

City of Flagler Beach

JOB TITLE: Assistant to the City Manager

DEPARTMENT: Administration

SUMMARY: Under supervision of the City Manager, this position performs a wide variety of highly responsible, complex, and diverse advanced level professional duties involved in providing administrative, analytical and technical support to the City Manager; plans, coordinates, and participates in various program and administrative operations and activities including those having a City-wide impact; manages and oversees aspects of grant management; coordinates assigned activities with City departments, outside agencies and the general public; and serves as Public Information Officer (PIO) as authorized for day to day routine matters involving the City. This position is distinguished from other office administrative classes in that the nature, scope, and diversity of responsibilities require a broader understanding of City functions and the competence to perform duties that require discretion and independence with respect to matters of significance.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES: (which, are **not** in any hierarchical order)

1. Coordination and scheduling of the City Manager's time, appointments and calendar.
2. Drafts press releases as required by the City Manager in response to local, regional or national events.
3. Drafts and coordinates Requests for Proposals (RFP's) and Requests for Qualifications (RFQ's) as required to implement projects and services of the City.
4. Monitors, tracks and coordinates various grant proposals, grant projects and/or grant awards as assigned.
5. Composes, prepares and proofreads correspondence, reports, and other complex documents.
6. Responds to citizen's inquiries for information regarding City services. Follows up as needed on service inquiries, service availability and/or complaints.
7. Performs a variety of complex administrative functions, e.g., data entry, typing, researching and developing reports, documentation proofing.
8. Plans, organizes and participates in public relations and media programs in accordance with the City's goals and objectives.
9. Monitors and performs project coordination of various initiatives to support City Services (examples include, but, are not limited to water, sewer, IT, storm water, recreation, sea level rise, public safety). Follows up on budget issues and project schedules and deliverables.
10. Supports the City in times of natural disasters and emergencies as required.
11. Performs other related duties as required and assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of City organization and functions, and the relationships with other levels of government.

Knowledge of grants and related requirements at the federal, state and local levels.

Knowledge of basic general office machines, practices and procedures.

Knowledge of record keeping/file maintenance practices and procedures.

Considerable knowledge of business writing including spelling, punctuation and grammar.

Skill in maintaining confidential information and reports.

Skill in prioritizing and handling multi tasks simultaneously.

Skill in utilizing business English including appropriate grammar, punctuation and spelling.

Skill in utilizing public relations techniques in responding to inquiries and complaints.

Ability to plan, organize, and coordinate schedules and meetings.

Ability to establish and maintain effective working relationships with elected officials, employees and those contacted in the course of work.

Ability to communicate effectively and professionally, both orally and in writing.

Ability to compose and edit internal and external correspondence and documents using Microsoft Office Products including Word, Power Point, Microsoft Publisher and Excel.

Ability to gather, compile and analyze data.

Ability to read, update and maintain various records and files.

Ability to maintain confidentiality, prioritize work assignments and work independently.

Ability to develop and maintain accurate, detailed files, accounting records, spreadsheets and prepare financial reports for grant programs.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform similar other actions during the course of the workday. The City of Flagler Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment, random and/or reasonable suspicion drug testing.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Public Relations, Communications, Marketing, Journalism, English or related field supplemented by a minimum of one (1) year previous related experience, preferably with a governmental agency or organization with a large service area or business footprint. Prior project management experience is a bonus and highly desired.