

MAJOR FUNCTION

This is responsible executive-level work serving as a member of the Executive Team' which works with the City Manager to provide leadership and develop strategies for the City. The incumbent directs a number of City departments, through departmental managers and is accountable for the financial and operational results of the assigned departments. Work is performed under the executive direction of the City Manager who outlines broad areas of responsibility.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Works in partnership with the other members of the Executive Team to ensure that the leadership and performance of the City organization is aligned with the City's mission, vision, values and City Commission directives. Assumes an active role in the strategic planning process to establish future direction for the City. Provides broad managerial direction to assigned departments on non-routine problems and issues that arise. Sets objectives for departments and judges performance of department directors. Formulates and implements operational procedures as necessary to ensure individual departmental compliance with applicable policies and procedures and citywide regulations for use of allocated resources. Encourages cooperation, coordination of efforts, efficient use of resources and a service orientation to the citizenry in and between departments organization-wide. Works closely with City Commissioners on issues and projects, as assigned by the City Manager. Serves as the team leader on projects, as assigned by the City Manager, that focus on integration of processes that cross departmental lines. Handles the more acute problems brought to the attention of the City Manager by citizens who have exhausted normal channels or who prefer to take their problems directly to the City Manager's Office. Represents the City Manager at various meetings including inter-departmental meetings, intergovernmental activities, civic group meetings, and gatherings of concerned citizens. Assists the City Manager in activities requiring interaction with other governmental bodies. Conducts independent research on assigned topics and prepares reports for the City Manager, City Commission, and for distribution to department directors. Attends all regular and special meetings of the City Commission. Selects, advances, transfers, adjusts grievances, disciplines and dismisses assigned staff. Conducts performance appraisals and awards or denies merit raises. Performs related work as required.

Other Important Duties

Has the power and authority, as assigned by the City Manager, to execute all powers and duties of the City Manager and serves as acting City Manager, when designated. Ensures assigned departments are in compliance with the City's Fair Employment Practices plan, equal employment opportunity requirements, and related federal and state laws. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of current management and leadership principles. Thorough knowledge of sources of information related to problems of local government. Thorough knowledge of modern business management and the principles and practices of public administration. Thorough knowledge of City customers, their needs and desired levels of service. Thorough knowledge of financial planning and management principles and practices. Thorough knowledge of City programs, policies and departments. Thorough knowledge of the principles of supervision, training and performance measurement evaluation. Ability to write clear and concise reports, memoranda, directives, speeches, and letters. Ability to develop and maintain effective working relationships with department directors, the general public, elected officials, supervisors, and subordinates. Ability to communicate

effectively. Ability to provide effective management and leadership skills in the direction of department directors using a participative and team decision-making model. Demonstrates skills in delegating responsibility and authority to the department directors while maintaining control through accountability. Possesses management style and values that are consistent with the City's mission and values. Demonstrates interpersonal facilitation and communication skills. Demonstrates a high level of ethical standards and professionalism. Demonstrates a commitment to continuous personal growth and development of leadership skills. Skill in the use of personal computers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a master's degree in public or business administration, one of the social sciences or a related field and seven years of management experience, or an equivalent combination of training and experience. Four years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established: 08-15-80

Revised: 02-09-87

04-05-89

07-24-89

02-08-90

05-24-94

02-06-95

03-17-95

03-29-95

11-18-96

04-02-97

04-13-04*

02-29-08

05-14-09