CITY OF OCALA

REVISED: 10/2015 EXEMPT

PAYGRADE: 58

**Assistant City Manager**

# GENERAL STATEMENT OF JOB

Provide leadership, vision, and strategically designed direction consistent with the City’s mission and core values. Set an example of high-ethical standards and financial prudence. Ensure performance outcomes are responsive to the goals and objectives of the City Organization as well as being responsive to the needs of the citizens of Ocala. Exercise considerable initiative and independent judgment in representing the City Manager with an assigned area or responsibility and exercises delegated representative authority over department heads and other employees to assure desired outcomes.

**SUPERVISOR**

Work under the broad policy guidance and direction of the City Manager. Work is subject to evaluation on the basis of results obtained. Authority shall be commensurate with responsibility and accountability.

**DEPARTMENTS SUPERVISED**

Based upon Assistant City Manager’s education, experience or particular skill he/she may be responsible for a combination of any of the following departments: Growth Management, Revitalization Strategies, Fire Rescue, Public Communication, Water Resources, Facilities Maintenance, Telecommunications, Information Technology, Fleet Services, Human Resources and Risk Management, Public Works, Engineering, Airport, Recreation and Parks, and Procurement. Typically, cumulative departmental assignments do not exceed five.

**ESSENTIAL JOB FUNCTIONS**

Demonstrate an understanding of the Mission and Core Values of Ocala in work and professional endeavors. Accomplish performance goals in accordance with direction from the City Manager.

Attend City Council Meetings

Provide oversight to the day-to-day operations and internal/external affairs of the City; development policies, procedures and processes as needed to implement the decisions of the City Manager; perform and direct research on issues, policies, and political developments; advise and apprise the City Manager and governing body as directed; approve recommendations for executive and administrative actions; make recommendations for legislative actions; conduct internal investigations, examine books, records and official papers of any office, department, agency, board, or commission of the city as needed to assure integrity of operations and prevent impropriety.

**ESSENTIAL JOB FUNCTIONS CONT’D**

Assume responsibility for full and effective utilization of city personnel by establishing overall departmental objectives, priorities and standards; serve as final hiring authority for all non-exempt and most exempt city positions as authorized; make recommendations for department head appointments to the City Manager, given final approval for all recruitment and selection activities; monitor human resource management activities related to advancement, discipline, and discharge; supervise general government department staff; evaluate performance; determine priorities and delegate assignments.

Oversee city operations through subordinate department heads; coordinate city-wide management activities and facilitates implementation strategies; monitor program success to determine continuance or discontinuance; coordinate with department heads to implement change in city policy and processes.

Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:
   1. Bachelors Degree: MPA, MBA, or other Masters Degree Preferred.
   2. Seven (7) years related governmental management experience, with at least five (5) years of supervisory experience providing the majority of the aforementioned essential job functions for large departments (25 or more employees).
2. Special Qualifications:
   1. Valid Florida Drivers License with an acceptable driving record.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of management theory, methods and practices; governmental and fiscal accounting principles, practices and procedures; governmental organizations and department operations including applicable laws and regulations; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources.
2. Knowledge of state laws as they apply to governmental management practices; human resource management practices and procedures.
3. Knowledge and skills needed to lead, manage and effectively communicate with employees at all professional and non-professional levels.
4. Knowledge of solid waste management principles preferred.
5. Knowledge and experience related to airport management and Federal Aviation Administration Part 139 Airport Certification requirements preferred.
6. Knowledge and experience with Geographical Information Systems and other strong information technology skills and experience is preferred.
7. Knowledge of economic development principals and successful experience related to economic development projects is preferred.
8. Skill in resolving disputes and complaints from the public.
9. Ability to analyze a variety of financial problems and make decisions; coordinate a variety of intra-governmental policy matters between governing body and department heads; plan, organize, direct and supervise the work of professional and administrative subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with the City Council and Mayor, department heads, intergovernmental agencies, employees and the public.
10. Ability to read and generally understand civil engineering plans and familiarity with recreation and parks management principles are preferred.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.