The City Beautiful

City of Coral Gables
Job Description

Job Title: Assistant City Manager for Operations
Department: City Manager
Classification: 0630
Pay grade: 44E
FLSA: Exempt

Prepared Date: 03/2016
Approved By: Elsa I. Jaramillo-Velez
Catherine Swanson-Rivenbark

Summary

Under the broad policy guidance of the City Manager this position serves as a key member of the City's leadership team with direct responsibility for the effective implementation of City-wide strategic and operating initiatives and policies. Directs and oversees operations of the City of Coral Gables line functions, including the Public Works, Development Services (including Planning and Zoning, Building, and Code Enforcement) Parking, Community Recreation, Historic Resources and Cultural Arts Departments. The candidate will also have oversight coordination and implementation of a multi-year multi-million dollar capital improvement plan that is delivered in a timely, high quality and cost efficient manner.

The ideal candidate must be able to think strategically and exercise considerable initiative and independent judgment. Must also be a creative thinker, a visionary leader and is a person who understands responsibility and accountability. The position requires strong organizational, leadership and responsible skills, experienced in developing and implementing important process improvements. This is a highly visible position which demands excellent communication, high integrity presentation, negotiation and management skills.

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.

Assists the City Manager in the administration of the City consistent with the City's goals and initiatives ensuring high-quality customer service, professional standards and quality controls.

Holds operational authority over the line service functions of the departments mentioned above.

Develops and implements long range and annual action plans to meet the needs of a growing City.

Plans improvements in administrative systems and undertakes special studies to determine feasibility of improvements to administrative systems in these operations including those operations which affect other operating agencies of the City.

Implements the City Commission's strategies, priorities and decisions.

Serves as an internal consultant and lead process improvement efforts to help the City function more effectively.

Monitors reporting departments' adherence to strategic plans and annual work objectives during the year while maximizing resource allocation cost sharing, collaboration and customer satisfaction.

Develops and implements strategic initiatives to support the City's goal of an efficient and accountable government and supports the core values of the organization.

Demonstrates leadership by advocating for innovation and strategic change and promoting the development of a diverse and engaged workforce.

Manages and develops a qualified staff, ensuring professional and courteous service from all employees in support of the City's mission, values, customers and stakeholders.

Remains informed of cutting edge technologies and advancements in municipal line service delivery programs.

Pursues ongoing professional development for themselves and their reporting departments through course attendance, professional organizations, and meetings/seminars to stay informed of service delivery trends and technological advancements in the local government field.

Receives requests and complaints from the public. Initiates follow-up action and assures completion.

Works collaboratively with and regularly interacts with other agencies, boards, authorities, commissions and civic groups.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of principles, practices, procedures and functions of public administration and local government. Knowledge of City-wide department policies and procedures, City rules, regulations, ordinances and labor contracts, budget management, labor relations, emergency management, and information systems. Ability to think strategically and exercise considerable initiative and independent judgment. Ability to make decisions and initiate solutions to problems. Ability to conduct research, compiles and analyzes data, write reports, advise and direct management level employees. Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies, and the public. Excellent verbal and written communication skills. Ability to supervise the work of others in a manner conducive to full performance and high morale.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 pounds. May involve extended periods of time at a keyboard or work station.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's degree in Engineering, Planning, Architecture, Construction Management, Public Administration, or related field.

Master's degree in Engineering, Planning, Architecture, Construction Management, Public Administration, or PE preferred.

Minimum of ten (10) years of progressively responsible executive management level experience in a local or county government.