license. Participates in required in-service training set forth by the agency and licensing agencies.

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.

- Master's Degree in Psychology or Counseling working toward Professional Licensure
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.)
- Must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.
- Must have satisfactory work experience, background check and the ability to pass pre-employment drug screen and psychological exam.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

PUBLIC WORKS

Fleet Services Manager

GRADE: 24
FLSA: Exempt
EFFECTIVE: 01/01/2011

A highly responsible management position that reports directly to the Director of Public Works. Position is responsible for managing the overall operations of the Fleet Services Division.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Manage all services and activities of the Fleet Services Division.
- Manage and participate in the development, formulation and implementation of goals, objectives, policies and procedures of the Fleet Services Division.
- Participate in the development and administration of the division's annual budget.
- Serve as liaison with other departments, divisions, and outside agencies.
- Plan, supervise, direct, coordinate and review the work plan for all staff in the division.
- Develop and implement a variety of programs and procedures.

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.

- High School Diploma or GED equivalent.
- Ten (10) years of experience in fleet maintenance preferred, plus three (3) years of supervisory experience is preferred. B.S. Degree in a related field will substitute for four (4) years experience.
- Experience with highway and street sign standards preferred.
- Ability to plan, formulate and execute approved policies and procedures.
- Ability to effectively communicate verbally and in writing with persons at all levels.
- Highly developed understanding of management and fiscal principals.
- Must possess a valid Driver's License.
- Ability to function at a basic level of computer proficiency (email, internet, word processing, spreadsheet, and database applications.)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to lift at least 50 pounds.

Fleet Services Supervisor

GRADE: 20

FLSA: Non-Exempt

EFFECTIVE: 06/28/2019

Oversees the day to day operation of the Fleet Services department. Responsible for work of routine difficulty in the receipts, storage and issuance of a wide variety of materials and supplies in the operation of the Fleet Services department.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Supervise and coordinate daily operation of the Fleet Service center including sign shop. Assists with the development and implementation of departmental policies, procedures, and goals. Schedule activities of service and sign shop technicians.
- Assesses light to heavy equipment breakdowns to determine the required repairs. Performs oil changes, tire repairs, and light and battery replacements.
- Provides exemplary customer service as initial contact for various Caddo Parish entities who utilize fleet vehicles and services. Professionally manage multiple incoming telephone lines: expertly deals with citizens and employees. Educates vehicle and equipment users on proper usage and maintenance requirements.
- Maintains records of materials and supplies received, stored and issued. Ensures good working relationship with all vendors and customers to the fleet department.
- Prepares a variety of reports and paperwork associated with daily work logs, timesheets, and evaluations.

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.

- High School Diploma or GED equivalent is required. Seven (7) years of experience in fleet maintenance is preferred.
- Must have knowledge of practices and procedures of warehousing; operation and maintenance of supply records and inventories: storage of tools, equipment parts, and other supplies. Considerable knowledge of tools and equipment used in gas, diesel and other equipment repairs in the everyday operation of the department.

- The ability to function at basic level of computer proficiency (e-mail, internet).
- High level of oral and written communication skills and reasoning ability.
- Must possess a valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required to work in all types of weather. The employee must be able to manipulate objects weighing up to thirty (30) pounds, and lift such objects to waist high.

Fleet Service Technician II

GRADE: 14

FLSA: Non-Exempt

EFFECTIVE: 01/01/2011

Under general supervision, is responsible for work of average difficulty in the performance of engine and body repair on light to moderate gasoline powered equipment and vehicles.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Uses various types of testing equipment to diagnose engine malfunction to determine necessary repairs. Performs major and minor engine overhauls on cars, trucks, tractors, motor graders, and front end loaders. Repairs hydraulic systems, transmissions, differentials, drive and suspension systems and performs minor engine tune ups.
- Diagnose, repair and maintain engine and chassis electrical systems.
- Diagnose, repair and maintain air conditioning and heating systems.
- Prepares and maintains records of repairs and services.

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.

- High School Diploma or GED equivalent. Two (2) years experience in automotive mechanics is preferred.
- Good knowledge of all types of repair and maintenance pertinent to light to moderate gasoline operated construction equipment and able to diagnose engine and equipment malfunctions accurately.

- Must be able to read and comprehend automotive manuals and specialized instructions and accurately complete forms, work orders and reports. Must be able to establish and maintain harmonious work relationships and function as part of the team.

- Must possess appropriate operator's license.

- Technicians must possess own tools for basic technician tasks.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required to manipulate objects weighing up to fifty (50) pounds, and lift such objects to waist high.

Fleet Service Technician III

GRADE: 18

FLSA: Non-exempt

EFFECTIVE: 09/22/2015

Works without supervision, is responsible for work of above average difficulty in the performance of engine and body repair on light to heavy gasoline and diesel powered equipment and vehicles. Makes decisions when called upon concerning personnel and equipment to best utilize the fleet workforce.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Uses various types of testing equipment to diagnose engine malfunction to determine necessary repairs. Performs major and minor engine overhauls on cars, trucks, tractors, motor graders, and front end loaders. Repairs hydraulic systems, transmissions, differentials, drive, and suspension systems and performs minor engine tune ups.
- Diagnose, repair and maintain engine and chassis electrical systems.
- Diagnose, repair and maintain air conditioning and heating systems.
- Checks work for timely and proper completion.
- Order parts and supplies.
- Participation in complex repairs.
- Prepares and maintains records of repairs and services
- Works closely with the service writer to optimize the fleet workforce.

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.

- High School Diploma or GED equivalent. Ten (10) years' experience in automotive mechanics is preferred. ASE Certified.
- Skill in diagnosing and repairing light to heavy equipment.
- Considerable knowledge of tools and equipment used in gas, diesel and other equipment repairs.
- Diagnose problems of work performed, inventory, and personnel.

- 10+ years of progressive experience in gas and diesel equipment, repair maintenance work.
- Must be able to read and comprehend automotive manuals and specialized instructions and accurately complete forms, work orders and reports. Must be able to establish and maintain work relationships and function as part of the team.
- Must possess appropriate operator's license.
- Technicians must possess own tools for basic technician tasks.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employees will be required to manipulate objects weighing up to fifty (50) pounds, and lift such objects to waist high.

Fleet Sign Shop Worker

GRADE: 10
 FLSA: Non-Exempt
 EFFECTIVE: 01/01/2011

Creates, installs and inspects parish signs and traffic control devices.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned)

- Inspects roads for missing, dislocated or damaged signs. Installs road signs in accordance with guidelines set forth in the Uniform Traffic Control Device Manual.
- Creates signs using manual and computerized methods.

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.

- High School Diploma or GED equivalent is required.
- Ability to read, comprehend and apply procedures as described in the Uniform Traffic Control Device Manuals. Ability to follow oral and written instructions.
- Must possess a valid driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required to work in all types of weather. The employee must be able to climb

in, out and on truck, and be able to manipulate objects weighing up to fifty (50) pounds, and lift such objects above head high.

Fleet Office Specialist

GRADE: 13

FLSA: Non-Exempt

EFFECTIVE: 01/01/2011

Provides highly responsible and detailed administrative support to the Fleet Services Manager requiring comprehensive knowledge of appropriate organizational processes, programs, procedures and policies.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following:

- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.
- Provides clerical support to Fleet Services and Solid Waste staff and assists with special projects and routine functions.

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.

- High School Diploma or GED equivalent is required. An Associate Degree or two (2) years of applicable experience is preferred.
- The ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.)
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Sign Shop Foreman

GRADE: 15
FLSA: Non-Exempt
EFFECTIVE: 01/01/2011

Supervises work crew fabricating and installing traffic signs.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned)

- Supervises the work of sign shop workers in the areas of traffic sign fabrication and installation. Ensures all signs are made and installed to Uniform Traffic Control Devices Manual.
- Oversees daily operation of sign shop and road sign installations.
- Reviews work in progress and ensures projects are completed in a safe and timely manner.
- Prepares a variety of paperwork using automated or manual sources such as work reports, timesheets, and evaluations
- Evaluates sign shop workers.

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.

- High School Diploma or GED equivalent is required.
- Ability to read, comprehend and apply procedures as described in the Uniform Traffic Control Device Manuals. Five (5) years experience preferred in sign fabrication and installation.
- Must possess a valid driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required to work in all types of weather. The employee must be able to climb in, out and on truck, and be able to manipulate objects weighing up to fifty (50) pounds, and lift such objects above head high.

