



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Commission Liaison  
**Department:** City Manager  
**Classification:** 0604  
**Pay grade:** 17E  
**FLSA:** Non-Exempt

**Prepared Date:** 01/2016  
**Prepared By:** HR/CM



### **Summary**

The position provides professional support and assistance to individual members of the City Commission in performing their Charter functions. This position falls within the Office of the City Manager and performs related tasks as required.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Serves as liaison to the Commission in routing constituent inquiries to the appropriate department and tracking progress.

Conducts research at the request of members of the Commission regarding policy, legislative, and constituent matters; provides briefings on complex and lengthy issues while adhering to deadlines and maintaining a high level of confidentiality and discretion.

Resolves or assists in the resolution of citizen inquiries/complaints while ensuring a high standard for quality customer service.

Addresses constituent issues on behalf of members of the Commission and refers such issues to corresponding department heads as instructed. Prepares appropriate replies to constituents as directed by the members of the Commission.

Greets members of the public on behalf of members of the Commission. Receives and screens incoming telephone calls and inquiries from residents, customers, business owners, as well as other governmental officials, professional staff and general public.

Handles special projects and tracks special initiatives as requested by individual members of the Commission, compiles and analyzes data, studies problems and develops or suggests solutions.

Maintain records of City Boards and Committees appointments and provides updates on Board attendance and or vacancies as requested.

Stays apprised of Commission agenda items and ensures Commissioner sponsored items are included on the Commission meeting agenda.

Assists in coordinating occasional: town hall meetings, focus groups, sunshine meetings, special commission meetings and other public engagements for individual commissioners. Attends City Commission meetings, conferences, civic events, as requested by individual Commissioner.

Performs office and clerical support functions, which include composing, typing, editing, and distributing correspondence, schedules meetings, routes correspondence, maintain records and files. Schedules meetings, conference registrations, travel arrangements and performs other related duties.

Prepares letters and memoranda on behalf of Commission members, prepares materials for meetings and public speaking engagements. Reads and prioritizes incoming mail and email. Sorts and distributes incoming mail and processes outgoing mail.

Conforms with and abides by all laws, regulations, policies, work procedures and instructions, with particular attention to government in Sunshine Law. Possesses proven qualities of integrity, character, and a positive work attitude.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of City operations, policies and procedures, rules and regulations. Knowledge of office practices, processes, systems, and equipment. Ability to perform many tasks in a short time frame and under pressure. Knowledge of public relations principles and practices. Ability to understand and follow complex verbal and written instructions. Considerable knowledge of research techniques and ability to analyze data, maintain records and prepare reports. Ability to establish and maintain effective working relationships with City officials, supervisors, department heads, co-workers, and the general public. Ability to express ideas and information clearly and concisely. Excellent organizational skills in addition to proven oral and written communication competencies.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as of time spent using computer. Must be able to lift, carry and or push articles weighing up to 20 lbs.

### **Minimum Education and Experience**

Associates Degree, Bachelor's Degree preferable. Four (4) years in progressively responsible clerical and administrative positions is required. Valid Florida Driver's License.

Any appropriate combination of relevant education and/or work experience will be considered.