



Job Title:	Assistant to the City Manager		
Department/Group:	Office of the City Manager	Supervisor:	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	\$64,002 - \$100,776	Position Type:	Full-Time
HR Contact:	Sean Lilly	Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov Subject Line Assistant to the City Manager Attention: Human Resources - Recruiting		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
ROLE AND RESPONSIBILITIES <p>Under general supervision, this position serves as an integral member of the Executive Management Team responsible for providing leadership support to the City Manager by planning and recommending organizational policies and performance strategies; provides a variety of specialized complex administrative and management analysis to support decision-making and strategic direction. Reports to the City Manager.</p> <p>Participates with City Manager in framing Council's vision and strategies for accomplishing organizational initiatives. Represents and supports the City Manager with City Council, employee and citizen group discussions and meetings. Monitors the pending items list, and keeps the City Manager informed about projects and issues of importance to Council. Provides the City Manager with accurate and timely information to support decision-making and policy direction. Provides direct oversight of programs and operations of assigned departments including developing and coordinating of department budgets, administering expenditures for major programs and projects; responsible for effective human resources functions including employee relations, staff development; oversees and performs employee evaluations; administers human resources policies and procedures and determines appropriate personnel actions. Promotes innovation, critical thinking and creativity in developing approaches and solutions to City needs. Empowers all levels of staff to be proactive and participatory. Promotes, encourages and leads collaboratively in seeking new ways to share resources, ideas and best practices in order to optimize service delivery organization wide. Conducts research and special projects and assures implementation of programs developed and initiated by the Mayor and City Council. May direct the development of programs to address citizen needs to include citizen involvement. Coordinates with Department Heads or other appropriate parties</p>			

to respond citizen inquiries. Conducts complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving City-wide issues, programs, policies, and procedures; selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various sources on a variety of specialized topics. Attends City Council meetings and work sessions; researches, responds to and prepares correspondence; performs necessary follow up and communicates with City management on sensitive and confidential issues. Performs other duties as assigned.

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- Schedules appointment for and with the City Manager; schedules and coordinates meetings with department heads, elected officials, legislators, business leaders, vendors, contractors and citizens of the community, keeping the City Manager's calendar current/
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- When appropriate, provides information pertaining to City operations, policies, procedures and other similar information; may refer inquiries to other City staff and/or officials as appropriate.
- Coordinates and provides interdepartmental liaison functions, assists others and promotes positive communication with all staff.
- Relays instructions and information to Department Heads and other staff as directed by the City Manager.
- Establishes and maintains an efficient filing and records system for the City Manager's office including updating primary file index as necessary; maintains pending files with appropriate and timely follow-up procedures.
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- Supervise Front Desk Admin, and the Volunteer Program.
- Acts as a liaison between the City Manager, Department Heads, other employees, elected officials and the general public by coordinating dissemination of information and responding to questions.
- Coordinates and prepares presentations for awards, and certificates of appreciation; notifying recipients as necessary.
- Attends meetings with City Department Heads, Board of Commissioners or other appointed boards, including staff conferences. May be called to represent the City Manager as necessary and when required regarding issues with staff and the community.
- Receives, sorts and distributes all mail arriving in the Manager's office; may compose responses to all routine correspondence requiring the City Managers signature.
- Develops spreadsheets, databases, brochures, post cards and PowerPoint presentations for the Managers office.
- Prepares purchase orders and purchase requisitions for special projects, daily purchasing activity and within the City Managers FY budget.
- May serve as the recording secretary for various city meetings and functions held during normal working hours as well as evenings.



- Utilizes basic and advanced computer system programs to prepare reports, letters, memos, directives, correspondence, confidential reports, manuals and other paperwork related to the operation of the City Manager's office.
- Demonstrates thorough knowledge of all the City's personnel policies and procedures.
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- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Additional duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

This position requires an Associate's Degree in Public Administration, Business Administration, or related field of study and or a minimum of 5 years executive secretarial experience, with prior work experience as direct staff support to executive level personnel in government/public sector employment.

- Public Administration – Thorough knowledge of government policies specifically related to strategic planning, organizing, directing, and coordinating local government operations.
- Management of Personnel— Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff. Knowledge of personnel recruitment, selection, and the use of human resources information systems.
- Customer Service — Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.



- Technology — Knowledge of office electronic equipment, and computer hardware and software

PREFERRED SKILLS

Ability to effectively communicate, both orally and in writing. Ability to use a computer keyboard, other pieces of standard office equipment and the telephone. Ability to sit for long periods, bend, stoop, lift to twenty pounds. Other important skills required include:

- Judgment and Decision Making – Uses logic and reasoning to analyze, understand, and evaluate complex situations. Identifies the strengths and weaknesses of alternative approaches or solutions, to a situation. Exercises appropriate judgment in establishing priorities. Considers the relative costs and benefits of potential actions.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees, citizens, community and private organizations, elected officials, boards and commissions. Handles all interactions with poise, tact and diplomacy.
- Critical Thinking — Uses logic and reasoning to understand, analyze, and evaluate complex situations and researches information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation. Applies general rules to specific problems to produce answers that make sense. Combines pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Management of Personnel Resources — Manages own time and the time of others. Monitoring/Assessing performance of other individuals, or the organization to make improvements or take corrective action. Motivating, developing, teaching and directing people as they work, identifying the best people for the job.
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ADA COMPLIANCE:

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Cover letters and resumes may be included but are not accepted in lieu of application form. All applications will become public record under Florida law.

AA/EOE/DFWP

Submit completed application for employment to: Human Resources Coordinator
300 Municipal Dr. Madeira Beach, FL 33708 or humanresources@madeirabeach.com


