



# City of Mary Esther Position Description

**Position Title:** Assistant to the City Manager

**FLSA Status:** Full-time Exempt

**Department:** City Manager

**Salary Range:** \$46,260 - 64,980

**Position Reports To:** City Manager

**Position Directly Supervises:** N/A

**General Summary of Duties:** The position supports the City Manager and citywide programs, including the areas of human resources, finance, and communications. The position may serve in the absence of the Administrative Services Director.

**Essential Job Functions (the duties listed below are intended to serve as an example of the typical functions performed. They are not exclusive or all-inclusive and will vary with assignments):**

1. Conducts complex and sensitive administrative, operational, and management analyses, studies, and research including those involving Citywide issues.
2. Participates with the City Manager in the development, implementation, and reporting on various short and long-range organizational plans.
3. Represents and supports the City Manager with City Council, employee, citizen group discussions, and meetings.
4. Manages assigned programs and projects, including budget development, monitoring, and reporting results.
5. Serves as the Human Resources Manager, including administration of the payroll and benefit programs.
6. Partners with department managers to understand, develop, and execute plans to address current and future talent needs, recruiting, retention, and succession planning.
7. Analyzes trends in pay and benefits; develops and maintains competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
8. Creates training programs and initiatives that provide internal development opportunities for employees.
9. Oversees requests for reasonable accommodations, employee disciplinary meetings, terminations, and investigations; seeks counsel and support from City's HR consultant.
10. Maintains compliance with federal, state, and local employment laws and regulations; provides documentation for the employment law audit prepared by City's HR consultant.
11. Assists the City Manager and Administrative Services Director with the development of the annual Operating Budget and Community Investment Plan (CIP).

12. Solicits grant funding from federal, state, and nonprofit organizations; manages opportunities from application through project closeout.
13. Cross-trains on essential financial management and utility billing duties, such as bank reconciliation, treasury management, preparation of utility bills and adjustments.
14. Develops materials for external communications, including social media, City website and newsletter.
15. Performs other duties as assigned.

**Knowledge, Skills, Abilities:**

The following KSA's are required:

- Strong written and verbal communication skills.
- Strong organizational skills.
- Ability to exercise sound judgement and make independent decisions in accordance with department and city policies.
- Ability to prioritize projects and workload to meet established deadlines.
- Ability to respond to various parties in a courteous and professional manner.
- Ability to read, analyze, interpret and apply statutes, codes, policies and regulations.
- Ability to establish and maintain effective professional working relationships.

The following KSA's are desired:

- Working knowledge of the principles and practices of HR, payroll, and benefits management.
- Working knowledge of financial management and generally accepted accounting principles.
- Familiarity with social media and website management.
- Working knowledge of the organization, functions, activities and legal requirements of a municipal government.

**Minimum Education, Qualifications, Certification, Training:** Graduation from an accredited four-year college or university with a minimum bachelor's degree in Human Resources, Business Administration, Public Administration, Finance or a related field supplemented by work or internship experience.

**Computer Equipment and Software Requirements:** Requires a working knowledge of Microsoft Office to include Word and Excel and with a basic understanding of Windows operating system. Financial software a plus.

**Physical Demands/Environmental Conditions:** Work is primarily in an office setting with occasional walking, bending, lifting or minimal physical exertion. May be required to investigate or observe situations away from the office and/or outside during inclement weather. Must be capable of functioning in a fast-paced, high-stress environment with multiple priorities and

deadlines; and be able to withstand the pressure of demands in an atmosphere of constant change. Must be available to work during all hours and be capable of dealing with all emergencies calmly. Reasonable accommodation will be considered for applicants with physical disabilities.

**Typical/Normal Work Hours:** Administrative offices are open Monday-Friday 8 AM - 5 PM. Regular council meetings are scheduled in the evenings. Special events such as strategic planning sessions or community events may be held in the evenings or on weekends.

**Other:**

*The City of Mary Esther is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, marital status, family status or sexual orientation in employment or the provision of services.*

*It is understood that:*

- a) Each or every incidental duty connected with operations enumerated or listed in the position description is not and cannot always be specifically described; and employees, at the discretion of the City, may be required to perform duties not listed within their job descriptions.*
- b) This is an at-will position.*
- c) The job description does not constitute an employment agreement between the City and employee; and is subject to change by the City as the needs of the City and requirements of the job change.*
- d) The City of Mary Esther operates as a drug-free workplace*
- e) Certain essential City services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential personnel.*