CITY OF SOUTH MIAMI
EMPLOYMENT OPPORTUNITY
Assistant City Manager
$82,577 - $105,392/Annual
Open Until Filled

This is highly responsible professional and administrative work assisting the City Manager and senior staff in the coordination and administration of a variety of City-wide services. Responsibilities involve formulating and carrying out administrative principles, practices and techniques designed to improve the effectiveness and efficiency of city governmental services. Considerable independent judgment is exercised in determining proper courses of action. The scope of responsibilities also includes making decisions on behalf of the City Manager, furthering the initiatives and representing the City Manager. The ability to analyze and recommend policies and procedures with strategic foresight is a critical element of this position, as is the ability to propose innovative approaches to complex problems with respect to the impact of those decisions City-wide. Work is reviewed by the City Manager through conferences, reports, and observations of results obtained. May act in the place of the City Manager in the event of his/her absence.

SUPERVISION RECEIVED & EXERCISED

Receives general administrative direction from the City Manager. Oversees departments and/or divisions as assigned. Provides leadership and direction to staff as directed by the City Manager.

DUTIES AND RESPONSIBILITIES

- Responsible for directing and coordinating the City's daily operations in accordance with policies established by the City Manager.
- Assists the City Manager with planning, organizing and directing the affairs of the City.
- Evaluates departmental organization and procedures; recommends changes when appropriate
- Demonstrates continued effort to improve operations, streamline work processes, and works jointly to provide quality seamless customer service.
- Projects and analyses current and future initiatives for municipal growth and development.
- Alerts the City Manager of issues requiring review, evaluation, and executive decision making; and develops and recommends solutions as appropriate.
- Coordinates the activities of and communications among assigned departments to include problem identification, problem resolution, and completion of major projects.
- Analyses, interprets and prepares data for studies, reports and recommendations; formulates policies and recommendations for action by the City Manager.
- Evaluates the work, operating practices and progress of various departments and develops plans and procedures to maintain and improve performance standards.
- Establishes working relationships with representatives of community organizations, state/local agencies, City management staff, and the public.

- Conducts research and other special projects as requested by the City Manager regarding municipal operations; provides presentation and special reporting as needed.
- Review and respond to citizen and City Commission complaints and inquiries.
- Acts in the place of the City Manager in the event of his/her absence.
- Performs other duties as assigned by the City Manager.

MINIMUM QUALIFICATIONS REQUIRED

- Bachelor's degree in Public Administration, Business Administration or related field.
- Five (5) years of progressively responsible professional experience in an administrative managerial capacity in government or urban affairs administration.
- An equivalent combination of training and experience which indicates an ability to perform the essential functions of the position as evaluated by the City Manager.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM JOB

- Comprehensive knowledge of the principles and practices of public administration with particular references to City administration and management.
- Through knowledge of the laws, ordinances and administrative regulations applicable to local government.
- Thorough knowledge of public finance and government budget development, administration and control.
- Ability to plan, formulate and execute policies and programs.
- Ability to identify and analyze the efficiency of departmental operations.
- Ability to establish and maintain effective working relationships with elected officials, department heads, employees and the general public.
- Ability to explain and interpret City ordinances, rules, regulations and policies to individuals and groups.
- Ability to exercise judgment and discretion in developing, installing and interpreting City policies, rules and regulations.
- Ability to communicate clear and concisely, verbally and in writing to groups and individuals.

IF YOU ARE INTERESTED IN APPLYING FOR THIS POSITION,
PLEASE SUBMIT YOUR APPLICATION IN PERSON OR VIA MAIL TO:
City of South Miami – Human Resources Department
6130 Sunset Drive
South Miami, FL 33143

Please provide a copy of all credentials, certifications and/or degrees with your application.
If you need additional information, please contact us at 305-668-3878.

The City of South Miami is an Equal Opportunity Employer.