PW North District Manager

GRADE: 24
FLSA: Exempt
EFFECTIVE: 01/01/2011

Serves as principal assistant to and reports to the Director of Public Works. Oversees the North District road, bridge, and drainage functions.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Effectively manages the department, projects, and budgets of the North District camp. Establish and implements procedures and programs.
- Supervises, trains, evaluates and coordinates activities of assigned employees.

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.

- High School Diploma or GED equivalent.
- Ten (10) years of experience in road, bridge, and/or drainage maintenance, plus three (3) years of supervisory experience is preferred.
- B.S. Degree in a related field will substitute for four (4) years experience.
- Ability to plan, formulate and execute approved policies and procedures.
- Ability to effectively communicate verbally and in writing with persons at all levels.
- Highly developed understanding of management and fiscal principals.
- Must possess a valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to lift at least 50 pounds.

PW North District Foreman

GRADE: 17

FLSA: Non-Exempt

EFFECTIVE: 01/01/2011

Supervises work crew performing a specialized area of the function in road maintenance and construction, bridge maintenance, drainage, grounds-keeping and maintenance.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Supervises the work of a crew of equipment operators or laborers in the areas of road maintenance and construction; bridge maintenance and repair; drainage; grounds-keeping. Evaluates performance of subordinates. Recommends new hires, promotions and other personnel actions.
- Reviews work in progress and ensures projects are completed in a safe and timely manner. Ensures proper and adequate materials are available.
- May perform the tasks of subordinates; Drives, operates, maintains and adjusts various equipment such as motorized goad grader, road-rollers, tractors, asphaltting machine backhoe, front-end loader, mowers, dump-trucks, and may operate smaller or less complex equipment as needed.
- Prepares a variety of paperwork using automated or manual sources such as work reports, timesheets, evaluations, and mileage tickets.
- Coordinates work performed with the public.

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.

- High School Diploma or GED equivalent is required.
- Four (4) years of related experience or four (4) years as a Special Equipment Operator and one (1) year supervisory experience is preferred.
- Must possess a valid "Class A" Commercial Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will work in inclement weather, be required to bend, stoop, kneel, reach; and to lift at least fifty (50) pounds.

PW North Equipment Operator

GRADE: 13

FLSA: Non-Exempt

EFFECTIVE: 04/26/2022

Operates light to moderately complex equipment used in construction, ditching, road repair, maintenance and other similar work.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Drives or operates, maintains various equipment such as motorized road grader, road-rollers, tractors, asphaltting machine backhoe, front-end loader, mowers, dump-trucks, and may operate smaller or less complex equipment as needed.
- Clears and digs drainage ditches, cuts roadways and performs other manual labor as required.
- Maintains routine duty records of work.

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.

- Two years preferred of related training or experience in operating moderately complex and light equipment.
- Must possess a valid Class "B" Commercial Driver's License (CDL).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required to reach, bend, stoop and kneel in inclement weather; and be required to lift at least fifty (50) pounds.

PW North Special Equipment Operator

GRADE: 15

FLSA: Non-Exempt

EFFECTIVE: 01/01/2011

Operates heavy and complicated track equipment used in construction, ditching, road repair and maintenance.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following (Other duties may be assigned.)

- Drives, operates, maintains and adjusts with advanced skill equipment characterized as large or heavy such as bulldozers, backhoes, gradalls, graders, wench truck, twelve (12) yard dump-trucks, tractor lowboy transport and other heavy equipment similar in nature. May operate smaller or less complex equipment as needed.
- Clears and digs drainage ditches, cuts roadways and performs other manual labor as required.
- May be assigned to work alone or supervise small crews including equipment operators.
- Prepares a variety of paperwork using automated or manual sources such as work reports, timesheets, evaluations, and mileage tickets.

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.

- High School Diploma or GED equivalent is required.
- Four years preferred experience or four (4) years as Equipment Operator.
- Must possess a valid Class "A" Commercial Driver's License (CDL)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required to reach, bend, stoop and kneel and work in inclement weather; and be required to lift at least fifty (50) pounds. Successful candidate must be able to work above ground level range of elevation is (0 to 60 feet above ground) in performing task out of a bucket truck and other equipment as assigned.

PW North Office Specialist

GRADE: 13

FLSA: Non-Exempt

EFFECTIVE: 01/01/2011

Provides highly responsible and detailed administrative support to the North Camp Public Works Manager requiring comprehensive knowledge of appropriate organizational processes, programs, procedures and policies.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following:

- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.
- Provides clerical support to Public Works North Camp staff and assists with special projects and routine functions.

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.

- High School Diploma or GED equivalent is required. An Associate Degree or two (2) years of applicable experience is preferred.
- The ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.)
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

PW Commercial Vehicle Enforcement Officer FT

GRADE: 22
FLSA: Exempt
EFFECTIVE: 01/01/2011

Position primarily ensures the safety of the motoring public on Caddo Parish roadways through an active weight enforcement program. Position carries the commission of The Sheriff of Caddo Parish. POST certification required.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Projects to the public, a good officer's presence; through maintaining appropriate grooming standards, proper posture, and a clean and pressed uniform. All contact with the public shall be done in a professional and courteous manner.
- Ensures assigned patrol unit is kept clean, fueled, and stocked with all material required for daily operation. Maintains all equipment in proper working order.
- Maintains a variety of logs such as a daily weight log showing all trucks weighed and the disposition of each truck and a radar calibration log to be kept current and updated upon completion of prescribed tests to ensure proper operation of all radar equipment.
- Enforces weight restrictions on Caddo Parish roadways, while traffic enforcement may be performed on any roadway within Caddo Parish. Any commercial motor vehicles encountered on Caddo Parish roadways exceeding the envelope vehicle parameters (width, height, length, or weight) shall be checked for a valid Caddo Parish permit. If the vehicle has no permit or does not qualify for one, the officer shall escort the vehicle to a safe location to be properly weighed.
- Officer will have arrest authority of any violators. Arrests shall be done in a swift, professional manner; booking shall be into the Caddo Correctional Center in Shreveport, LA.
- Maintains effective working relationships with the employees and the general public. Works closely with the Public Works Department, Legal and Administration concerning commercial vehicle enforcement and associated violations. Maintains a relationship with the Louisiana D.O.T.D. permits/weights/standards officials and adjoining Parish officials to better monitor/manage the Commercial Vehicle Enforcement Officer position.

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.

- High school diploma or GED required.
- Prior law enforcement experience is required and knowledge of Louisiana DOTD weight and standards preferred.
- Must be POST certified.
- Must pass a physical assessment that includes a physical by a medical doctor; properly change a tire on a vehicle, weight simulation of a 6 axle CMV (3), and the dummy drag.

- Must have good mathematical skills and working knowledge of map reading.
- Must successfully complete a primary FTO period of 90 days that may be followed by a second 90 day FTO period if necessary.
- Ability to deal with the public and resolve problems associated with construction projects.
- Must have a valid Driver's License and satisfactory background check.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to work in various kinds of weather; stand, reach, stoop, kneel and run as required by the job; and lift objects weighing 50 pounds to waist.

PW Permit Supervisor

GRADE: 22
 FLSA: Exempt
 EFFECTIVE: 01/01/2011

Responsible for coordinating zoning and property standard issues. Assists with researching of information concerning property ownership, road dedications, right-of-ways and easements.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Provides management of daily activities associated with the Commercial Vehicle Enforcement Unit, Developmental Permits, Utility Permits, and Hauling Permits.
- Responsible for coordinating and implementation of Parish Ordinances regarding property standards, i.e., demolition, sealing, and liens; in addition to sewerage discharge into parish drainage ditches. Reviews zoning ordinances and proposed changes to ensure accuracy and completeness. Liaison between the Metropolitan Planning Commission (MPC) and Public Works Department.
- Responsible for coordinating and implementing Parish participation with the Office of Emergency Preparedness and in the National Flood Insurance Program (NFIP) to help reduce flood premiums for citizens. Review FEMA maps to determine flood zones and issue letters accordingly.
- Manages employees to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained.
- Maintains effective working relationships with the Commission, employees, property owners and the general public.

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.

