

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

### **JOB TITLE: ASSISTANT CITY MANAGER (Job Code 32).**

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#### **GENERAL STATEMENT OF JOB**

Under the direction of the City Manager provides assistance to the City Manager in the administration of municipal functions and works as a liaison with the public for complaint resolution. Work involves administrative functions of a complex nature necessitating research and evaluation relative to the daily operations of the City Manager's Office. Work is performed under the administrative direction of the City Manager and is reviewed through reports, conferences, and results attained. The incumbent prioritizes tasks and usually performs such independently with little supervision or review necessary.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Organizes and prioritizes projects and workload; makes work assignments; monitors status of work in progress and inspects completed work; consults with assigned staff to review work requirements, status of work, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; initiates any actions necessary to correct deviations or violations.

Consults with City Manager and other officials as needed to review division/department activities, provide recommendations/technical expertise, resolve problems, or receive advice/direction; advises City Manager on administrative details relating to daily functions of city government; plans, enacts, and monitors special programs/activities as directed by City Manager; assists City Manager with certain assigned duties.

Performs the duties of City Manager in absence of City Manager and upon designation by City Manager.

Performs research and analysis and assembles information using internal and external sources.

Serves as City Manager's representative on committees, at meetings, on boards, etc. as required. Coordinates citizen complaints/concerns in a liaison capacity for the general public towards resolution of complaints, requests for information and other types of information. Coordinates such requests with appropriate departments.

Manages the City's Strategic Planning process. Maintains process and tracking of all goals and initiatives. Communicates and coordinates with all departments to ensure targets are being met.

Manages a variety of special projects, programmatic, and community outreach initiatives. Serves on a variety of task forces, boards, and other collaborative teams.

Compiles or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports; maintains records.

Coordinates meetings for City Manager with departmental staff, various groups, organizations and committees.

Negotiates and administers contracts with outside governmental agencies and private sector providers.

Assists with preparation of annual City Budget; analyzes budget requests; researches budget-related matters; tracks pertinent data to facilitate budget planning; monitors expenditures to remain within established budget; assists in developing revenue projections for next fiscal year; reviews budget transfers/amendments for justification, fiscal impact, and conformance with applicable policies/procedures.

Stays abreast of Federal, State, and local legislation, and maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new practices, trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends seminars, conferences, workshops, and training sessions as appropriate.

Receives various forms, reports, correspondence, budget documents, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, desktop publishing, or other software programs.

Communicates with city manager, city officials, employees, other departments, consultants, regulatory agencies, vendors, community organizations, outside agencies, the public, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Troubleshoots problem situations; responds to complaints and questions; identifies irregularities and potential problems before they become crucial; researches variables and alternatives before making decisions; makes appropriate, unpopular, or difficult decisions in changing situations or under pressure.

Attends work groups at public meetings, hearings, conferences, committee meetings, and board meetings as required

Provides technical assistance to Department Directors and the City Commission.

Coordinates preparation of the City's Annual State Legislative Action Plans. Monitors and reviews state and federal legislation and tracks legislative bills. Consults with state and federal governmental affairs contacts, updates the City Attorney and City Manager regarding legislative issues, and writes and prepares letters to legislators.

Investigates performance problems and prepares operational status reports to City Manager; suggests changes in organization/management of City government and in types of service provided to City residents as needed.

Signs liens, special/temporary use permits, and purchase orders up to the maximum allowable by City Code of Ordinances, and approves Employee Action Forms as directed by the City Manager.

Assists with preparation of agenda and support materials for City Commission meetings; serves on committees as needed; attends board meetings, committee meetings, or other meetings; gives speeches or presentations.

Supervises, directs, and evaluates assigned staff; handles employee concerns and problems, directs work, counsels, disciplines, and completes employee performance appraisals; jointly recruits, appoints, and trains staff.

Performs related work as required.

Performs emergency response duties as necessary.

## **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree from an accredited college or university, with major coursework in Administration, Management, or closely related field (Master's degree is preferred), supplemented by a minimum of seven (7) years of successful management experience in municipal/county management, with experience working in a City/County Manager's Office preferred. ICMA Credentialled Manager is preferred. Must be proficient with the Microsoft Office suite.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve some walking, standing; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and/or city administration operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization. Requires the ability to apply principles of rational systems.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control. Requires the ability to provide oral presentations.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear; (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, e.g. dirt, cold, rain, fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of service delivery management including functional and operational planning; determining citizen needs and providing responsive requests to the community.

Knowledge of strategic leadership including initiative, calculated risk-taking, vision, creativity, and innovation; understanding of information technology and ensuring appropriate incorporation in plans to improve service delivery, information sharing, organizational communication, and citizen access.

Knowledge of budgeting; assessing short and long term financial impacts, program/service cost-effectiveness, and considering alternative strategies.

Knowledge of city laws, regulations, policies, and practices.

Knowledge of modern business and public administration procedures.

Skilled in both written and oral communications for effective expression and clarity.

Ability to promote the development and performance of staff through effective delegation, direction, support, and feedback; facilitating teamwork and creating a work environment that encourages responsibility and decision-making at all levels of the organization.

Ability to demonstrate fairness, honesty, ethical, and legal awareness in personal and professional relationships and fostering integrity throughout the organization.

Ability to exchange verbal and nonverbal messages with others in a way that demonstrates respect for the individual and furthers organizational and community objectives; effectively conveying ideas and information to others.

Ability to foster the values and integrity of representative government and local democracy through action and example; promoting active citizen involvement in local governance.

Ability to respond to citizen complaints/concerns with considerable tact and courtesy for the purpose of diffusing any given situation.

Ability to conduct investigations and to prepare accurate analyses for reporting purposes.

Ability to resolve a broad range of administrative issues, or direct such to appropriate entities.

Ability to utilize computerized applications such as, but not limited to, word processors, and spreadsheet programs.

Ability to exercise sound judgment and make independent decisions in accordance with established departmental policies and procedures.

Ability to establish and maintain effective working relationships with supervisor, support staff and other departments position interacts with.

Ability to analyze, organize, and review work for efficient results and accuracy.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date