

**RESOLUTION 2019 - 23**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF DEFUNIAK SPRINGS, FLORIDA APPROVING  
THE JOB DESCRIPTION, BUDGET AMENDMENT  
AND CREATING THE POSITION OF DEPUTY CITY  
MANAGER**

**WHEREAS**, the City Council recognizes that Walton County is the fastest growing county in Florida: and

**WHEREAS**, Walton County is also designated as the fifth fastest growing county in the nation; and

**WHEREAS**, due to the explosive growth, the City of DeFuniak Springs continues to have greater demands for service; and

**WHEREAS**, the City of DeFuniak Springs recognizes the need to grow our staff to keep up with the growing demand for services and has demonstrated the action by adding positions in the current year budget; and

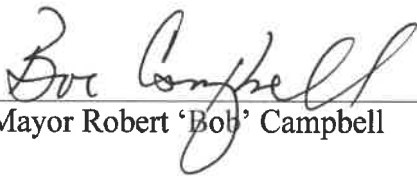
**WHEREAS**, the City of DeFuniak Springs recognizes one senior administrative official is not sufficient to effectively help the City Council create and administer policies, procedures and help facilitate goals and objectives; and

**WHEREAS**, a budget amendment creating the position will not increase the FY 2020 budget.

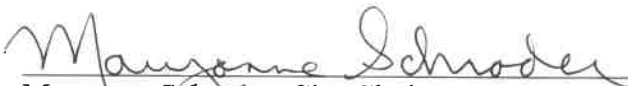
**NOW THEREFORE, BE IT RESOLVED**, BY THE CITY COUNCIL OF THE CITY OF DEFUNIAK SPRINGS, FLORIDA, that:

1. The City Council of the City of DeFuniak Springs approves the job description of Deputy City Manager.
2. The City Council of the City of DeFuniak Springs approves the budget amendment as reflected in the attached budget form.
3. The City Council of the City of DeFuniak Springs gives direction to staff to advertise for a Deputy City Manager.
4. Severability. If any section, subsection, sentence, clause, phrase, word or provision of the Resolution is for any reason held invalid or unconstitutional by and court of competent jurisdiction, whether for substantive, procedural, or any other reason, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of the Resolution.
5. Repeal of Conflicting Resolutions. All resolutions or portions thereof of the City of DeFuniak Springs in conflict with the provisions of this Resolution are hereby repealed to the extent of such conflict.
6. Effective Date. This Resolution shall take effect immediately upon its passage and publication as provided by law.

IS HEREBY ADOPTED by the City Council of the City of DeFuniak Springs this 25th day of  
November 2019.

  
\_\_\_\_\_  
Mayor Robert 'Bob' Campbell

Attest:

  
\_\_\_\_\_  
Maryanne Schrader, City Clerk

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## City of DeFuniak Springs – Deputy City Manager

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**FLSA STATUS:** Exempt  
**SUPERVISORY STATUS:** Supervisory

**DEPARTMENT:** Administration  
**REPORTS TO:** City Manager

### **JOB SUMMARY:**

This position provides substantive and highly complex staff assistance to the City Manager in the development, implementation and administration of City programs and operations. Plans and coordinates a variety of complex projects; assists the City Manager in providing the community with a broad range of public services; may provide and/or exercise functional supervision over department directors, management staff and employees of the City; assists the City Manager in providing highly complex staff assistance to the Mayor and City Council; conducts studies and prepares reports on various City management problems and functional activities as directed; and performs other duties as required.

