

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 282

ASSISTANT CITY MANAGER

GENERAL

Administrative:

Highly responsible administrative and managerial work assisting the City Manager in directing and coordinating the policies and programs of a group of municipal governmental departments including Finance, Budget, General Services, Public Information, Information Technologies, and Human Resources/Risk Management. Duties will include intergovernmental relations activities, administering ADA compliance programs and assisting with the monitoring of Public Safety operations.

Community Services:

Highly responsible administrative and managerial work assisting the City Manager in directing and coordinating the policies and programs of a group of municipal governmental departments including Development Services, Utilities, Public Works, Housing and Urban Improvement, Engineering, and Parks and Recreation. Duties will also include developing and implementing economic development and redevelopment strategies in coordination with other public and private agencies and liaison responsibilities with all CRA activities.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Assists the City Manager as a principal advisor in the conduct of city operations according to the provisions of the City Charter and Code of Ordinances.
- Assists the City Manager with economic development and redevelopment efforts.
- Recommends to the City Manager operations, programs, or projects that should be initiated, deleted, or modified; the resources necessary; and the emphasis on policy changes required.
- Reviews, modifies, and adopts the work plans and programs of City departments.
- Directs the development of departmental policies and regulations; determines standards to evaluate effectiveness of departmental management operation and policy; initiates support programs to facilitate increased efficiency; coordinates departmental activities with other departments of the City government.
- Coordinates the preparation of documents for new or revised legislation affecting supervised departments.
- Represents the City to legislative bodies, business organizations, civic clubs, and the general public as directed by the City Manager.
- Assists the City Manager in coordinating and/or negotiating cooperative activities among governmental agencies, as well as private companies, requiring City cooperation.
- Acts as a liaison in cooperative governmental consortiums.
- Assumes duties in the absence of the City Manager.
- Performs other job related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principles, practices, and techniques of public administration and management.
- Considerable knowledge of laws and administrative policies governing municipal activities and operations.
- Considerable knowledge of economic development procedures and programs.
- Skill in drafting and giving presentations.
- Skill in using Microsoft Office applications.
- Ability to organize, prioritize, and multitask in a busy environment.
- Ability to plan, direct, and coordinate the responsibilities of subordinate department heads.
- Ability to prepare accurate analyses, reports and recommendations on a variety of subjects.
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business or Public Administration or a related field. Master's degree preferred. Considerable administrative experience in municipal government involving a wide range of complex functions and/or special emphasis on economic development and redevelopment. Lean Six Sigma Green Belt certification is preferred. Selected candidate will be required to obtain the Lean Six Sigma Green Belt certification within 1 year of hire, if not already obtained.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing and pulling.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

12/16

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 43/50

Location: City Manager's Office

GERS: Regular Class