- High School Diploma or GED equivalent. College degree preferred.
- Ability to work with blueprints and map reading. Minimum of one year experience working with FEMA maps.
- Ability to research and examine titles to property.
- The ability to plan, initiate and execute procedures and policies.
- Knowledge of computer operations and CAD (Computer Assisted Design) skills.
- Must have valid driver's license if assigned a Parish vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Public Works Director

GRADE: U07
 FLSA: Exempt
 EFFECTIVE: 01/01/2011

A highly responsible management position that reports directly to the Caddo Parish Administrator. Position is responsible for managing the overall operations of the department.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Lead the Public Works Department ensuring parish resources are used to best serve the citizens and employees of the Parish of Caddo. Uphold proper decision making, legalities and integrity of the position of Department Director.
- Prepare and maintain the budget for the Public Works Department. Uses good judgment in spending Parish funds. Actively pursues outside sources of funding such as grants, partnerships, etc. to offset Parish expenditures.
- Manage employees within the Department to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained.
- Create a learning environment which may include continuing education for self and subordinates, creating succession planning for all key positions, and fostering teamwork within the group.
- Work with Administration, other Directors, and other Departments to foster and effective Team Spirit within the Parish Administration Leadership Team.

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

- Bachelor's Degree in Business Administration, Business Management, Public Administration or a related field, plus four years of experience in Public Work management; ten years of related experience may substitute in lieu of a B.S. Degree.

- Must have valid driver's license.

- The ability to plan, initiate and execute procedures and policies.

- Analytical mind to solve and properly explain, verbally and in writing with persons at all levels.

- Highly developed understanding of management and fiscal principles.

- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Public Works Assistant Director

GRADE: U06

FLSA: Exempt

EFFECTIVE: 01/01/2011

A highly responsible management position that reports directly to the Director of Public Works. Position assists in the overseeing of the operation of the Parish highway maintenance and construction, bridge construction, drainage, and solid waste disposal functions.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Assists with leading the Public Works Department ensuring Parish resources are used to best serve the citizens and employees of the Parish of Caddo.

- Assists with the preparing the annual operation budget for the Department of Public Works. Uses good judgment in spending Parish funds. Monitors expenditures for the department as it relates to material purchases. Provides oversight and management of construction projects and keeps track of spending to ensure budgets are maintained within the project scope.

- Manage employees within the department to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained.

- Provides management of daily activities of the department by supervising unit activities and supervisors within the department.

- Works closely with outside agencies in resolving issues related to Public Works. Plans and coordinates work to be done.

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.

- A Bachelor's Degree in Public Administration, Management, Engineering or related field, plus five years of progressively more responsible administrative and management experience. Ten years of related experience may substitute in lieu of a B.S. Degree.

- Experience with subdivisions, plats, zoning, and permit applications.

- Must have valid driver's license.

- The ability to plan, initiate and execute procedures and policies.

- Analytical mind to solve and properly explain, verbally and in writing with persons at all levels.

- Highly developed understanding of management and fiscal principles.

- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

PW GIS Analyst

GRADE: 22

FLSA: Non-Exempt

EFFECTIVE: 03/14/2022

Position is responsible for activities and work related to the development of a geographic information system.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Responsible for activities and work related to the development of a geographic information system including roadways, drainage, flood plain and other facilities for various user departments and agencies. Coordinate with NLCOG for Parish databases. Utilize basic engineering principles for flood zone and water shed analysis.

- Uses geographic information systems and mapping software programs to associate data with

computerized maps.

- Design and produce presentation materials.
- Coordinates collection and creation of data for use with geographic information system.

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.

- B.S. Degree in one of the following areas: Mechanical Engineering, Electrical Engineering, Information Systems, Data Processing or related field from an accredited college or university.
- Four (4) years of experience and education directly related to CAD (Computer Assisted Design) or four (4) years of experience and education directly related to data processing or information systems may be substituted in lieu of a college degree.
- One (1) year of LAN (Local Area Network) experience with various software packages, i.e. word processing, e-mail and spreadsheets is required for the GIS function.
- Ability to plan, formulate and execute approved policies and procedures.
- Ability to effectively communicate verbally, and in writing, with persons at all levels.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

PW Project Manager

GRADE: 28
FLSA: Exempt
EFFECTIVE: 11/2/2020

Manages and oversees construction and inspection of roads, drainage projects, bridges, and other types of construction to ensure materials comply with specifications.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Identifies complex engineering problems in various areas of Parish operations (i.e. overlay program, bridge, construction, soil characteristics and earthwork construction.)

- Reviews and approves work activity documents such as work reports and pay estimates. Supervises work activities performed by the Parish Inspector.
- Supervises off system bridge program, inspection of capital construction projects and road treatment program, i.e., placement of signs, road striping, and pavement markings. Executes driveway and utility permits.
- Recommends to the Director of Public Works for approval of all subdivision plats, drawings, master drainage plans, land permits, and coordinate engineering designs.
- Provides oversight of roads, bridges, and drainage system construction. In addition assist in resolving ROW, GIS, and code enforcement issues.

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

- Bachelor's Degree in Business Administration, Business Management, Public Administration or a related field, plus experience in Public Work management would be a preferred; ten years of related experience may substitute in lieu of a B.S. Degree.
- Must have valid driver's license.
- The ability to plan, initiate and execute procedures and policies.
- Analytical mind to solve and properly explain, verbally and in writing with persons at all levels.
- Highly developed understanding of management and fiscal principles.
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

PW Inspector/Code Enforcement

GRADE: 20
 FLSA: Exempt
 EFFECTIVE: 10/23/2017

Monitors parish roads, bridges and drainage to determine damage or reduced service life due to excessive or repetitious loads and/or improper use.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Studies, monitors, and surveys existing Parish roads to inform haulers of the existing ordinance concerning permits, haul routes and roadway damage and to make recommendations to the Public Works Department concerning existing or proposed ordinances to protect parish improvements. Makes an assessment to verify and document the prior and post conditions of the structure to determine damage or reduced service life to said structure. Assessment may include onsite meetings with hauler, photos, video tape, notes, evaluation of road surface, base and sub-base, preparations of related cost estimates for repair, report preparation, preparations of permit application, permit and violation tickets. Inspects structure repairs by those making repairs to the damaged structure. Inspects construction of new roads; size pipe for driveway; inspects new plats. Investigates complaints.

- Maintains a daily log of meetings, permits, contacts, road conditions, etc. Prepares sets of plans for “as built.”

- Maintains effective working relationships with the employees and the general public. Works closely with the Public Works Department, Legal and Administration concerning the code enforcement and associated violations. Maintains a relationship with the Louisiana D.O.T.D. permits/weights/standards officials and adjoining Parish officials to better monitor/manage the Code Enforcement Inspector position.

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

- Bachelor’s Degree in Construction Technology and/or minimum of five (5) years of experience directly related to construction inspection or code enforcement preferred.

- Ability to deal with the public and resolve problems associated with construction projects or code enforcement preferred.

- Ability to estimate damage to structure and related cost.

- General knowledge of surveying.

- Must have valid driver’s license if assigned a Parish vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to work in various kinds of weather.

PW Permit Technician

GRADE: 14
FLSA: Non-Exempt
EFFECTIVE: 01/01/2011

Under general supervision, is responsible for issuance of Parish permits.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Collects and sends all fees to Finance Department; inputs all transactions into accounting database.
- Responsible for issuance of construction, utility, driveway and road crossing permits and issuance of municipal and parish 911 addresses.
- Responsible for the identification of flood zone property from aerial photos or Flood Insurance Rate Map.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.
- Provides clerical support and assists with special projects and routine functions, such as reproduction of aerial and topographical maps, maintaining records, processing documents, and timekeeping.

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.

