



ASSISTANT TO THE CITY MANAGER

FLSA: Exempt

Grade 33 \$68,298.29 - \$109,277.26

GENERAL DEFINITION

Performs difficult professional and administrative work assisting the City Manager and Assistant City Manager in the overall leadership and management of the City. Work is performed under general supervision.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within the 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.

- Assists the City Manager's office in oversight of projects and programs.
- Develops, coordinates, implements, and performs special projects and assignments.
- Coordinates with department personnel and monitors projects assigned to departments.
- Acts as City Manager's office liaison with City departments.
- Researches issues, processes, and systems Citywide to make recommendations and implement solutions.
- Coordinates and attends meetings with staff members to plan programs, identify issues, and improve services and programs.
- Assists the City Manager's office with development and implementation of the Citywide Strategic Plan, Performance measures and Improvement system.
- Participates in monitoring and coordination of State and Federal lobbying efforts.
- Participates with implementation and management of the City's Comprehensive Emergency Preparedness and Response Plans.
- Performs research and analysis to compile data for reports, cost estimates, etc.
- Calculates, figures, develops graphs, and other visual aids.
- Serves as City Manager's office representative on a variety of committees, project teams, task forces, etc.
- Investigates and follow up on citizen inquiries and complaints.
- Assists with coordination and management of City Council agenda materials.

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- Oversees purchasing, grants and other related functions within the City Manager's office.
- Performs related and other assigned tasks as required.

KNOWLEDGE, SKILLS & ABILITIES

- Extensive knowledge of public administration principles and modern management theory.
- Knowledge of the functions and organization of municipal government, including the functions and operations of departments, divisions, and work units.
- Knowledge of Leadership Development practices and principles and methods for implementation within municipal government organizations.
- Ability to evaluate complex systems and make recommendations for simplification and improvement.
- Ability to prepare concise, informative reports and recommendations.
- Ability to establish and maintain effective working relationships with co-workers, 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 (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to

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disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor’s degree from an accredited college or university in Public Administration, Business Administration or related field; supplemented by (3) years in a responsible professional/administrative capacity.

PREFERRED

Master’s degree from an accredited college or university in Public Administration, Business Administration or related field. Project management experience and grant research and funding experience.

I have read and acknowledge receipt of the job classification.

Employee signature

Date

City Manager Approval
Civil Service Rule Sec 2-96

Date