

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 281

ASSISTANT TO CITY MANAGER

GENERAL

This is advanced administrative and professional management analysis work in support of the City Manager chiefly in the areas of budgeting, coordinating material for the City Commission, citizen complaint processing, assisting the City Manager with preparation of correspondence, and grants coordination. The employee will work closely with Department Directors in coordinating, planning, and directing general budget development and for grant and capital projects. The employee will also be responsible for coordinating with department directors grants management and acquisition. This involves establishing grant policies and procedures; determining availability and sources of grant funds; coordinating and completing grant applications and assisting Department Directors in their grants acquisition efforts. Work is performed under the general direction of the City Manager and/or Assistant City Managers.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position).

- Assists in the preparation and execution of the City's annual operating budget, CRA Budgets, as well as the capital improvement and grant programs budgets.
- Oversee administrative policy implementation.
- Assists with management of internal departments
- Schedules the budget time frame and supervises the distribution of all budget materials.
- Instructs and assists department staff with established guidelines and completion of forms. Evaluates submitted departmental proposals as to fiscal impact and prepares reports of findings for administrative review.
- Reviews department agenda items for City Manager approval
- Assists in the management of grant and capital projects and promotes the timely completion of those projects through management efforts.
- Directs the preparation of grant documents as required by Federal and State agencies, assists originating departments in finding grant resources and in developing and preparing grant requests, and ensures all grant applications are complete and accurate.
- Monitors and evaluates the grant application and success of program plans to ensure desired results and the meeting of stated goals and objectives.
- Conducts research/analysis and special projects, citizen complaints and issues raised by the City Commission on an ongoing basis.
- May supervise subordinate and/or support staff.
- Directs and carries out special projects as assigned by the City Manager
- Performs economic analysis of Local and Regional Markets
- Assists with contract negotiations
- Performs related work.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of municipal management, fiscal management, and governmental budgeting methods, procedures and policies.
- Ability to comprehend, interpret and apply regulations, procedures and related information as they relate to grant preparation.
- Ability to perform routine and complex administrative functions independently.
- Considerable knowledge of the tasks involved in preparing applications for, administering and monitoring grants for the City.
- Ability to analyze facts, exercise sound judgment, arrive at valid conclusions, and make recommendations to the City Manager.
- Knowledge of the structure and function of local government departments.
- Knowledge of public relations principles and techniques and the ability to work directly with individuals of diverse racial and ethnic backgrounds to assist in the improvement of conditions where economic and community redevelopment efforts are targeted.
- Knowledge of statistical concepts and methods along with the ability to independently conduct special projects and studies and report on the findings. This includes knowledge of a variety of methods of work measurement, research techniques used in productivity studies and systems of internal controls.
- Knowledge of work distribution charts, procedural and process flow charts and organization charts.
- Ability to gather information pertinent to the area of assignment through interviews, questionnaires, and observations.
- Ability to identify opportunities to improve productivity through work simplification and methods improvements as well as coordinate and manage research projects from start to finish.
- Ability to communicate orally and in writing.
- 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.
- 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.

MINIMUM QUALIFICATIONS

- Graduation from a recognized college or university with a Bachelor's Degree in Public or Business Administration, Finance, or Political Science. A Master's Degree is preferred.
- Three years experience in government/municipal management, preparing and implementing municipal budgets, grants management and monitoring, or auditing/research analysis.
- Experience with automated government/municipal financial systems and computer literacy are highly desired.
- Any acceptable combination of education, experience and training.

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 items of office related equipment, such as, but not limited to a personal computer, calculator, copier, and fax machine. 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.

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Pay Grade: 34N

FLSA-Exempt

Non-Bargaining