

MAJOR FUNCTION

This is responsible executive-level work assisting the City Manager in the effective and efficient operation of City government. Work is performed under the administrative direction of the City Manager, and considerable independent judgment, discretion, and initiative are exercised in carrying out daily activities. Work is reviewed by results attained.

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

Acts as the City Manager's liaison with the City Commission to ensure full understanding and successful implementation of City Commission directives. Facilitates the City Manager's response to City Commission inquiries and assignments, either personally or through coordination of available resources. Participates in the strategic planning process to establish future direction for the City, in conjunction with other members of the Executive Team, and advises the City Manager on policy and/or issues of organizational and community-wide impact. Manages the City Commission agenda process and provides briefings on high profile and/or sensitive items. Develops and monitors the target issues and policy agenda reporting process. Represents the City Manager, City Commission and other City officials in meetings with and presentations to governmental, business, and civic leaders, and promotes the City's interests on key issues. Presides over or serves on management committees and governing boards as the City Manager's designee. Establishes and maintains effective working relationships with local government officials and media representatives. Manages all facets of the City's comprehensive communications program, including media and public information programs, government access television, technical support, marketing of City services, compilation of customer preferences, and production of the City's annual report. Provides oversight for the facilities maintenance function and directs the preparation of investigative reports resulting from special inquiries and/or sensitive issues. Oversees the administrative activities of the City Manager's Office, including budget, procurement and personnel. Handles supervisory responsibilities associated with all of the aforementioned functions, including hiring, transferring, promoting, adjusting grievances for, disciplining and discharging assigned staff. Conducts performance evaluations and approves or disapproves merit increases. Performs related work as required.

Other Important Duties

Coordinates City-wide events and activities that affect relations with citizens and/or special interest groups. Drafts speeches for elected and appointed officials. Conducts independent research on assigned topics and prepares reports for the City Manager. Serves as acting Assistant or City Manager, as designated. Completes special projects as assigned.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of current management and leadership principles and practices. Thorough knowledge of modern business management and the principles and practices of public administration. Thorough knowledge of City programs, policies and departments. Thorough knowledge of sources of information related to problems of local government. Thorough knowledge of citizen needs and desired levels of service. Thorough knowledge of modern techniques, methods, procedures, principles, and practices of all phases of communications services. Thorough knowledge of the operations, technology, and reporting techniques of the press and broadcast media. Thorough knowledge of the principles of supervision, training and performance evaluation. Thorough knowledge of research methods and techniques, and methods of presentation and marketing methods. Ability to deal tactfully and effectively with elected officials, the general public, press, department directors, and other City employees. Ability to formulate creative strategy for handling a wide range of administrative, communications, and marketing issues. Ability to assign and review the

work of subordinates and provide proper instruction in a manner conducive to improve performance. Skill in public speaking, public relations, and strong interpersonal communications. Possesses management style and values that are consistent with the City of values and goals. Possesses excellent group process and facilitation skills. Skill in the use of personal computers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, journalism, communications, public relations or a related field and five years of professional and administrative experience that includes public or business administration, communications or journalism; or an equivalent combination of training and experience. Three 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: 08-06-05
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08-22-08
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