


City of Fernandina Beach  
Job Description

  
\_\_\_\_\_  
City Manager Signature  
9/18/18  
\_\_\_\_\_  
Date

Title: Administrative Services Manager  
Department: City Manager  
FLSA Status: Exempt  
Reports to: City Manager  
Pay Grade: 137

**Minimum Qualifications:**

A. Education and Experience:

An Associate degree from an accredited college required. Bachelor's degree preferred. Minimum five (5) years of related experience in a public sector organization. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.

B. Certifications:

FL Driver's License required.  
Certified Municipal Clerk preferred.  
Notary Public preferred.

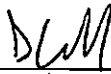
C. Knowledge, Abilities, and Skills:

Must have high level of interpersonal skills to handle sensitive and confidential information and situations. Position requires demonstrated poise, tact and diplomacy. Ability to interact and communicate effectively with individuals at all levels of the organization. Work requires continual attention to detail in composing and proofing materials, establishing priorities, and meeting deadlines. Proficiency in Microsoft Office Suite required. Ability to work in a fast paced environment with demonstrated ability to multi-task effectively. Perform highly responsible complex administrative and clerical work which involves considerable public contact. Requires independent judgment and action, including making administrative decisions in accordance with organizational policies and practices. This position is distinguished by the fact that considerable independence for action (decision making) is delegated in order to relieve the City Manager of operational details and routine matters. Must have knowledge and ability to assist the Deputy City Manager in the solicitation of quotes, management of bid and request for proposal processes and to assist in negotiating best vendor terms, pricing, and delivery based on specific budget and schedule requirements.

**General Description**

Responsible for providing administrative and analytical support to the City Manager and Deputy City Manager. Also provides professional support assistance to the City Commission, Directors, and Staff. This position reports directly to the City Manager and serves as a member of the Management Team. Must be a team player, providing leadership, supporting the organization's vision and assisting the City Manager in administrative and financial results. This is complex administrative and staff support work with multiple functional areas.


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**Essential Functions**

1. Provides professional administrative and analytical support to the City Manager, Deputy City Manager and Airport Operations Superintendent.
2. Composes, edits, and communicates complex administrative documents. Collects, selects, and organizes data from various sources and prepares periodic or special reports for the City Manager and Deputy City Manager as needed. Creates and designs general correspondence, memos, charts, tables, graphs, business plans, etc.
3. Researches, reviews, and compiles detailed and specialized information as assigned.
4. Prepares and maintains specialized reports, records, and files related to assigned projects or objectives.
5. Works cooperatively and effectively with the City Commission, Charter Officers, management staff and employees.
6. Schedules, coordinates and maintains the City Manager's calendar. Makes travel arrangements and prepares itineraries.
7. Serves as staff liaison to the Airport Advisory Commission (AAC). Prepares, coordinates and distributes meeting agenda packets.
8. Creates and develops visual presentations for the City Manager and City Commission.
9. Assists the City Manager with City Commission agenda development and preparation for City Commission meetings and provides the agenda packets to the City Clerk's Office.
10. Reviews all Contracts, Agreement, and Personnel Action Forms, etc. for approval by the City Manager.
11. Assists in preparation of budgets for four (4) departments: City Manager, City Commission, Non-Departmental, and Airport; prepares Purchase Orders and Requests for Payments, monitors expenditure accounts, and verifies balances in accounts for these departments.
12. Ensures compliance with purchasing policies and procedures and recommends changes to policies and procedures when necessary.
13. Reviews requisitions for appropriate approval, account numbers and budgetary constraints.
14. Prepares City Manager and Airport departmental payroll.
15. Works independently and within a team on special and ongoing projects. Acts as a project manager for special projects, at the request of the City Manager.
16. Coordinates, attends and participates in administrative meetings.
17. Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation. Advises management of required actions and potential risks.
18. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
19. Handles all types of inquiries, questions and complaints from other agencies and the general public handling confidential and non-routine information.

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20. Assists managers with confidential/sensitive materials related to labor agreements, political issues, and personnel matters.
21. Maintains City Manager files and records in accordance with Florida Department of State guidelines and Florida Statutes.
22. Performs other duties as assigned.

**Essential Physical Skills**

Acceptable eyesight, hearing (with/without correction), ability to communicate (orally and in writing), moderate lifting and carrying (up to 25 lbs.), reaching, walking, sitting, standing, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

**Environmental Conditions**

Works inside in an office environment.

**Key Competencies**

Integrity, Confidentiality, Business acumen, Professional knowledge, Analysis, Attention to Detail, Interpersonal Skills, Communication (oral and written).