

Assistant City Administrator

Job Summary:

The Assistant City Administrator supports the City Administrator in managing the operations and administration of the city. This role involves overseeing various city departments, assisting in policy development, and ensuring that city projects and initiatives align with the strategic goals of the municipality.

Qualifications:

- Bachelor's degree in Public Administration, Business Administration, or a related field.
- Strong leadership and project management skills.
- Excellent communication and interpersonal skills.

Job Duties:

- Assist the City Administrator in the management of city operations.
- Perform administrative duties required to coordinate city government activities and provide direction to one or more city departments.
- Coordinate and direct the work of city departments through the delegation of authority and responsibility to department Director(s).
- Participate in matters of importance before the City Commission and provide relevant information and recommends policies required for public interest.
- Represent the City in a variety of meetings and public functions to include meetings with elected and appointed officials, civic and community service organizations, volunteer groups and others.
- Interpret, evaluate and implement policies for subordinates, the resolution of conflicts within the city government and the exercise of board coordination over assigned municipal operations.

Experience:

- At least 2 years of experience in municipal government or a related field preferred.
- Experience in a leadership role with significant management responsibilities.

Pay:

- Pay will be negotiated based on the candidate's experience and qualifications.
- Full time

