

CITY ADMINISTRATOR

SUMMARY:

Serves as liaison between the Mayor, City Commission, and all departments, divisions, boards and commissions, coordinates the activities of all departments, divisions and agencies, and performs such administrative and executive duties as assigned by the Mayor.

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 the general operating budget, utilities fund, internal services funds, and various capital funds.
2. Oversees the work of all City employees and independent contractors.
3. Directs and manages the functions and activities of ten (10) full service departments including police, fire, public utilities, recreation, library, human resources, support services, finance, planning, zoning & building, economic and community development.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of City, federal and state laws, rules, regulations, and ordinances pertaining to the finance, organization and operation of a city government.
- Knowledge of management and administration practices and procedures.
- Knowledge of budget development, monitoring and administration practices and procedures.
- Knowledge of public relations and customer service practices and procedures.
- Skill in motivating and developing team building within diverse departments.
- Skill in utilizing written and oral communication in developing management level reports and presentations.
- Skill in developing and implementing programs, policies and procedures.
- Skill in prioritizing and managing multiple tasks and projects simultaneously.
- Skill in assigning, delegating, reviewing and evaluating work.
- Ability to build consensus and function as a leader in our continuing process of business, service, and organizational transformation.
- 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 a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree in Business Administration, Public Administration, or related field, and a minimum of ten (10) years of progressively responsible managerial, budget, and finance experience, or an equivalent combination of training and experience. Related Master's degree and public sector experience preferred. A valid Florida Driver's license is required.