



The City Beautiful

City of Coral Gables Job Description

Job Title: Assistant City Manager
Department: City Manager
Classification: 0632
Pay grade: 37E
FLSA: Exempt

Prepared Date: 3/07
Approved By:
Approved By:

Summary

Under the broad policy guidance of the City Manager this position serves as a key member of the City's leadership team with direct responsibility for the effective implementation of City-wide strategic and operating initiatives. Directs and oversees operations of the City of Coral Gables including labor negotiations, preparation of the City budget, emergency management information systems, capital improvement program, grant requests, strategic management program, cable TV operations, legislative program, grievances, disciplinary actions and terminations. Implements strategies and systems to enhance operations, management of employees, customer satisfaction.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists the City Manager in the administration of the City consistent with the City's goals and initiatives ensuring high-quality customer service, professional standards and quality controls.

Develops and implements long range and annual action plans to meet the needs of a growing City.

Provides overall direction and strategy regarding policies, procedures, and regulations to the City.

Demonstrates leadership by advocating for innovation and strategic change, and promoting the development of a diverse and engaged workforce.

Manages and develops a qualified staff, ensuring professional and courteous service from all employees in support of the City's mission, values, customers and stakeholders.

Remains informed of cutting edge technologies and advancements in municipal programs.

Pursues ongoing professional development through course attendance, professional organizations, and meetings/conventions to stay informed of technological advancements and trends in the industry.

Receives requests and complaints from the public. Initiates follow-up action and assures completion.

Manages and participates in all forms of negotiations on behalf of the City.

Manages and responds to grievances, disciplinary actions and terminations. Directs emergency management program. Serves as Emergency Management Coordinator.

Works collaboratively with and regularly interacts with other agencies, boards, authorities, commissions and civic groups.

Directs information systems and cable TV operations.

Oversees the grant request process.

Supervises or assists in the preparation of materials for publicity and press releases.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of principles, practices, procedures and functions of public administration and local government. Knowledge of city-wide department policies and procedures, City rules, regulations, ordinances and labor contracts, budget management, labor relations, emergency management, and information systems. Ability to think strategically and exercise considerable initiative and independent judgment. Ability to make decisions and determine initiate solutions to problems. Ability to conduct research, compile and analyze data, write reports, advise and direct management level employees. Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies, and the public. Excellent verbal and written communication skills. Ability to supervise the work of others in a manner conducive to full performance and high morale.

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 telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 pounds. May involve extended periods of time at a keyboard or work station.

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

Minimum Education and Experience

Bachelor's degree in Public Administration, Business Administration, or related field.

Minimum of eight (8) progressively responsible management experience in public administration.

Valid Florida driver's license.