

**MAJOR FUNCTION**

This is responsible administrative and managerial work in planning, organizing, managing and directing departmental activities, as a principal assistant to a department director or assistant director on technical and administrative matters. Work involves responsibility for directing, coordinating and overseeing department activities, such as personnel issues, City Commission agenda issue development, audit issues, research and analysis on special projects, strategic planning, policy development and analysis, inter- and intra-departmental projects, administrative studies, budget preparation and administration, and financial management. Projects assigned are generally of high organizational impact, and may involve working with appointed officials and E-Team members on sensitive issues. Work includes a variety of tasks designed to relieve a department director or assistant director of details by conducting studies, reviewing materials, assembling factual information and transmittal and interpretation of management and City Commission actions. Work is performed under the general supervision of a department director or assistant director, but the incumbent must exercise considerable initiative, ingenuity and independent judgment. Accomplishments are judged through conferences, written reports and results achieved.

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

Directs and participates in studies, surveys, projects and collects information on difficult operational and administrative problems having multi-departmental impact and importance; analyzes findings and makes reports and recommendations for practical solutions. Follows up on department assignments to determine progress or extent of completion. Reviews and assesses for viability the department's system of internal controls related to policy, process and procedure for all administrative, human resource, purchasing, procurement and budgetary activities and develops, installs and maintains improved procedures, methods and systems. Collects, coordinates, prepares and administers the budget for the department. Coordinates and manages interdepartmental communications. May handle personnel issues by participating in the selection, placement, promotion, training, development, appraisal and discipline of departmental personnel. Plans, organizes, coordinates and oversees the department's administrative services activities. May provide oversight and management of the department's purchase card program. Serves as a special staff person to research, analyze, and prepare special projects that impact the department and/or organization. Recommends the selection, transfer, advancement, grievance resolution, discipline, or discharge of assigned staff. Conducts performance evaluations and recommends the approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

May attend meetings for the department director. May attend City Commission meetings. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the principles and practices of the City organization and management. Thorough knowledge of administrative management and internal controls. Considerable knowledge of group dynamics, problem-solving methods, and behavioral and organizational change strategies. Considerable knowledge of methods and techniques involved in conducting administrative and method studies, including report writing. Ability to communicate clearly and concisely, orally and in writing. Ability to exercise resourcefulness in meeting new problems. Ability to analyze, interpret and report research findings. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to plan, organize and train others in a manner conducive to high performance and good morale. Ability to exercise analytical judgment in recommending operational

or organizational changes or alternatives. Skill in the use of microcomputers and associated programs and applications.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, finance, accounting, a related field, or the field in which the vacancy exists and four years of professional administrative or management experience that includes finance, accounting, purchasing, human resources, planning, communications, or a related area; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Police Department: Must possess a valid Class E State driver's license at the time of appointment. Must possess Federal Emergency Management Agency (FEMA) certifications: IS-700, IS-800, IS-100, IS-200, IS-300, and IS-400 at the time of appointment.

Established: 05-26-98  
01-27-00  
08-14-01  
09-26-03\*  
05-17-04  
04-27-09\*  
01-18-11  
11-02-13