- High School Diploma or GED equivalent is required. An Associate Degree is preferred.
- Some experience in accounting, bookkeeping, cash handling or other related duties is preferred.
- Knowledge of aerial and topographical mapping and the ability to read maps, use microfiche, and use engineer's scale is preferred.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheets, presentation, and database applications) **Microsoft skills test will be administered to qualified applicants.**
- Ability to plan and organize work and to establish and maintain effective work relationships.
- Customer service experience is preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

PW Property Management Representative

GRADE: 24
FLSA: Exempt
EFFECTIVE: 05/01/2023

Responsible for specialized field and office work in the acquisition and establishment of title to rights of way for parish construction purposes and manages the Parish Adjudicated Property Program and Parish oil and gas activities.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Oversees the adjudicated property program including the sale or donation of adjudicated property and setting up payment plans for property owners with the Sheriff's Office.
- Manages all Parish right-of-way issues including acquiring right-of-way for all Parish projects as well as granting rights-of-way across Parish property.
- Prepare ordinances and appear before Commission meetings for real estate, right of way, oil and gas and adjudicated property transactions.
- Provides management of daily activities associated with the Parish Adjudicated Property Program supervising employees and unit activities. Manage employees to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained.
- Maintains effective working relationships with the Commission, employees, property owners and the general public.
- Manage all oil and gas leases, tracks payments and ensures all agreements are met.
- Manage employees to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained.
- Maintains effective working relationships with the Commission, employees, property owners, oil and gas firms and general public.

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

- High School Diploma or GED equivalent.
- Five years of paid experience in the preparation of abstracts, or title research (land), or oil gas leases with payment tracking.
- A degree in Engineering, Business, Public Administration or a related field may be substituted for three of the required five years of experience.
- Considerable knowledge of the preparation of deeds, agreements, oil and gas leases, and related documents in connection with the acquisition of rights of way and real property, oil, gas and adjudicated property. Considerable knowledge of legal statutes in connection with real estate, rights of way, oil and gas and adjudicated property.
- Must have valid driver's license if assigned a Parish vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to work in various kinds of weather.

PW Office Coordinator

GRADE: 16
FLSA: Non-Exempt
EFFECTIVE: 01/01/2011

Coordinates office operations for the Department of Public Works.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.
- Provides clerical support to the Director and Assistant Director and assists with special projects and routine functions.
- Preserves the confidentiality of sensitive issues and situations.

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.

- High School Diploma or GED equivalent is required. An Associate's Degree is preferred.
- Four (4) years of highly responsible clerical experience in a business office environment is preferred.
- Ability to function at an advanced level of computer proficiency (email, internet, word processing, spreadsheet and presentation and data base applications.) **Microsoft Office Skills Test will be administered to qualified applicants.**
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.

PHYSICAL DEMANDS

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

job, the employee will experience physical requirements similar to those associated with a business office environment.

PW Sr. Analyst

GRADE: 20

FLSA: Non-Exempt

Effective: 1/14/2019

Under general supervision, is responsible for coordinating zoning and floodplain management issues. Assist with researching of information concerning property ownership for adjudicated property, issuing commercial vehicle enforcement permits, road dedications, right-of-ways, and easements.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Responsible for coordinating and issuance of construction, utility, driveway, and road crossing permits, issuance of municipal and 9-1-1 addresses, subdivisions, and Commercial Vehicle permits.
- Responsible for coordinating and review zoning ordinances and proposed changes to ensure accuracy and completeness. Liaison between the Metropolitan Planning Commission (MPC) and Public Works Department.
- Responsible for coordinating and implementing Parish participation with the Office of Emergency Preparedness and in the National Flood Insurance Program (NFIP)/Community Rating System (CRS) to help reduce flood premiums for citizens. Review FEMA maps to determine flood zones and issue letters accordingly. Responsible for identification of flood zone property from aerial photos or Flood Insurance Rate Map.
- Assists citizens with determining if property is adjudicated and directing them to the proper agency depending on their needs.
- Schedules bidding sessions and records all bidding transactions associated with adjudicated property (i.e., questions and bids).
- Generates all adjudicated property applications and letters, collects and sends all fees to Finance Department, input all information to program database and maintains files. Performs computer checks on Assessor's website for property qualification, run property titles and checks for redemptions at the courthouse. Place advertisements and prepare ordinances for sale or donation.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.

- Provide clerical support and assists with special projects and routine functions, such as reproduction of aerial and topographical maps, maintain records, processing documents, and timekeeping.

QUALIFICATIONS

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required.

- High School Diploma or GED equivalent. An Associate Degree in Secretarial Science, Office Management, or related field is preferred.
- Some experience in accounting, bookkeeping, cash handling, or other related duties is preferred.
- Knowledge of aerial and topographical mapping and the ability to read maps and use engineer's scale is preferred.
- Ability to function at an intermediate level of computer proficiency (e-mail, internet, word processing, spreadsheets, presentation, GIS, and database applications.) A Microsoft skills test will be administered to qualified applicants.
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.
- Customer service experience is preferred.

PHYSICAL DEMANDS

The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

PW Solid Waste Equipment Operator

GRADE: 13
FLSA: Non-Exempt
EFFECTIVE: 01/01/2011

Operates light to complex equipment used in solid waste operations.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Drives or operates light to complex equipment such as roll-off trucks, light trucks, lawn equipment, and may operate smaller or less complex equipment as needed.

- Provides routine maintenance to all equipment and vehicles; performs less complex repairs such as changing tires, lubing, etc.; reports serious mechanical difficulties for repairs; adjusts equipment as needed for specialized operations.

- Maintains routine duty records of work such as mileage sheets.

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.

- High School Diploma or GED equivalent is required.

- One (1) year of related training or experience in operating light to complex equipment.

- Must possess a valid Class “A” or “B” Commercial Driver’s License (CDL).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required to reach, bend, climb, stoop and kneel in inclement weather; and be required to lift at least fifty (50) pounds.

PW Solid Waste Manager

GRADE: 24

FLSA: Exempt

EFFECTIVE: 01/01/2011

Serves as principal assistant to and reports to the Director of Public Works. Oversees the solid waste function.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Effectively manages the Solid Waste department, projects, and budgets. Establish and implements procedures and programs.

- Supervises, trains, evaluates and coordinates activities of assigned employees.

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.

- High School Diploma or GED equivalent.

- Ten (10) years of experience in Solid Waste field, plus three (3) years of supervisory experience is preferred.
- B.S. Degree in a related field will substitute for four (4) years experience.
- Ability to plan, formulate and execute approved policies and procedures.
- Ability to effectively communicate verbally and in writing with persons at all levels.
- Highly developed understanding of management and fiscal principals.
- Must possess a valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to lift at least 50 pounds.

PW Solid Waste Supervisor

GRADE: 20
 FLSA: Exempt
 EFFECTIVE: 01/01/2011

Oversees the day to day operations of the Solid Waste Department.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Supervises the work of a crew of equipment operators and compactor operators in the areas solid waste. Evaluates performance of subordinates. Recommends new hires, promotions and other personnel actions.
- Reviews work in progress and ensures projects are completed in a safe and timely manner. Ensures proper and adequate materials and supplies are available. Performs and ensures proper maintenance of equipment.
- May perform the tasks of subordinates; drives, operates, maintains and adjusts various equipment such as roll-off truck, lawn equipment, light truck, and may operate smaller or less complex equipment as needed.
- Prepares a variety of paperwork using automated or manual sources such as work reports, timesheets, evaluations, and mileage tickets.

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.

- High School Diploma or GED equivalent is required.
- Four (4) years of related experience in the solid waste industry. One (1) year of supervisory experience is preferred.
- Must possess a valid class “A” or “B” Commercial Driver’s License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will work in inclement weather, be required to bend, stoop, kneel, reach; and to lift at least fifty (50) pounds.

PW Solid Waste Foreman

GRADE: 17
FLSA: Non-Exempt
EFFECTIVE: 01/01/2011

Leads a crew of equipment operators and compactor operators for the Solid Waste Department.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Supervises the work of a crew of equipment operators and compactor operators in the areas solid waste. Recommends new hires, promotions and other personnel actions.
- Creates work schedules; determines work to be done. Ensures projects are completed in a safe and timely manner.
- May perform the tasks of subordinates; drives, operates, maintains and adjusts various equipment such as roll-off truck, lawn equipment, light truck, and may operate smaller or less complex equipment as needed. Performs and ensures proper maintenance of equipment.
- Prepares a variety of paperwork using automated or manual sources such as work reports, timesheets, evaluations, and mileage tickets.

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.

- High School Diploma or GED equivalent is required.
- Three (3) years of related experience in the solid waste industry. One (1) year of supervisory experience is preferred.
- Must possess a valid class “A” or “B” Commercial Driver’s License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will work in inclement weather, be required to bend, stoop, kneel, reach; and to lift at least fifty (50) pounds.

