



Assistant to the City Manager SALARY GRADE: 27

PURPOSE OF POSITION: To provides professional, administrative, and analytical support to the City Manager.

TYPES OF DUTIES:

- Provides written/verbal reports to the City Manager regarding significant issues pertaining to city departments; reviews reports and correspondence submitted by departments to City Manager, and determines/initiates appropriate action/response; informs City Manger of overall organizational challenges and their status; presents possible solutions to challenges/problems.
- Communicates directly with department managers; receives feedback and assists divisions in understanding goals and vision of City Manager.
- Identifies federal, state, and local grant opportunities in support of city operations and projects. Assists the departments with grant preparation, submittal and monitoring.
- Responds to queries from Commission and citizens in a professional, timely manner.
- Reviews agenda items for City Commission meetings; contacts city departments for clarification, revisions, or additional information as needed; develops presentation material for use at Commission meetings and workshops.
- Promotes city government to city employees, the public, the City Commission, or other individuals/organizations by demonstrating a positive attitude and high level of customer service.
- Monitors, coordinates, or conducts various projects as assigned; discusses projects with parties involved; gathers proposals and provides recommendations; tracks status and costs of projects.
- Complies or monitors administrative and/or statistical data pertaining to City operations, projects, and programs; analyzes data and identifies trends; summarizes data and prepares reports.
- Prepares or completes various forms, reports, correspondence, presentation materials, spreadsheets, newsletters, or other documents.
- Receives various forms, reports, correspondence, operation reports, statistical data, proposals, laws, statutes, codes, ordinances, policies and procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards, or retains as appropriate.
- Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheets, databases, presentations, desktop publishing, e-mail, Internet, or other computer programs.
- Communicates with City Manager, Executive Assistant to City Manager, City Commission, city officials, other departments, employees, government agencies, local businesses, community organizations, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Makes presentations to City Commission as needed.
- Attends meetings, serves on committees, and makes presentations as needed.

- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.
- Provides assistance to other employees and/or departments as needed.
- Coordinates annual Citizens Survey.
- Assists in development of and management of Strategic Plan.
- May serve as Acting City Manager in the absence of the City Manager and Deputy City Manager.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

JOB BASED COMPETENCIES:

- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Exercises discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Knowledge of office machines and equipment including all computer software programs applicable to the functions of position.
- Ability in both oral and written expression to provide accurate and appropriate explanation, information, interpretation, and responses to the public, city employees, City Commission, or applicable audience.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PUBLIC CONTACT: Public contacts are a critically important aspect of the duties and responsibilities of this position. Contacts are of a wide range and variety and involve persons prominent in both the public and private sectors, i.e., developers, attorneys, Chamber of Commerce representatives, Legislative and elected officials, community and civic groups, officials of county, state and federal government, the media, City boards, business owners, and many more. Contacts are for the purpose of obtaining and furnishing information, providing interpretations and explanations, responding to complaints, and persuading and seeking assistance or approval from others. This position represents the City Manager's Office and the City of Sarasota; such representation must be professional and courteous at all times.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the City Manager.

SUPERVISION EXERCISED: The incumbent monitors the progress of special actions assigned to City department heads and other staff.

PHYSICAL REQUIREMENTS: This is sedentary work requiring limited physical effort. May be required to exert a negligible amount of force to move objects. Position requires visual acuity for reviewing, checking and maintaining written and computer files. Position requires sufficient hearing to accurately receive information at normal spoken word levels. Manual dexterity to operate standard office data entry and word processing equipment is required.

MINIMUM QUALIFICATIONS:

<p>Assistant to the City Manager</p> <p>Job Code: 18.06 Salary Grade: 27 FLSA Status: Exempt Union: Non-Represented</p>	<ul style="list-style-type: none">• Bachelor Degree from an accredited college or university with course work in public administration, business administration, or a closely related field.• Three (3) years of progressively responsible experience and/or training that includes project management, budgetary review, public speaking, public interaction, grant administration, office administration in a municipal setting, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Masters degree preferred.
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TRAINING REQUIREMENTS: ICS 100 and IS 700