### **ESSENTIAL JOB FUNCTIONS:**

*The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.*

- Provides direct, substantive assistance to the City Manager, the Mayor and City Council.
- Directs and participates in the development and implementation of goals, objectives, policies, procedures and priorities.
- Conducts studies and special projects assigned by the City Manager and make reports containing findings and recommendations for the solution of various management problems.
- Provides advice and counsel to City officials in connection with the solution of administrative operating problems.
- Processes complaints and requests received by the City Manager's office by obtaining needed information and preparing replies.
- Reviews and approves various operating matters requiring processing through the Office of the City Manager as assigned and to the extent delegated.
- Coordinates activities of the City Manager's office with City departments and divisions and with outside agencies.
- Prepares materials for City Council agenda and assist in overall City Council agenda preparation.
- Assists City Manager in coordination of City Council meetings.
- Assigns and coordinates all administrative and management staff work resulting from City Council meetings.
- Keeps informed of state and federal legislation that may impact the City and submit reports containing results of analysis and proposed actions.
- Interacts effectively with City Council and committees, staff, employees, and the general public to answer questions and provide information.
- Provides assistance and staff support on public participation, public information, economic development, redevelopment, housing and property management, employee and labor relations, budget development and control activities and other activities as assigned.
- May be appointed to temporarily serve as City Manager in the absence of the existing City Manager.
- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.
- Adheres to all safety rules and regulations.
- Must create a positive public image as a representative of the city.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of operational characteristics, services, and activities of the functions, programs, and operations of the City Manager's Office.
- Ability to communicate effectively verbally and in writing with the public, employees, department heads, other governmental agency representatives, and City officials.
- Knowledge of effective methods of preparation and presentation of facts and information for and to the public and the media, including information of materials for publications and news releases.
- Knowledge of municipal operations, procedures, policies, laws, objectives and organization.
- Knowledge of advanced methods and techniques of data collection, research and report preparation.
- Knowledge of advanced methods of administrative, organizational, economic and procedural analysis.
- Knowledge of principles and practices of budget preparation and administration.
- Knowledge of principles and practices of grant administration and grant accounting.
- Knowledge of office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Ability to establish and maintain effective working relationships with the City Council, all levels of city management, other governmental officials, community and civic organizations, employee organizations, employees, the media and the public.
- Knowledge of personnel relations, utilities, planning, finance, public safety, parks and recreation is essential.
- Knowledge of federal programs and grants.
- Ability to meet multiple deadlines and possess strong organizational skills, including attention to detail.
- Ability to work under pressure with frequent interruptions from angry or difficult citizens.
- Ability to maintain an unequivocal duty to the City and City residents.
- Ability to travel occasionally for meetings, training, or career development.

## **QUALIFICATIONS, TRAINING AND EXPERIENCE:**

The ideal candidate should have a bachelor's degree preferably in public or business administration, from an accredited four-year college or university, or similar degree in management, engineering or related profession; engineering experience is desirable. The Deputy City Manager should have a minimum of five (5) years' experience in city administration or managerial experience which entailed supervision of the various departments of government. Requires a valid driver license.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

***The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.***

### **Physical Demands:**

Requires the ability to coordinate hands and eyes using modern office equipment and must have moderate levels of eye/hand/foot coordination. Requires use of hand/fingers to handle, feel, and operate objects, tools, or controls such as keyboard; and reach with hands and arms. Specific vision abilities require close vision and ability to adjust focus. Requires the ability to differentiate colors and shades of colors and the ability to talk and hear. Must be able to lift and/or move up to twenty-five (25) pounds. Physical demands are in excess of sedentary work; requires prolonged periods of standing. Occasionally required to stand, walk, stoop, kneel, and crouch.

### **Work Environment:**

Typical work environment will be in an office setting. The noise level is usually quiet to moderate. Occasionally exposed to outdoor weather. Requires occasional travel representing the city at meetings, in various professional associations, or for training and career development.

**This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT

*City of DeFuniak Springs – Deputy City Manager*

*Date Approved/Revised*



# BUDGET AMENDMENT FORM

## CITY OF DEFUNIAK SPRINGS

YEAR 2019-2020

GENERAL LEDGER ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	REQUESTED CHANGE	AMENDED BUDGET
001-000-513-1200	ADMIN - REGULAR SALARY	\$441,657.00	\$54,808.00	\$496,465.00
001-000-513-2100	ADMIN - FICA	\$34,055.00	\$4,193.00	\$38,248.00
001-000-513-2200	ADMIN - RETIREMENT	\$50,198.00	\$13,927.00	\$64,125.00
001-000-513-2300	ADMIN - HEALTH INSURANCE	\$60,016.00	\$6,611.00	\$66,627.00
001-382-400-0000	TRANSFER FROM ENTERPRISE FUND	-\$670,652.00	-\$79,539.00	-\$750,191.00
400-000-533-9301	TRANSFER TO GENERAL	\$670,652.00	\$79,539.00	\$750,191.00
400-389-100-0000	ENTERPRISE EXCESS	\$363,279.00	-\$79,539.00	\$283,740.00
<b>TOTAL</b>		<b>\$949,205.00</b>	<b>\$0.00</b>	<b>\$949,205.00</b>

**JUSTIFICATION FOR CHANGE:**

Total Amount of Old Budget = \$30,346,111

Total Amount of New Budget = \$30,346,111

Difference in New Budget = \$0

Note: This is not a change in the total budget amount. The monies are being transferred between line items.

DATE APPROVED BY COUNCIL 11-25-2019