



## Village of Palmetto Bay

### Position Description

**POSITION POSTING DATE:** FRIDAY, MAY 20, 2016

**POSITION CLOSING DATE:** OPEN UNTIL FILLED

No applications will be accepted after 5:00 p.m. (local time) on the closing date.

POSITION TITLE:	Assistant to the Manager
FUNCTIONAL AREA:	Office of the Village Manager
PAY GRADE:	PG 23
CURRENT PAY RANGE:	Min.: \$50,607.00 Annual/ \$4,217.25 Monthly/ \$24.33 Hourly Max.: \$80,971.00 Annual/ \$6,747.58 Monthly/ \$38.93 Hourly
CLASSIFICATION:	Exempt; Full-time
APPROVED/UPDATED:	October 2009/ May 2016

#### **General Summary**

Assists the Village Manager in a variety of professional, operational and administrative functions and activities for the Village.

#### **Supervision Received and Exercised**

Works under the general supervision of the Village Manager; supervises the Administrative Aide/Receptionist. Work is performed with considerable independent judgment based on experience in developing courses of action and recommendations.

#### **Essential Duties and Responsibilities**

- ◆ Provides support to the Village Manager in assuring Village operations are fully functional.
- ◆ Serves as liaison on administrative matters between departments and the Village Manager.
- ◆ Provides support and assistance to advisory boards and committees as assigned by the Village Manager.
- ◆ Collects and reviews monthly council meeting agenda items and reports and prepares same for approval by the Village Manager; drafts resolutions and ordinances as required by the Village Manager.
- ◆ Monitors programs and projects assigned to Village departments and coordinates programs across departmental lines.
- ◆ Charged with the lead staff responsibility in the development of the Village's annual legislative agenda and serves as administrative liaison to Village's lobbyists.
- ◆ Performs advanced administrative and clerical tasks as directed by the Village Manager.
- ◆ Assists and provides information to the Village Council as needed and/or directed.
- ◆ Updates the Village's Emergency Operations Manual and ensures that established policies are followed in the event of an emergency.
- ◆ Responsible for the production and final assembly of the Village's annual operating and capital budget, including but not limited to, collecting required data from all departments, editing and revising the document and producing a final draft for approval by the Village Manager.



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- ◆ When assigned, represents the Village Manager in matters related to the Village, including but not limited to community meetings and events, public meetings and presentations and other public speaking engagements.
- ◆ Performs other duties as directed.

#### **Minimum Qualifications:**

##### **Education & Experience:**

- ◆ A Bachelor's Degree in Public Administration or Business Administration, or related field from an accredited college. A Master's Degree is a plus.
- ◆ A minimum of three (3) years public sector experience, preferably in an advanced administrative or executive position.
- ◆ Must be proficient in Microsoft Office.

##### **Other Required Competencies:**

- ◆ A valid driver's license issued in the State of Florida.
- ◆ Maintains high ethical and professional standards.
- ◆ Exceptional oral and written communications skills required. Proficiency in public speaking a must.
- ◆ Organizational, management, budget and contract management skills and experience.
- ◆ Ability to maintain effective working relationships with the general public, co-workers and elected officials.

##### **Working Conditions & Physical Factors**

- Work is primarily performed indoors in an office environment.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, email and personal contact.
- Requires the physical capability to effectively use and operate various office equipment including but not limited to a telephone, desktop computer, laptop, calculator, copier, scanner, fax machine, etc.
- Requires sitting for an extended period of time and periodic standing, walking, climbing, carrying, bending, kneeling, crawling, pushing or pulling.

**The minimum requirements may be waived by the Village Manager. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.**

**Once a conditional offer has been made, selected applicants are required to complete all requisites established by the Village for employment, which may include verification of employment, a national criminal background check, a review of the applicant's driving record, and a drug/alcohol test.**