


City of Fernandina Beach  
Job Description

  
City Manager's Signature  
9/20/18  
Date

Title: Deputy City Manager  
Department: City Manager's Office  
FLSA Status: Exempt  
Reports to: City Manager  
Salary Range: 146

**Minimum Qualifications**

A. Education and Experience:

Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Business Administration, Public Administration or a related field supplemented by course work in management. A Master's Degree in Public Administration is preferred. At least five (5) years' experience in a responsible senior administrative position in a municipal government. Project Management experience preferred. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.

B. Certifications:

Valid Florida Driver's License required.

C. Knowledge, Ability, and Skills:

Thorough knowledge of principles and practices of public administration; thorough knowledge of municipal organizational and departmental functions, staffing and operating procedures. Thorough knowledge of charter provisions, ordinances and state laws governing the administration of City government; knowledge of governmental budget procedures. Ability to plan, assign, delegate and direct the work of administrative and supervisory personnel. Ability to conduct special studies, analyze and interpret findings and prepare and effectively present factual reports. Ability to develop long-term plans and programs and to evaluate work accomplishments. Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees and the general public. Must possess excellent oral and written communication skills. Proficiency in Microsoft Office Suite required.

**General Description**

This is executive and administrative work coordinating assigned departments and assisting the City Manager.

**Essential Functions**

1. Oversees administrative activities and functions of assigned City departments.
2. Serves as liaison to internal and external organizations and represents City Manager as required; may be required to attend meetings outside regular business hours.
3. Establishes and reviews research projects and procedural and administrative studies in operational departments. Evaluates results and recommends changes.
4. Works closely with City Commission, Charter Officers, and department directors on projects as assigned by the City Manager.

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5. Supervises and participates in preparation of speeches, correspondence and news release drafts for the City Manager. Speaks to civic and community groups to promote and explain municipal policies and programs.
6. Meets with civic leaders and community groups to explain policies and programs. Serves on civic, educational, community relations and other committees as a representative of City government.
7. Reviews and evaluates proposals for new programs and services. Confers with department heads, public officials and members of the public. Recommends changes in administrative policies, organization, programs, methods and procedures.
8. Assists the City Manager by coordinating process for ordinances and commission agenda items related to the assigned departments.
9. Directs preparation and review of assigned department budget estimates.
10. Recommends selection, promotion, discharge and other appropriate personnel actions. Participates in labor agreement negotiation and administration.
11. Is acting City Manager in the absence of the City Manager.
12. Acts as a project manager for special projects at the request of the City Manager.
13. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
14. 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, pulling, pushing, sitting, walking, standing, kneeling, 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, Business acumen, Professional knowledge, Analysis, Interpersonal skills, Communication (oral and written).