



ASSISTANT DIRECTOR, ADMINISTRATION ECD

FLSA: Exempt

Grade 38 \$84,628.98 - \$135,406.37

GENERAL DEFINITION

Position assists in all aspects of administration, direction, and management of the City's Economic and Community Development (ECD) functions. The Assistant Director performs tasks necessary to keep the operations of the Department running smoothly, resource coordination, scheduling, and ensuring compliance with government and safety regulations. The Assistant Director is a professional who organizes the necessary team members and specializes in facilitating, reporting and analyzing project and departmental operators under the supervision of the Director. This position requires great responsibility and proper time management because the job entails constant monitoring and control of all departmental day to day operators.

Employees in this classification may primarily be assigned to the function of operations or administration, however, are knowledgeable and equipped to support all department functions as needed.

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.

- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Assists with administering the City's code and permitting in compliance with all applicable ordinances, codes, laws, and regulatory standards applicable to the work.
- Assists in preparation and administration of the department's annual operations budget; ensures adherence to and compliance with established budgetary parameters.
- Manages purchasing activities and payroll administration for the department.
- Develops and recommends operating policies and procedures to ensure regulatory compliance, improve operational performance, and efficiently administer budgeted funds.
- Represents the department, Director and City in meetings, conferences, and professional association forums as directed.
- Participates in comprehensive review and evaluation of the City's code and permitting; provides recommendations for improving efficiency and systems for future service needs.
- Conducts planning research and other special projects as requested by the Director regarding ECD services and capital development needs and City growth and development initiatives.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Receives and responds to inquiries and concerns from the general public, local business and regulatory agencies; researches and provides response and resolution accordingly.
- Manages contract for services agreements with Broward County and private sector consultants.
- Participates in various development review and pre-development meetings to provide information and guidance applicable to the City's ECD development goals, objectives and initiatives.

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- Compiles, tracks, and analyzes performance measures for computation of code, permitting and lien process, with the ability to write detailed reports concerning the administration of both performance measures.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of the principles and practices applied to the organization, management, and administration of a multi-function department of technically diverse disciplines.
- Substantial knowledge of the municipal services, public utilities, building administration, and capital projects management principles and practices applied to municipal public works.
- Substantial knowledge of the body of available and current information resources applicable to the department's functions for technical research purposes and for special projects.
- Considerable knowledge of legislation affecting code and permitting and growth management as applied to current and projected demographic trends relevant to Florida.
- Considerable knowledge of the development functions of municipal and county government, including the Broward County Law Enforcement, Code Compliance and other departments in the City.
- Considerable knowledge of the principles and practices of public administration, including budget preparation and personnel management.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Ability to plan, assign, manage and review the work of others in a manner conducive to full performance and compliance with established code, ordinance, statutes and regulatory standards applicable to the work.
- Ability to evaluate, analyze, and provide recommendations regarding provision of municipal services, or other information as may be determined by City Administration.
- 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, management and communications skills.
- Ability to communicate professionally and effectively verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

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-

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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 ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma with fifteen (15) years of relevant experience which includes (5) years progressively responsible experience in municipal code and permitting, or related governmental functions, the majority of which shall be acquired in a supervisor or management capacity with broad exposure to administrative aspects of the work, e.g., budget development and administration, human resources management, organization and delegation of responsibilities.

PREFERRED

Bachelor's degree from an accredited college or university in Business or Public Administration or related field.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of minimum level of knowledge, skills and ability.

I have read and acknowledge receipt of the job classification.

Employee signature

Date

City Manager Approval
Civil Service Rule Sec 2-96

Date