PW Solid Waste Compactor Operator

GRADE: 6

FLSA: Non-Exempt

EFFECTIVE: 01/01/2011

A semi-skilled laborer position that is responsible for the collection and disposal of solid waste. Position is assigned to a parish compactor location or to a work crew that performs various manual and semi-skilled tasks.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Assists citizens with the disposal of household garbage, recyclables and trash.
- Operates and assists with the installation of waste disposal equipment.
- Provides routine maintenance to equipment and reports serious mechanical difficulties for repairs.
- Cleans and maintains grounds and work site premises.
- May be required to drive one-ton stake bed truck to all compactor sites and pick up metal.
- May be required to pick up trash bags from all parish roadways.

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.

- Some experience dealing with the public is preferred.
- Must have valid driver's license if assigned to Solid Waste main office and required to drive parish vehicle.

PHYSICAL DEMANDS

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

job, the employee will work in inclement weather, be required to bend, stoop, kneel, reach; and to lift at least fifty (50) pounds.

PW South District Manager

GRADE: 24
FLSA: Exempt
EFFECTIVE: 01/01/2011

Serves as principal assistant to and reports to the Director of Public Works. Oversees the South District road, bridge, and drainage functions.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Effectively manages the department, projects, and budgets of the South District camp. Establish and implements procedures and programs.
- Supervises, trains, evaluates and coordinates activities of assigned employees.

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.

- High School Diploma or GED equivalent.
- Ten (10) years of experience in road, bridge, and/or drainage maintenance, plus three (3) years of supervisory experience is preferred.
- B.S. Degree in a related field will substitute for four (4) years experience.
- Ability to plan, formulate and execute approved policies and procedures.
- Ability to effectively communicate verbally and in writing with persons at all levels.
- Highly developed understanding of management and fiscal principals.
- Must possess a valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to lift at least 50 pounds.

PW South District Foreman

GRADE: 17

FLSA: Non-Exempt

EFFECTIVE: 01/01/2011

Supervises work crew performing a specialized area of the function in road maintenance and construction, bridge maintenance, drainage, grounds-keeping and maintenance.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Supervises the work of a crew of equipment operators or laborers in the areas of road maintenance and construction; bridge maintenance and repair; drainage; grounds-keeping. Evaluates performance of subordinates. Recommends new hires, promotions and other personnel actions.
- Reviews work in progress and ensures projects are completed in a safe and timely manner. Ensures proper and adequate materials are available.
- May perform the tasks of subordinates; Drives, operates, maintains and adjusts various equipment such as motorized road grader, road-rollers, tractors, asphaltting machine backhoe, front-end loader, mowers, dump-trucks, and may operate smaller or less complex equipment as needed.
- Prepares a variety of paperwork using automated or manual sources such as work reports, timesheets, evaluations, and mileage tickets.
- Coordinates work performed with the public.

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.

- High School Diploma or GED equivalent is required.
- Four (4) years of related experience or four (4) years as a Special Equipment Operator and one (1) year supervisory experience is preferred.
- Must possess a valid "Class A" Commercial Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will work in inclement weather, be required to bend, stoop, kneel, reach; and to lift at least fifty (50) pounds.

PW South Equipment Operator

GRADE: 13
FLSA: Non-Exempt
EFFECTIVE: 04/26/2022

Operates light to moderately complex equipment used in construction, ditching, road repair, maintenance and other similar work.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Drives or operates, maintains various equipment such as motorized road grader, road-rollers, tractors, asphaltting machine backhoe, front-end loader, mowers, dump-trucks, and may operate smaller or less complex equipment as needed.
- Clears and digs drainage ditches, cuts roadways and performs other manual labor as required.
- Maintains routine duty records of work.

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.

- Two years preferred of related training or experience in operating moderately complex and light equipment.
- Must possess a valid Class "B" Commercial Driver's License (CDL).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required to reach, bend, stoop and kneel in inclement weather; and be required to lift at least fifty (50) pounds.

PW South Special Equipment Operator

GRADE: 15
FLSA: Non-Exempt
EFFECTIVE: 01/01/2011

Operates heavy and complicated track equipment used in construction, ditching, road repair and maintenance.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following (Other duties may be assigned.)

- Drives, operates, maintains and adjusts with advanced skill equipment characterized as large or heavy such as bulldozers, backhoes, gradalls, graders, wench truck, twelve (12) yard dump-trucks, tractor lowboy transport and other heavy equipment similar in nature. May operate smaller or less complex equipment as needed.
- Clears and digs drainage ditches, cuts roadways and performs other manual labor as required.
- May be assigned to work alone or supervise small crews including equipment operators.
- Prepares a variety of paperwork using automated or manual sources such as work reports, timesheets, evaluations, and mileage tickets.

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.

- High School Diploma or GED equivalent is required.
- Four years preferred experience or four (4) years as Equipment Operator.
- Must possess a valid Class "A" Commercial Driver's License (CDL)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required to reach, bend, stoop and kneel and work in inclement weather; and be required to lift at least fifty (50) pounds. Successful candidate must be able to work above ground level range of elevation is (0 to 60 feet above ground) in performing task out of a bucket truck and other equipment as assigned.

PW Equipment Operator Trainee

GRADE: 11
FLSA: Non-Exempt
EFFECTIVE: 09/23/2002

A skilled craft trainee position that is provided supervised instructions on how to drive and operate light to medium equipment through a structured on the job-training program.

DUTIES AND RESPONSIBILTIES

Main duties and responsibilities include the following (Other duties may be assigned.)

- Under close instructions, learns how to operate small to large equipment such as motorized road grader, road rollers, tractors, asphaltting machine, backhoe, front-end loader, tractor lowboy transport, mowers, dump-trucks, flatbed trucks and paint stripping machine; adjusts equipment as needed for specialized equipment.
- Drives and operates equipment to excavate, grade level, pull, push, lift and dump earth and other objects such as trees, stumps, trash and material; Performs manual labor as required.
- Provides routine maintenance to vehicle or equipment and reports serious mechanical difficulties for repair.

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.

- Must have some prior experience in operating small equipment with the ability to learn to operate all necessary large equipment.
- Ability to comprehend the functional nature of mechanical equipment; to understand and follow oral and written instructions.
- Must possess a valid Driver's License; with no traffic citations, other than parking violations, within the last twenty - four (24) months.
- Ability to obtain a Class "A" or Class "B" Commercial Driver's License (CDL) within six months and successfully complete the on-the*job training program.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required to work outside in various kinds of weather. Employee should be able to lift objects weighing up to fifty (50) pounds.

PW South Office Specialist

GRADE: 13

FLSA: Non-Exempt

EFFECTIVE: 01/01/2011

Provides highly responsible and detailed administrative support to the South Camp Public Works Manager requiring comprehensive knowledge of appropriate organizational processes, programs, procedures and policies.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following:

- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.
- Provides clerical support to Public Works South Camp staff and assists with special projects and routine functions.

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.

- High School Diploma or GED equivalent is required. An Associate Degree or two (2) years of applicable experience is preferred.

- The ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.)

- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

PARKS & RECREATION

Parks Director

GRADE: U05
FLSA: Exempt
EFFECTIVE: 01/01/2011

A highly responsible management position that reports directly to the Caddo Parish Administrator. Position is responsible for managing the overall operations of the department.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Lead the Parks Department ensuring Parish resources are used to best serve the citizens & employees of the Parish of Caddo. Uphold proper decision making, legalities and integrity position of Department Director
- Prepare and maintain the budget for the Parks Department. Uses good judgment in spending Parish funds. Actively pursues outside sources of funding such as grants, partnerships, etc. to offset Parish expenditures.
- Manage employees within the Department to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained.
- Create a learning environment which may include continuing education for self and subordinates, creating succession planning for all key positions, and fostering teamwork within the group.
- Work with Administration, other Directors, and other Departments to foster and effective Team Spirit within the Parish Administration Leadership Team

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.

