



ASSISTANT CITY MANAGER
FLSA: Exempt
Grade 41 \$97,968.62 - \$156,749.80

GENERAL DEFINITION

The Assistant City Manager is the second in command for the City and, under the direction of the City Manager, is responsible for the overall effectiveness of all City operations, strategic and business plans, implementation of policies, and the fiscal integrity of the community on behalf of the citizens of Oakland Park. The Assistant City Manager must exercise considerable discretion, initiative and creativity in the performance of duties. The Assistant City Manager is expected to be an innovator in both problem solving and in providing overall direction. The work requires frequent communication and coordination with elected and appointed officials at all levels of government, as well as senior managers and other officials in the private sector. In the absence of the City Manager the Assistant City Manager shall serve as the City Manager. Assignments involve direct supervisory and management responsibilities for assigned departments, contracts, and projects.

This is a position in the non-classified service that serves at the discretion of the City Manager. Work is performed independently under general supervision of the City Manager. The individual in this position makes significant decisions in accordance with City policies, procedures, law or regulatory requirements and makes major policy recommendations with organization-wide impact to the City.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages the preparation, analysis, implementation and administration of the operating budgets, special projects, and other areas at the direction of the City Manager; ensures adherence to and compliance with established budgetary parameters.

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- Works collaboratively with Senior Management, the City Manager and City Administration in the projection and analyses of current and future initiatives for municipal growth and development.
- Alerts the City Manager to any real or potential issues regarding municipal administration requiring review, evaluation and executive decision making; develops and recommends solutions accordingly.
- Conducts research and other special projects as requested by the City Manager regarding municipal operations; provides presentations and special reporting to various boards, governing bodies, community interests and business entities.
- Resolves complaints and/or inquiries by the City Commission, residents or stakeholders.
- Develops administrative and implementation strategies for assigned areas of responsibility for the City moving forward to ensure and maintain an efficient and fiscally sound and responsible status, while meeting the needs of the City.
- Analyzes, provides constructive feedback, and presents information regarding short and long-term goals and objectives in concert with the City's mission, vision, and strategic initiatives.
- Establishes policies and procedures for the efficient management and effective administration for assigned areas of responsibility.
- Maintains current knowledge of trends and developments in the field of public sector administration for application to functions under charge.
- Provides oversight of the bi-weekly commission agenda, workshops, retreats and goal setting session.
- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Supervises department activities as directed by the City Manager.

KNOWLEDGE, SKILLS & ABILITIES

- Comprehensive knowledge of the principles and practices applied to the organization, management, and administration of local governments.

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- Substantial knowledge of operations analysis, public administration, political theory, public and media relations and purchasing theory.
- Substantial knowledge of statistical concepts and methods as applied to the analyses of municipal administration.
- Substantial knowledge of the body of available and current information resources applicable to the municipal public administration for technical research purposes and for special projects as may be assigned by the City Manager or City Administration.
- Substantial knowledge of legislation and regulatory standards applicable to the management and administration of municipal operations and development.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Broad knowledge of statistical methods and concepts for application to varying areas of assignment including, but not limited to, operations analyses, financial/accounting analyses, trending and forecasting, and reporting functions.
- Ability to interpret rules, regulations, and policies for effective decision-making in accordance with established precedent.
- Ability to establish and maintain effective working relationships with employees, division and department heads, public/private sector contacts, and City Administration.
- Ability to plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with established policies, procedures and regulatory standards applicable to the work.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Executive-level interpersonal, leadership, planning, and management skills.
- Ability to communicate professionally verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

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PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park 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 here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, political science, business administration or a closely related field. Seven to ten years of management administration experience in municipal government or public administration. Excellent oral and written communication skills, project management skills, and interpersonal skills. Must have strong financial acumen and strategic management.

PREFERRED QUALIFICATIONS

Master's degree in Public or Business Administration or in a closely related field
Previous experience as Assistant City Manager or Department Director
International City/County Management Association Credentialed Manager

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I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date