

City of DeFuniak Springs

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JOB NOTICE **DEPUTY CITY MANAGER – ADMINISTRATION DEPARTMENT**

Post Date: December 9, 2019

Close Date: January 17, 2019

FLSA Status: Exempt

Starting Annual Pay Rate: 60,000 - 95,000 DOQ

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.

Position Qualifications:

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.

Applications and a complete job description may be obtained from the administration office, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433, or on the city website. Applications will be received during regular office hours, Monday through Friday from 8:00 a.m. until 5:00 p.m.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. We consider applicants for all positions without regard to race, color, national origin, sex, age, disability, marital status, religion or any other legally protected status.

City of DeFuniak Springs – Deputy City Manager

FLSA STATUS: Exempt
SUPERVISORY STATUS: Supervisory

DEPARTMENT: Administration
REPORTS TO: City Manager

JOB SUMMARY:

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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.
- Temporarily serves as City Manager in the absence of the existing City Manager, when appointed.
- 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:

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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: _____