



Village of Palm Springs

Assistant to the Village Manager

Revision Date: August 3, 2018

FLSA:	Exempt	Job Code:	0101
Bargaining Unit:	None	Pay Grade: N	\$28.85-48.05

SUMMARY

This position performs highly responsible professional and administrative work assisting the Village Manager in the overall operations and activities of the Village. Work is performed under the direction of the Village Manager. This position is designed to be filled by a candidate with two to five years of municipal management experience to enhance and promote their progress to becoming a Village/City Manager.

ESSENTIAL JOB DUTIES

The following duties are normal for this position.

- The primary function of this position is to assist in overseeing and guiding Village operations.
- This position may also oversee various Village departments and assist with Human Resources responsibilities as well as to assist with special projects (across departments) to ensure they comply with the policies and goals of the Village Manager and Council.
- This position requires strong analytical and administrative skills.
- Researches and collects information, prepares reports, performs organizational and procedural studies, evaluates various Village programs and services and makes procedural and operational recommendations to the Village Manager.
- Works closely with the Village Manager on formulating and implementing new policies, programs and services.
- Receives, investigates and addresses resident and customer issues/concerns regarding Village services and/or programs.
- Assists with the preparation and implementation of the Council Agenda, bid preparation and evaluation, implementation of innovative technology services, Village grant programs, economic development, emergency

management, union negotiations, budget planning, human resources and organizational planning.

- Represents the Village Manager at various community and business meetings as well as during other governmental agency meetings.
- Performs related non-essential duties as assigned.

The omission of specific statements of duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required or assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university, preferably with a Master's Degree in Public Administration or related field with a desire to pursue a career as a Village/City Manager. At least two (2) to five (5) years of progressive public sector/municipal work experience is preferred. A comparable amount of training and experience may be substituted for the preferred education qualifications. Must have a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and practices of public administration as well as local, state and federal laws, rules and regulations as applied to the activities and programs of municipal government is required, with a desired knowledge of public personnel/human resources administration and applicable regulations.
- Must possess considerable knowledge of municipal budget preparation and controls with the ability to formulate plans, policies and procedures and to evaluate effectiveness.
- Able to organize and coordinate a wide variety of public services.
- Ability to exercise judgment and discretion in developing and interpreting administrative policies and procedures.
- The ability to communicate clearly and concisely, both verbally and in writing, and be able to establish and maintain effective working relationships with elected officials, co-workers, as well as other federal, state, county and local government representatives, civic groups, consultants, vendors, the media and the general public is essential.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or hear. The employee is occasionally required to walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision, ability to adjust focus and the ability to sustain prolonged visual concentration. Requires the ability to operate, maneuver and or provide simple but continuous adjustment on the equipment, machinery and tools such as computer and other office machines, and or materials used in performing essential functions. Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment. Ability to recognize and identify different degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.

The employee must exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling, crouching, crawling, kneeling, stooping and or moving up to 40 pounds.

ENVIRONMENTAL CONDITIONS

The noise level in the work environment is moderately quiet. Work is typically performed in an office. Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.