

# City of Flagler Beach

**JOB TITLE:** CITY MANAGER

**DEPARTMENT:** Executive

**GENERAL DESCRIPTION:** Highly responsible administrative work as Chief Executive Officer and responsible for the day-to-day operations of the City.

## **ESSENTIAL JOB FUNCTIONS:**

1. Directs and supervises the administration of all departments, offices and agencies of the City, provided by the Charter or by law.
2. Attends all Commission meetings and shall have the right to take part in discussion but may not vote.
3. Sees that all laws, provisions of the Charter and acts of the Commission, subject to enforcement by the City Manager or by officers subject to the City Manager's supervision, are faithfully executed.
4. Prepares the budget annually, submits it to the Commission and is responsible for its administration after adoption.
5. Prepares and submits to the Commission as of the end of the fiscal year a complete report on the finances and administrative activities of the City for the preceding year.
6. Serves as the City's Public Information Officer.
7. Enforces City policies and authorizes disciplinary actions as appropriate.
8. Makes such other reports as the Commission may require covering the operation of the City departments, office and agencies, which are subject to City Manager direction and supervision.
9. Keeps the Commission advised of the financial condition and future needs of the City as well as short and long-term obligations and/or commitments within and outside City jurisdictions.
10. Signs and oversees administration of contracts on behalf of the City pursuant to the provision of appropriation ordinances.
11. Performs such other duties as may be prescribed by the Charter or required by the City Commission, not inconsistent with the Charter.
12. Performs other related duties as required.
13. Represents the City of Flagler Beach to other levels of government.
14. Performs administration of grant writing program.
15. Works with State and Federal agencies in relation to environmental resource preservation activities.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of general management principles and practices to include policy and procedure, budgeting and infrastructure needs

Knowledge of local government practices

Knowledge of Government in the Sunshine Laws

Knowledge of government accounting/budgeting principles

Skill in problem solving, and prioritizing

Skill in managing, evaluating, training and motivating employees

Skill in basic computer applications, writing reports and completing official documents

Skill in developing and implementing new policies, procedures, and programs

Skill in applying appropriate public relations techniques as situations warrant

Skill in prioritizing and managing multiple tasks and projects simultaneously

Ability to establish/maintain effective working relationships with those contacted in the course of work

Ability to express ideas clearly when providing oral and written reports and recommendations on administrative and technical issues

Ability to maintain records in an organized manner

Ability to encourage and foster a sense of interdepartmental cooperation.

Ability to oversee and engage in City lobbying activities.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

Work involves sedentary to light work in an office setting. There is occasional need to drive, stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform similar other actions during the course of the workday. The City of Flagler Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited college or university with a Bachelors Degree and five years of successful management experience. Experienced in grant administration/writing, human resources/labor relations and negotiations and government finance. Valid Florida driver's license required.