

City of Lake City, FL

Classification Description

Classification Title: ASSISTANT CITY MANAGER
Department: OFFICE OF THE CITY MANAGER

Pay Grade: ~~Open~~ - **21**
FLSA Status: Exempt

General Description

This is administrative and technical management work requiring independent judgment and a high degree of responsibility in assisting the City Manager in performing functions and activities necessary for the effective operation of the City. Work is performed under the general direction of the City Manager who reviews work performance through observation, conferences, reports, and results obtained.

Nature of Work

Essential Functions:

- Coordinates, assigns, and directs the overall activities of assigned City departments.
- Serves as a liaison between departments and the City Manager. Reviews and evaluates reports from departments, recommends revisions or further research, and approves drafts and reports.
- Assists and monitors tasks assigned to departments.
- Handles citizen's complaints as directed by the City Manager.
- Attends regular and special meetings of the City Council as directed by the City Manager. Represents the City Manager at various meetings, including interdepartmental, intergovernmental and civic group meetings.
- Conducts administrative studies and analyses and develops recommendations as assigned by the City Manager.
- Submits oral and written reports to the City Manager on a variety of special assignments.
- Assists the City Manager in coordinating activities with other governmental bodies.
- Serves as project manager or coordinator for special activities as assigned by the City Manager.
- Develops procedures for implementing changes in organization and administrative systems as directed by the City Manager.
- Assists in the preparation of annual budgets as required. Administers performance evaluations of department directors under his/her supervision.
- Possesses the power and authority, as assigned by the City Manager, to execute all powers and duties of the City Manager. Performs related work as required.

- Acts as City Manager in the absence of the City Manager.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

Minimum Qualifications: Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration or a field relating to the area of supervision. Related work experience can substitute on a year for year basis for formal education requirements. Must have eight (8) years of experience in field related to the departments which are supervised by this position.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without a hearing aid)
- Ability to communicate both orally and in writing.
- Heavy (45 pounds and over) lifting and carrying
- Depth perception
- Distinguish colors
- Driving
- Climbing, Walking, Standing, Bending
- Tasting, Smelling

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Signature

Date