

POSITION: EXECUTIVE ASSISTANT TO THE CITY COMMISSION

REPORTS TO: CITY CLERK & CITY COMMISSION

HOURS: 25 HOURS PER WEEK AT A MINIMUM AND/OR DEPENDING ON WORKLOAD; AND AT THE DIRECTION OF THE MAYOR AND CITY COMMISSION.

MAJOR FUNCTION

The Executive Assistant is the Executive Assistant to the City Commission and is charged with performing the duties as assigned by the City Commission. The Executive Assistant is responsible for implementing the policy and other directions of the City Commission. The Executive Assistant coordinates the day to day operation of the City government including Department Heads, planning, budget formulation and implementation and capital improvement efforts) and is responsible for its efficient and effective operation. The Executive Assistant serves at the pleasure of the City Commission.

DUTIES

1. Follows the leadership of the City Commission and coordinates and assists in implementing Commission programs and priorities.
2. Reports to the City Clerk and City Commission.
3. Regularly interacts with the individual Commissioners discussing City business and important matters.
4. Coordinates and assists with the daily operations of the City including all paid and volunteer staff.
4. Provides monthly reports to the City Clerk and City Commission with updates on the State of the City.
5. Prepares the annual budget and the five year capital improvement plan. Directs the budget workshops.
6. Approves expenditures in compliance with City purchasing guidelines. Ensures expenditures comply with the adopted budget. Develops cost saving ideas for potential implementation.
7. Coordinates all City contracts. Ensures all terms and conditions are met. Ensures all project expenditures are properly documented.
8. Organizes all grant applications. Monitors implementation, grant rules and requirements. Ensures all necessary documentation is maintained and submitted. Initiates discussion and communication for potential grant opportunities.
9. Documents and monitors standard operating procedures, and City policies and practices.
10. Assists Department Heads with employment applications, applicant interviews, and makes recommendations to Department Heads.
11. Attends City Commission and other appropriate meetings.
12. Represents the City in dealing with other governmental entities, outside agencies and residents as appropriate and necessary.
13. Communicate with residents on suggestions for improvements for the City and pass these on to the City Clerk and City Commission.
14. Be the EOC liaison between the City and the County.
15. Completes additional duties as are required for the efficient operations of the City and authorized by the City Commission.
16. Monitors the City website. Evaluates page usage and construction. Monitors website traffic and visitor requests. Monitors and controls website content.

WORKING HOURS

25 hours per week at a minimum and/or depending on workload and at the direction of the Mayor and City Commission.

QUALIFICATION REQUIREMENTS

Bachelor's/Master's Degree in Public Administration or Business Administration or related field.
Five (5) years responsible professional management experience including three (3) years' experience as a City Manager, Assistant City Manager or other responsible City position.
Experience with State and Federal programs preferred.

Proficient in the use of standard office equipment, including computers, telephones, copy machines, etc.

Ability to understand computer programs including QuickBooks, Microsoft Office Suite Professional (Word, Excel, Outlook, Access) FileMaker Pro, etc.

Ability to maintain confidentiality is mandatory. Current Florida Keys residency preferred.

