

ASSISTANT CITY ADMINISTRATOR

SUMMARY:

Under general direction, reporting to the City Administration, this position responds to Mayor, Commission, or citizen concerns and strategizes and leads the assigned City Departments; assists the City Administrator in the annual budget preparation and presentation; and performs related duties as assigned.

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. Oversees departmental operations including report preparations and recommendations of departmental changes or operations.
2. Assists in the preparation, presentation, monitoring and reviewing of City's Annual Budget, and review and evaluation of departmental budgets.
3. Manages, coordinates, and administers assigned city projects or commissions.
4. Creates, monitors and implements policies and procedures.
5. Develops feasibility studies, grant proposals, or Requests for Proposals.
6. Represents the City at meetings, meets with outside agencies to discuss operations.
7. Negotiates agreements with internal and external customers and agencies.
8. Assists the City Administrator in his responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of civil engineering theory, techniques, principles, and practices applicable to the planning, design and construction of utilities projects.
- Knowledge of applicable federal, state, and city laws, codes, regulations, and ordinances governing the administration of public utilities.
- Proven ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to communicate effectively with elected and appointed officials, regulatory bodies and directly with customers and/or neighborhood associations.
- Proven track record building high performance work teams and developing internal successors.
- Demonstrated skills in planning, organizing, assigning and coordinating the activities of professional and technical staff.
- Demonstrated skills in researching, evaluating and using new methods and techniques for operational improvements.
- Knowledge of management and administration practices and procedures.
- Knowledge of budget development, monitoring and administration practices and procedures.
- Knowledge of mediation and conflict resolution practices and procedures.
- Skill in utilizing written and oral communication in developing management level reports and presentations.
- Skill in developing and implementing programs, policies and procedures.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is occasional need to stand, stoop, walk, sit, lift objects (up to 25 pounds) and perform similar other actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

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MINIMUM QUALIFICATIONS: Master's degree from an accredited college or university with a major in Business Administration, Public Administration, Engineering, or related field. Master's degree is highly desirable. The candidate must have seven (7) years of progressively responsible managerial experience directly related to water/wastewater utilities, engineering, streets and/or storm water system in state or local government or private sector, or any equivalent combination of training and experience. Experience in managing a large public sector utility is highly preferred. A valid Florida driver's license is required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.