- Bachelor's Degree in Parks and/or Recreation field, Business Administration, Business Management, Public Administration or a related field, plus four years of experience in Park management; ten years of related experience may substitute in lieu of a B.S. Degree.
- Must have a valid driver's license.
- The ability to plan, initiate and execute procedures and policies.
- Analytical mind to solve and properly explain, verbally and in writing with persons at all levels.
- Highly developed understanding of management and fiscal principles.
- Ability to establish and maintain harmonious working relationships.
- Certification as a CPRP (Certified Parks and Recreation Professional) is preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Parks Assistant Director

GRADE: U02
FLSA: Exempt
EFFECTIVE: 02/13/2023

Under the general direction of the Director of Caddo Parish Parks and Recreation Department, the Assistant Director shall assist the Director with day to day duties of the department.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Assists with leading the Department of Parks and Recreation in ensuring parish resources are used to best serve the citizens and employees of the Parish of Caddo.
- Assists with the preparing the annual operation budget for the Department of Parks and Recreation. Uses good judgment in spending Parish funds. Monitors expenditures for the department. Assist Director in soliciting and submitting local, state, and federal grant applications.
- Assist in the review, revisions and updates of department Master Plan and/or Strategic Plan documents. Develops and/or updates department policies/procedures to ensure effective and efficient operations of the department. Implements and facilitates the National Recreation and Parks (NRPA) national agency accreditation process via Commission for Accreditation of Park and Recreation Agencies (CAPRA).
- Relays authorized instructions and orders from the Director to assigned program coordinators/management staff. Recommends selection, promotion, discharge and other appropriate personnel actions to the Director. Evaluates department subordinates and reviews evaluations for assigned staff personnel.
- Explores new and innovative ways for improving departmental activities and operations; by assisting program coordinators in developing plans and programs which ensure enjoyable and safe visitor experiences, and ensures all Caddo Parish parks/facilities are presentable and maintained in an excellent manner. Makes regular and periodic inspection visits to all Caddo Parish public parks and facilities.
- Serves as a department liaison officer between the Director, Parish departments and the public as directed. Attends Parish Commission and related public/community meetings as requested. Receives and investigates complaints regarding department activities, operations, programs and facilities. Responds to and resolves sensitive and controversial issues, inquiries, and complaints.

- Cultivates on-going relationships with external agencies, schools, businesses, towns/villages and respective community hubs to build stronger alliances in delivering leisure services and programs Parish wide.

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.

- Candidate must have a Bachelor's Degree or higher in Recreation or related field plus a minimum of five (5) years of responsible recreation administration experience or a combination of experience and education. Must have a minimum of three (3) years of supervisory responsibility.
- Comprehensive knowledge of managerial budgeting.
- Effective communicator, both orally and in writing.
- Must be able to work flexible hours, weekends, holidays and extended hours as needed or requested.
- Certified Parks and Recreation Professional (CPRP) Certification is desired.
- If candidate is not CPRP certified, candidate shall receive respective certification within 12 months of employment.
- Must have valid unrestricted Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must have the ability to perform work in a combination of outdoors and in an office environment. While performing the duties of this job, the employee is regularly required to walk and stand for extensive periods of time and work outside in all kinds of weather. Work may include lifting, carrying or moving light equipment or supplies.

Parks and Recreation Office Coordinator

GRADE: 16
FLSA: Non-Exempt
EFFECTIVE: 01/01/2020

Coordinates office operations for the Department of Parks and Recreation.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.
- Provides clerical support to the Director and Assistant Director and assists with special projects and routine functions.
- Preserves the confidentiality of sensitive issues and situations.

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.

- High School Diploma or GED equivalent is required. An Associate's Degree is preferred.
- Four (4) years of highly responsible clerical experience in a business office environment is preferred.
- Ability to function at an advanced level of computer proficiency (email, internet, word processing, spreadsheet and presentation and data base applications.) **Microsoft Office Skills Test will be administered to qualified applicants.**
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Park Naturalist FT

GRADE: 18
FLSA: Exempt
EFFECTIVE: 01/01/2011

Under general supervision, assists with the day-to-day operations of the nature park, including maintaining trails, exhibits and interpretive features and tools.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Assists with the day-to-day operation of the nature park; advises park maintenance crews of any nature areas needing restoration or repair; may supervise a small group of laborers. Assists and directs students on park related projects.
- Plans, prepares and presents nature trail tours and interpretive programs both at the nature center and off site for parks visitors, school groups, and local social and civic groups. Marks and maintains nature trails and develops guides to trails in the park system; classifies and maintains records on flora and fauna in parish parks.

- Plans and constructs exhibits and interpretive displays and maintains the proper care and upkeep of all live animal displays.

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.

- Graduated from an accredited college with a B.S. degree in biology, zoology, botany, geology, education or related field.
- Two (2) years experience as a park naturalist or related interpretive position preferred.
- Experience doing first person interpretation, puppet shows, storytelling, or other interpretive techniques preferred.
- Certification in interpretation; Certified Heritage Interpreter preferred.
- Must have valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 walk and stand for extensive periods of time and work outside in all kinds of weather. The employee is required to lift objects weighing up to forty (40) pounds.

Park Naturalist PT

GRADE: 18
FLSA: Exempt
EFFECTIVE: 01/01/2011

Under general supervision, assists with the day-to-day operations of the nature park, including maintaining trails, exhibits and interpretive features and tools.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Assists with the day-to-day operation of the nature park; advises park maintenance crews of any nature areas needing restoration or repair; may supervise a small group of laborers. Assists and directs students on park related projects.
- Plans, prepares and presents nature trail tours and interpretive programs both at the nature center and off site for parks visitors, school groups, and local social and civic groups. Marks and maintains nature trails and develops guides to trails in the park system; classifies and maintains records on flora and fauna in parish parks.
- Plans and constructs exhibits and interpretive displays and maintains the proper care and upkeep of all live animal displays.

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.

- Graduated from an accredited college with a B.S. degree in biology, zoology, botany, geology, education or related field.
- Two (2) years experience as a park naturalist or related interpretive position preferred.
- Experience doing first person interpretation, puppet shows, storytelling, or other interpretive techniques preferred.
- Certification in interpretation; Certified Heritage Interpreter preferred.
- Must have valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 walk and stand for extensive periods of time and work outside in all kinds of weather. The employee is required to lift objects weighing up to forty (40) pounds.

Park Manager

GRADE: 24
FLSA: Exempt
EFFECTIVE: 01/18/2020

Park Manager (Walter B. Jacobs Nature Park) will be responsible for managing the nature park facility, directly supervising nature park staff and providing public conservation education programs to the public (youth and adults). This position reports directly to the Assistant Director.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Supervise a staff of nature park staff/support personnel and volunteers (full and part-time) by interviewing, hiring, training, making work assignments and evaluating job performance.
- Management of education animals, including: venomous and non-venomous snakes, alligators/alligator snapping turtles and birds of prey (eagles, falcons, hawks and owls).
- Supervise the purchase of nature park inventory, including soft goods, animal food, gifts, souvenirs, and other related items, which are focused on the mission of the nature park.
- Oversee all public programs, events, meeting rooms/space and exhibits at the nature center. Seeks, obtains, and manages grants, donations and sponsorships for related programs and exhibits. Present programs to the public, such as schools and community organizations,

representing both the agency and the nature center. Frequent evenings and weekend work may be required as programming dictates or as requested by supervisor(s).

- Perform additional administrative duties, such as compiling data for budget preparation, developing and revising policies and procedures, and compiling and maintaining data for preparation of required reports. Solve problems, including visitor complaints, employee/volunteer performance, report maintenance and safety issues.

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.

- Graduated from an accredited college with a B.S. degree in wildlife conservation, zoology, biology, environmental science, communications or related area is required.
- Three (3) years of experience in nature conservation, including two years in a supervisory or leadership capacity is preferred.
- Experience working in nature park or education center setting preferred.
- Must be a certified interpreter via National Association for Interpretation (NAI), with experience in presenting quality educational wildlife programs to youth/adults.
- Knowledge of supervisory practices and techniques with the ability to assign and coordinate work activities and to monitor the performance of subordinates.
- Knowledge of nature, wildlife and biology. Knowledge of nature center marketing and promotion strategies.
- Ability to communicate orally and in writing.
- Ability to prepare reports and maintain records and files.
- Must have valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 walk and stand for extensive periods of time and work outside in all kinds of weather. The employee is required to lift objects weighing up to forty (40) pounds.

