

**JOB TITLE: Deputy City Auditor and Clerk, Administrative Operations**

**JOB CODE: 23.41**

**GRADE: 25**

**CLASSIFICATION: Exempt**

**PURPOSE OF THE POSITION:** The incumbent in this position is a principal assistant to the City Auditor and Clerk, and is responsible for managing and overseeing administrative operations of key functional areas in the Office of the City Auditor and Clerk. These key functional areas include the City Commission agenda process, internal operations, purchasing, accounting matters, and the budget development process. The incumbent in this position provides advice, analytical research, and related assistance for internal operations of the Office of the City Auditor and Clerk. The incumbent also may be required to represent the City Auditor and Clerk, with respect to internal and external operations of the Office of the City Auditor and Clerk, to the City Commission, City Manager, Administration, external governmental entities, and the general public. The work contributes substantially to the efficiency and effectiveness of the Office of the City Auditor and Clerk and its ability to deliver consistently high quality service to the City and the general public.

**MINIMUM QUALIFICATIONS:** A Bachelor Degree with course work in business, public administration, municipal government, administrative management or related field and four (4) years of progressively responsible experience, preferably in the public sector, two (2) years of experience of which were in a supervisory capacity; or the equivalent in education, training, and experience that would provide the necessary knowledge, skills and abilities.

**SPECIAL REQUIREMENTS:**

- Knowledge of the principles, practices, systems, processes, methods and techniques pertaining to the City Commission agenda process, administrative operations and management and related accounting and municipal financial administration.
- Knowledge of federal, state, and local laws, City ordinances, and other applicable regulations, policies, standards and requirements, governing or related to the conduct of City Commission meetings.
- Knowledge and understanding of the history of Sarasota City Government and of past and current policies, plans, problems, practices and procedures.
- Knowledge of the duties and responsibilities, role and work relationships of key City Personnel.
- Knowledge of new and revised City programs being considered or underway and their current status.
- Knowledge of the interests and concerns of the City Commission with respect to City operations and activities.
- Knowledge and understanding of the basic functions and activities of the community and civic groups and private sector organizations having relationships with the City.
- Knowledge of modern office procedures, practices, systems, equipment and software, including specialized spreadsheet, database, word processing, report writers and similar software programs.
- Knowledge of budgeting and cost accounting principles, procedures and techniques.

- Ability to analyze and evaluate accounting problems and develop appropriate solutions.
- Ability to plan, assign, direct, coordinate, review, and evaluate the work of subordinate staff.
- Ability to work independently, with minimum supervisory direction, and to establish work priorities and follow-up actions required to meeting strict deadlines and other requirements accurately and completely.
- Ability to research information involving unusual issues, problems or administrative management needs, analyze data to arrive at valid conclusions and prepare and implement appropriate action plans.
- Ability to communicate effectively and clearly, both orally and in writing, and to prepare succinct, coherent and accurate reports and analyses.
- Ability to establish and maintain effective working relationships within the Office of the City Auditor and Clerk, with other City and Sarasota County senior officials and employees, public and private organizations interested in City affairs, members of community and civic groups and members of the public.

**ESSENTIAL FUNCTIONS:**

- Manages the process for preparation, coordination, validation, revision and distribution of agendas for City Commission regular, special, and statutory meetings and workshops.
- Manages a variety of key administrative processes within the Office of the City Auditor and Clerk, including budget preparation, validation and execution; payroll; purchasing; and processing of a variety of original documents, including inter-local agreements, contracts, leases, warranty deeds, property easements, resolutions and ordinances.
- Attends a variety of City Commission meetings and workshops, notes information and date for the City Auditor and Clerk and coordinates responsive actions as required by the Office of the City Auditor and Clerk.
- Acts as Lead Notary Public for the Office of the City Auditor and Clerk; ensures that all Notaries within the office are kept current with respect to relevant statutes and rules of procedure.
- Acts as the City Auditor and Clerk's liaison with other City and County departments, offices and officials as required.
- Develops, installs, manages and maintains systems to record, process and control incoming and outgoing correspondence and action documents; follow-up as required to ensure timely and appropriate action.
- Installs new and modifies existing office systems and procedures; develops and recommends required modifications or enhancements.
- Evaluates internal control systems and procedures; develops and recommends required modifications or enhancements.
- Assists the City Auditor and Clerk in developing current and long-range plans for the Office of the City Auditor and Clerk, to meet the City's current future needs.
- Responds to request for information by members of the public; provides information if available or refers requestor to appropriate resource.
- Plans, directs, and conducts special studies and projects as assigned, and supervises the preparation and presentation of reports, findings and recommendations.
- Plans assigns, directs, coordinates and reviews the work of, and trains and evaluates assigned staff.

- As assigned, represents the City Auditor and Clerk, with respect to the agenda process and related matters, to the City Commission, the City Manager, other officials, the general public, and others as appropriate.
- Performs such additional administrative management, analytical research, accounting and other related duties as assigned.

**PUBLIC CONTACT:** Effective public and governmental contacts are an essential component of this position. The incumbent interacts frequently with officials and employees of other City and County, State and Federal departments; professionals such as attorneys, architects and engineers; developers, consultants, members of community and civic groups, staff of professional organizations, media representatives and other members of the public. Public interactions usually occur in response to inquiries about City Commission agendas, Commission meetings, City Ordinances and related issues and activities. Contacts are for the purpose of obtaining and furnishing information, providing interpretations and explanations, responding to complaints, and similar purposes.

**SUPERVISION RECEIVED:** Reports to and receives general direction from the City Auditor and Clerk. Supervision is minimal concerning day-to day activities. Work is reviewed retrospectively, primarily in terms of results achieved, conformance with applicable statutes and regulations, and in the maintenance of effective and harmonious work contacts. Incumbent is expected to use and is given considerable latitude for discretion, independent judgment and ingenuity in planning and executing the work.

**SUPERVISION EXERCISED:** Assigns, directs, supervises and evaluates the work of the Administrative Assistant, Administrative Secretary and other staff as assigned.

**PHYSICAL REQUIREMENTS:** This is light work performed in an office environment and requires no unusual physical demands. Visual acuity is required for preparing, reviewing, checking and maintaining computer and written files, and for reviewing legal documents and other data. Incumbent is required to have sufficient hearing ability to perceive information at normal spoken word levels. Manual dexterity to operate standard office computer and other equipment is required.

**ORGANIZATIONAL STATUS:** Under the direction of and responsible to the City Auditor and Clerk.