

Assistant City Manager



POSITION DESCRIPTION

DEPARTMENT: City Manager

REPORTS TO: City Manager

CLASSIFICATION STATUS: Exempt

MAJOR FUNCTION:

Under the direct supervision of the City Manager, provides assistance to the City Manager by personal attention to administrative details and to special projects as directed by the City Manager. Due to the wide scope of activities to which attention must be given, there is much demand for independent judgment and a very high degree of responsibility. Work is reviewed while in progress, through conferences and written reports for results obtained.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the major tasks performed within this classification. It is **not** necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position. Specific tasks on a day to day basis will reflect the overall areas of expertise for this position.

- Assists the City Manager in the oversight of the administrative services division which consists of personnel, information technology and the city clerk.
- Performs analysis for development of administrative, management, program and organizational policies and procedures.
- Compiles administrative data pertaining to city operations, projects and programs; analyzes data and prepares reports.
- Prepares various forms, reports, policies, procedures, correspondence, presentation materials, spreadsheets, newsletters or other documents as directed.
- Seeks federal, state and local grant opportunities in support of city operations and projects. Assists the departments with grant preparation, submittal and monitoring.
- Monitors, coordinates or conducts various projects as assigned by the City Manager.
- Participates on behalf of the city in many intergovernmental activities to address regional or inter-jurisdictional issues.

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MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Ability to conduct investigations and to prepare accurate analyses for reporting purposes.
- Ability to present oral and written comments and opinions clearly and concisely.
- Ability to make public presentations.
- Ability to conduct special studies, analyze and interpret data, solve administrative problems and prepare clear reports.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities: (continued)

- Ability to make sound independent judgments and skilled in solving administrative problems.
- Ability to maintain good public relations with tact and courtesy.
- Knowledge of City laws, regulations, policies and practices.
- Knowledge of modern business and public administration procedures.
- Knowledge of methods used in making surveys and the preparation of reports.

TRAINING, CERTIFICATIONS, AND EXPERIENCE:

Bachelor's degree from an accredited college/university in Public Administration supplemented by seven years of progressively responsible experience in an administrative position in government or private enterprise.

A Master's degree in Public Administration, Business Administration or a closely related field is preferred.

SPECIAL REQUIREMENTS:

Valid Florida Driver's License is required.

PHYSICAL DEMANDS:

Physical Ability:

While performing the essential functions of this job the employee is frequently required to walk, stand, sit, use hands to finger, handle, or feel, and talk or hear and lift and/or move up to 10 pounds.

Sensory Requirements:

Ability to hear, speak and understand conversation in English in various tones of voice, as well as accents or rapidly spoken in order to be able to do job. Ability to see, read, and comprehends letters, numbers, words, character or symbols, which are both large and small. Ability to print and draw numbers, words, characters and symbols which are legible and understood by others.

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WORK ENVIRONMENT:

Work is performed in a normal office environment with little or no exposure to outdoor temperatures or dirt and dust. The working conditions are typically quiet.

The City of New Port Richey is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of New Port Richey provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The employee's signature below attests that the employee has read and understands this job description, believes they possess the minimum qualifications and are capable and willing of performing all essential functions.

Human Resources

Employee Signature

Date

Date

Department Director

Date