Parks Education Coordinator

GRADE: 20
FLSA: Exempt
EFFECTIVE: 08/01/2017

Responsible for developing and implementing nature and outdoor educational programs for the department; while seeking grants, sponsorships, partners and funding resources for the programs. May supervise a small group of volunteers/laborers in the performance of assigned duties. Performs related work as required.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Develop and implement nature and outdoor education programs. May provide interpretive and educational programs to schools, special interest groups, and civic organizations.
- Work directly with Nature Center Manager in establishing park goals and objectives and ensuring a quality recreational experience for the public; while assuring enhancement and conservation of area natural resources.
- Monitors visitors - maintains records of attendance for nature programs and special events.
- Create, manage, and publicize event calendars and social media for parks programs and events.
- Manage volunteer programs for the department.

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.

- High School Diploma or GED equivalent is required.
- B.S. degree from a certified four-year college or university with emphasis in parks and outdoor recreation, natural resource management or biological sciences, or a related field is preferred.
- Four or more years demonstrated experience in a similar position is preferred.
- Must have valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 walk and stand for extensive periods of time and work outside in all kinds of weather. The employee is required to lift objects weighing up to fifty (50) pounds.

Parks Foreman

GRADE: 17
FLSA: Exempt
EFFECTIVE: 01/01/2011

Under general supervision, is responsible for supervision of park ground maintenance activities.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Directs a crew of laborers in the maintenance and development of park grounds and installation of new equipment in parks. Supervises and evaluates subordinates.

- Determines need for and schedules regular maintenance activities such as landscaping, mowing, weeding, fertilizing, and raking.

- Maintains tools and equipment used in the park maintenance program. Recommends items for purchase during budget preparations.

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.

- High School Diploma or GED equivalent.

- Three (3) years of related work experience preferred.

- One (1) year of supervisory experience preferred.

- Must have valid Driver's License. Class "A" Commercial Driver's License preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 walk and stand for extensive periods of time and work outside in all kinds of weather. The employee is required to lift objects weighing up to fifty (50) pounds.

Parks and Recreation Technician

GRADE: 14

FLSA: Non-Exempt

EFFECTIVE: 01/01/2011

Responsible for the general repair and maintenance and light construction of Parish property.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Performs and or leads crews engaged in the general repair, maintenance and light construction of parish property, such as woodworking, plumbing, welding, painting, masonry, carpentry, etc.

- Proficiently uses carpentry, electrical and other hand tools and equipment to construct, repair, replace and perform preventive and corrective maintenance.

- Acts as crew leader of the Shreve Corps team. Coordinates special projects with outside agencies and the public.

- Prepares estimates of time and materials. Reads and interprets construction plans. Keeps various records, such as maintenance records and MSDS files.

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.

- High School Diploma or GED equivalent is required.
- Considerable experience in semi-skilled maintenance work or construction work, or one (1) year of experience as a maintenance worker.
- Good knowledge of the principles and techniques of building maintenance and construction preferred.
- Must have valid Driver's License. Class "A" Commercial Driver's License preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must be able to work outside in all kinds of weather. The employee must perform moderate manual labor and have the ability to lift objects weighing up to fifty (50) pounds.

Parks Summer Tutor Seasonal

GRADE: \$30.00/hour
FLSA: Exempt
EFFECTIVE: 01/01/2011

Under general supervision, will be responsible for tutoring for teens during summer program "Midnight Workout."

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Develops lesson plans to enhance teens' knowledge of the state exit exam and school core requirements;
- Manages, develops and maintains classroom setting;
- Monitors teens in classroom and ensures compliance with all applicable laws and policies.

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.

- Preference given to applicants with degree from a certified four-year college or university with emphasis in Education.
- Experience as an educator with knowledge of state exit exams and school core requirements.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must be able to work outside in all kinds of weather. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Parks Summer Coach Seasonal

GRADE: \$30.00/hour
FLSA: Exempt
EFFECTIVE: 01/01/2011

Under general supervision, will be responsible for coaching and weight training of teens during summer program "Midnight Workout."

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Develops weight training program for teens;
- Manages, develops and maintains weight room;
- Monitors teens in weight room and ensures compliance with all applicable laws and policies.

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.

- Preference given to applicants with degree from a certified four-year college or university with emphasis in Education.
- Experience in weight training preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required to bend, stoop, kneel and lift at least fifty (50) pounds as related to physical education.

Parks Coordinator

GRADE: 16
FLSA: Non-Exempt
EFFECTIVE: 06/01/2017

Under general supervision, responsible for overseeing the maintenance and upkeep of assigned facilities.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Assesses the maintenance needs and performs landscaping, trail maintenance, bridge repair and custodial duties to assigned park facilities and grounds.
- Ability to operate all parks equipment and responsible for the setting up of equipment for special events in assigned facility.
- May be assigned to work alone or supervise small crews including equipment operators.
- Expected to respond to call-outs after hours and on weekends as needed, if available.
- Prepares a variety of paperwork using automated or manual sources such as work reports, camping logs and event evaluations. Assesses assigned facilities and recommends items and projects for consideration during budget preparations.

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.

- High School Diploma or GED equivalent is required.
- Four years (4) years as Equipment Operator or related field preferred.
- Individuals with demonstrable mechanical, electrical, and/or plumbing skills will be given preference.
- Must possess a valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required to reach, bend, stoop and kneel and work in inclement weather; and be required to lift at least fifty (50) pounds. Successful candidate must be able to work above ground level range of elevation (0 to 60 feet above ground) in performing task out of a bucket truck and other equipment as assigned.

Parks Specialist

GRADE: 14
FLSA: Non-exempt
EFFECTIVE: 11/01/2017

Provides highly responsible and detailed administrative support to the Director of Parks and Recreation requiring comprehensive knowledge of appropriate organizational processes, programs, procedures and policies.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following:

- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.
- Provides clerical support to Parks and Recreation staff and assists with special projects and routine functions.

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.

- High School Diploma or GED equivalent is required. An Associate Degree or two (2) years of applicable experience is preferred.
- The ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.)
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.

Parks Recreation Coordinator

GRADE: 17
FLSA: Non-exempt
EFFECTIVE: 02/02/2020

Provides highly responsible and detailed support to the Director of Parks and Recreation requiring comprehensive knowledge of appropriate organizational processes, programs, procedures and policies.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Coordinates cooperative recreational programs with outside agencies and or citizens' groups: towns, schools, community groups, etc.
- Assists staff to develop and promote recreational programs.
- Establish After-School/Out-of-School Time programs in compliance and/or in relations with NRPA Commit to Health and Out-of-School Time Program initiatives.
- Produce, coordinate and facilitate Super Safe events listed and/or assigned by supervisor(s) and/or Administration.
- Promotes special events and activities through personal contact, local media, publications, newsletters, etc.; solicits program sponsorship.
- Actively pursues grant support for Parish recreational 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.

- High School Diploma or GED equivalent is required. A B.S. Degree in Recreation or Physical Education or four (4) years of applicable experience is preferred.
- The ability to function at a basic level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.)
- Considerable knowledge of planning and implementing recreational activities and related promotion.
- Ability to plan, organize, and supervise staff and/or volunteers.
- Must possess a valid Louisiana Driver's License.
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must be able to work outdoors during hot or cold temperatures. The employee is required to walk and stand for extensive periods.

Parks Athletics Coordinator

Responsible for developing and implementing athletic recreational programs for the department and seek out other groups and organizations to partner with to develop and implement athletic programs. Aggressively look for grants, sponsorships and funding resources for the development of athletic programs. Assist with the overall management of all parks. May supervise a small group of volunteers/laborers in the performance of assigned duties; performs related work as required. May be required to stay overnight at park facility.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Develops and implement athletic programs for individuals of all ages.
- Establish collaborations and partnership agreements with area community, non-profit organizations, businesses and faith-based organizations to facilitate year-round quality of life programming (athletics, leisure and health/wellness programs).
- Establish a diverse slate of year-round programming (athletics, leisure, health/wellness and quality of life activities). Programs shall be in compliance with NRPA Health and Wellness initiatives.
- Facilitate year-round educational wellness workshops/seminars to educate the general public on National Health Observances.

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.

- High School Diploma or GED equivalent is required.
- B.S. degree from a certified four-year college or university with emphasis in parks and outdoor recreation, natural resource management or biological sciences, or a related field is preferred.
- Four or more years demonstrated experience in a similar position is preferred.
- Experience in operating light construction equipment, trucks or related equipment; considerable knowledge of parks, trails, and campground maintenance.
- Must have valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 walk and stand for extensive periods of time and work outside in all kinds of weather. The employee is required to lift objects weighing up to fifty (50) pounds.

