

## Assistant City Manager

Belle Isle, Florida is seeking an Assistant City Manager, a newly created position, to serve as a liaison between the City Manager and department heads, assist with the management of the day-to-day operations of the City and facilitate effective, efficient communication across departments. This position reports to the City Manager and provides strategic direction and leadership oversight to assigned City departments and functions. The Assistant City Manager will have the exciting opportunity to lead and manage special projects and find creative ways for departments to communicate and collaborate, setting the tone for an open, inclusive, and cohesive organizational culture.

The starting salary range for this position is \$89,500 and \$95,000, depending on qualifications, certifications, additional skills, the number of years you have spent in your profession. The City also provides a generous benefits program including health insurance, annual, sick, holiday, personal and paid parental leave and retirement.

The position requires a bachelor's degree from an accredited college or university in public or business administration or a related field, and five years of responsible senior level administrative management experience. An equivalent combination of education and management experience will be considered. The ideal candidate must demonstrate a record of successful leadership in executing strategic goals, transparent communications, prudent financial management, effective community partnerships, and engaging residents. The successful candidate will incorporate an equity, diversity, and inclusion framework into community relations and staff management.

The City of Belle Isle is an Equal Opportunity Employer. The City of Walla Walla will provide reasonable accommodation to disabled applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

This position is open until filled; first review January 9, 2023.

## GENERAL PURPOSE

Under the supervision of the City Manager, the Assistant City Manager (ACM) will perform a variety of tasks within the organization. This position assists the City Manager in the planning, directing, management and review of the activities and operations of the City. The ACM assists City Manager in implementing the City Council's policies and goals, recommends policies and procedures to improve efficiency of City services, and implements and executes policies as established by the elected City Council. The ACM also provides strategic direction and leadership oversight to assigned City departments and functions. The Assistant City Manager performs one-time and continuing assignments or special projects as assigned by the City Manager. This role serves as Acting City Manager during the absence of the City Manager.

## REPORTING RELATIONSHIPS:

Reports to: City Manager

Supervises: As assigned by City Manager

Department: Administration

Pay Grade: The salary will be commensurate depending on qualifications and experience. Starting salary range: \$89,500 and \$95,000 DOQ

FLSA Status: Exempt

## MAIN JOB TASKS AND RESPONSIBILITIES

- Assists the City Manager in planning, coordinating, and implementing City programs and services.
- Assists department Directors and Managers with the analysis and resolution of problems and establishes strategies for the delivery of service.
- Reviews and approves performance evaluations.
- Participates in the development and administration of the City budget; directs the preparation and implementation of budgetary adjustments as necessary.
- Prepares for and responds to various City emergency situations and serves in the Emergency Operations Center (EOC) in a variety of assignments.
- Represents the City at various meetings and promotes the City's interests and development.
- Manages and prepares special studies as assigned by the City Manager.
- Keeps the City Council, City Manager, and management staff apprised off matters that may impact City's plans, projects, operations, and costs.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; recommend to the City Manager discipline and termination procedures.
- Attends and participates in meetings with staff, vendors, council members and committees.
- Attends City Council, Commission, Committee and Board meetings as directed.
- Provides quality customer service to City staff, the public, and all other work contacts.
- Assists the City Manager by responding to and resolving difficult and sensitive citizen inquiries and

complaints having an impact upon the public image of the City.

- Completes special and ongoing projects and tasks assigned by the City Manager and elected officials.
- Performs other related duties as required/assigned.
- Conveys a positive, professional image by action, communication, and appearance.
- Exhibits regular, reliable and punctual attendance, which is an essential function of the job.
- Exercises independent judgment and maintains confidentiality when required.

#### EDUCATION AND EXPERIENCE

- Bachelor's Degree in Public Administration, Business Administration, or a related field.
- Minimum of seven (7) years of progressively responsible experience in municipal government management and current experience serving either as City Manager or Assistant City Manager, or Department Head is strongly preferred.

#### CERTIFICATIONS, LICENSES AND SPECIAL REQUIREMENTS

- Proof of citizenship and/or eligibility to legally work in the United States.
- Must possess and maintain a valid Florida Driver's License, with a good driving record.

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current municipal administrative methods, procedures, organizations and functions.
- Knowledge and experience in the supervision and management of the financial activities of municipal government.
- Knowledge of municipal financial analysis.
- Knowledge of federal and state laws, principles and practices of municipal administration.
- Skill in the use of computers and Microsoft Office applications.
- Skill in the supervision and management of the administrative and financial activities of municipal government.
- Skill in clearly communicating complex material in writing and verbally in a professional manner.
- Ability to clearly and effectively communicate, both orally and in writing. Must be able to give effective presentations to City Council, employees, citizens and other groups.
- Ability to establish and maintain effective working relationships with City staff, department heads and City Council members.
- Ability to make independent judgments regarding appropriate responses to routine and non-routine questions or situations and possess the ability to recognize when an issue needs to be referred to the City Manager.
- Ability to use a personal computer and installed software to accomplish administrative tasks such as writing, receiving, and responding to e-mail, generating reports, creating spread sheets, writing letters, keeping calendars, files, and contact lists, etc.

#### WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Work environment is primarily an office setting, where noise and temperature levels are moderate.
- Work may occasionally require travel by automobile in conducting City business and visiting various outdoor sites, some of which may be potential or actual construction sites with rough terrain.
- The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or

negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

- Must possess the physical ability to work primarily with fingers, perceive the nature of sounds, make rational decisions through sound logic and deductive processes, express or exchange ideas by the spoken word, substantial movements (motions) with the hands, wrists, and/or fingers, and discern letters or numbers at a given distance.
- Additionally, the following physical abilities are required: grasping, handling, hearing, manual dexterity, mental acuity, reaching, repetitive motion, speaking, and visual acuity.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

This job description may be changed at any time.