Parks Technician PT

GRADE: 14
FLSA: Non-Exempt
EFFECTIVE: 02/02/2020

Responsible for the general repair and maintenance and light construction of Parish property.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Under general supervision, performs a variety of routine semi-skilled and skilled duties in the general repair, maintenance and light construction of parks, grounds, and recreation facilities.
- Areas of responsibility include, but not limited to: grounds maintenance such as mowing, trimming and trash removal, as well as facility upkeep and maintenance. Reports maintenance needs and safety hazards to appropriate staff.
- Proficient and safe use of power equipment such as mowers, weed trimmers, blowers, chainsaw, and other hand tools and equipment to construct, repair, replace and perform preventive and corrective maintenance.
- Assist park staff with setting up park facilities for special events and programs.

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.

- High School Diploma or GED equivalent is required.
- Considerable experience in semi-skilled maintenance work or construction work, or one (1) year of experience as a maintenance worker.
- Good knowledge of the principles and techniques of building maintenance and construction preferred.
- Must have valid Driver's License. Class "A" Commercial Driver's License preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must be able to work outside in all kinds of weather. The employee must perform moderate manual labor and have the ability to lift objects weighing up to fifty (50) pounds.

Parks Technician I FT

GRADE: 14
FLSA: Non-Exempt

EFFECTIVE: 02/02/2020

Responsible for the general repair and maintenance and light construction of Parish property.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Under general supervision, performs a variety of routine semi-skilled and skilled duties in the general repair, maintenance and light construction of parks, grounds, and recreation facilities.
- Areas of responsibility include, but not limited to: grounds maintenance such as mowing, trimming and trash removal, as well as facility upkeep and maintenance. Reports maintenance needs and safety hazards to appropriate staff.
- Proficient and safe use of power equipment such as mowers, weed trimmers, blowers, chainsaw and other hand tools and equipment to construct, repair, replace and perform preventive and corrective maintenance.
- Assist park staff with setting up park facilities for special events and programs.

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.

- High School Diploma or GED equivalent is required.
- Considerable experience in semi-skilled maintenance work or construction work, or one (1) year of experience as a maintenance worker.
- Good knowledge of the principles and techniques of building maintenance and construction preferred.
- Must have valid Driver's License. Class "A" Commercial Driver's License preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must be able to work outside in all kinds of weather. The employee must perform moderate manual labor and have the ability to lift objects weighing up to fifty (50) pounds.

Parks Technician II FT

GRADE: 15
FLSA: Non-Exempt
EFFECTIVE: 02/02/2020

Responsible for the general repair and maintenance and light construction of Parish property.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Under general supervision, performs a variety of routine semi-skilled and skilled duties in the general repair, maintenance and light construction of parks, grounds, and recreation facilities. Prepares various maintenance reports and records.
- Areas of responsibility include, but not limited to: grounds maintenance such as mowing, trimming and trash removal, as well as facility upkeep and maintenance. Reports maintenance needs and safety hazards to appropriate staff. Acts as crew leader for Park Laborers, Technicians, Summer Workers, and of the Shreve Corps team.
- Proficient and safe use of power equipment such as mowers, weed trimmers, blowers, chainsaw, and other hand tools and equipment to construct, repair, replace and perform preventive and corrective maintenance.
- Assist park staff with setting up park facilities for special events and programs.

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.

- High School Diploma or GED equivalent is required.
- Considerable experience in semi-skilled maintenance work or construction work, or three (3) years of experience as a maintenance worker.
- Good knowledge of the principles and techniques of building maintenance and construction preferred.
- Must have valid Driver's License. Class "A" Commercial Driver's License preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must be able to work outside in all kinds of weather. The employee must perform moderate manual labor and have the ability to lift objects weighing up to fifty (50) pounds.

Parks Laborer FT

GRADE: 06

FLSA: Non-Exempt

EFFECTIVE: 01/01/2011

Under immediate supervision position functions as housekeepers, groundskeepers, and maintenance assistants. Responsible for performing routine lawn maintenance, interior and exterior cleaning of buildings and general repair and maintenance of Parish property.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following. Other duties may be assigned.

- Performs general repairs and maintenance of Parish property, such as replacing light bulbs, trash pick-up and removal, replacing boards on picnic tables, benches, and bleachers, etc.
- Maintains lawn and grounds using hand tools and gasoline powered equipment. Assists with trail maintenance and landscaping in various Parish parks.
- Cleans, scrubs, mops, waxes, polishes and strips floors; dusts and polishes; washes windows, woodwork, walls, and washroom fixtures. Assists with cleaning restrooms as needed.
- Moves office furniture and equipment, and arranges meeting room furniture and cleans exterior premises.
- May assist park technician in performing carpentry, plumbing, painting and electrical repairs.

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.

- Ability to understand oral and written instructions.
- Ability to work from scaffoldings and ladders.
- Some knowledge of the principles and techniques of housekeeping, building maintenance, grounds maintenance and construction including familiarity with tools, materials and equipment used in building maintenance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to work outdoors during hot and cold temperatures, as well as inclement weather. The employee must have the ability to perform heavy manual labor. The employee is frequently required to stand, bend, stoop, and climb. The employee must be able to lift at least fifty (50) pounds.

2023 Pay Grades

| Grade | Minimum Hourly Rate | Maximum Hourly Rate |
|----------|---------------------|---------------------|
| GRADE 01 | 9.74 | 17.54 |
| GRADE 02 | 10.19 | 18.28 |
| GRADE 03 | 10.61 | 19.08 |
| GRADE 04 | 11.10 | 20.07 |
| GRADE 05 | 11.64 | 20.92 |
| GRADE 06 | 12.15 | 21.90 |
| GRADE 07 | 12.80 | 23.07 |
| GRADE 08 | 13.35 | 24.04 |
| GRADE 09 | 13.99 | 25.18 |
| GRADE 10 | 14.65 | 26.29 |
| GRADE 11 | 15.31 | 27.56 |
| GRADE 12 | 16.13 | 29.00 |
| GRADE 13 | 16.79 | 30.23 |
| GRADE 14 | 17.58 | 31.68 |
| GRADE 15 | 18.50 | 33.28 |
| GRADE 16 | 19.41 | 34.95 |
| GRADE 17 | 20.36 | 36.70 |
| GRADE 18 | 21.39 | 38.48 |
| GRADE 19 | 22.50 | 40.49 |
| GRADE 20 | 23.59 | 42.41 |
| GRADE 21 | 24.79 | 44.62 |
| GRADE 22 | 26.09 | 46.97 |
| GRADE 23 | 27.39 | 49.24 |
| GRADE 24 | 28.80 | 51.76 |
| GRADE 25 | 30.19 | 54.30 |

| Grade | Minimum Hourly Rate | Maximum Hourly Rate |
|-----------|---------------------|---------------------|
| GRADE 26 | 31.72 | 56.98 |
| GRADE 27 | 33.28 | 59.89 |
| GRADE 28 | 34.95 | 62.86 |
| GRADE 29 | 36.70 | 66.05 |
| GRADE 30 | 38.50 | 69.27 |
| GRADE 31 | 40.45 | 72.79 |
| GRADE 32 | 42.45 | 76.35 |
| GRADE 33 | 44.58 | 80.19 |
| GRADE 34 | 46.85 | 84.25 |
| GRADE 35 | 49.12 | 88.36 |
| GRADE U01 | 34.95 | 62.48 |
| GRADE U02 | 36.70 | 65.70 |
| GRADE U03 | 38.50 | 68.83 |
| GRADE U04 | 40.45 | 72.40 |
| GRADE U05 | 42.45 | 75.85 |
| GRADE U06 | 44.58 | 80.18 |
| GRADE U07 | 46.85 | 83.72 |
| GRADE U08 | 49.12 | 87.79 |
| GRADE U09 | 51.38 | 92.41 |
| GRADE U10 | 53.66 | 95.94 |
| GRADE U11 | 55.92 | 99.96 |
| GRADE U12 | 58.17 | 104.03 |
| GRADE U13 | 60.42 | 108.14 |
| GRADE U14 | 62.73 | 112.17 |
| GRADE U15 | 65.02 | 119.22 |