

Assistant City Manager

Miami Beach, FL

BACKGROUND

The City of Miami Beach is a full-service municipality located in Miami-Dade County and is home of “South Beach”. An island city of 7.1 square miles that separates Biscayne Bay from the Atlantic Ocean, Miami Beach has a year-round, local population of approximately 90,000. The population can reach 300,000 depending on local happenings and time of year, which creates a unique environment. Miami Beach is a vibrant, tropical, historic community, a true “24-hour” city, which creates an unparalleled municipal management experience.

WHAT THE CITY IS SEEKING

The City is seeking an innovative, experienced, professional administrator to provide executive-level leadership and program direction.

DUTIES

The Assistant City Manager analyzes, resolves, and makes recommendations concerning major issues affecting City operations. The Assistant City Manager works collaboratively with the City’s executive staff/Department Directors to develop and implement policy directives; coordinates interdepartmental initiatives; oversees functional responsibilities and provides critical analysis in identifying and implementing opportunities for organizational efficiencies.

EXAMPLES OF ESSENTIAL DUTIES

- Provides general assistance to the City Manager, and serves as Acting City Manager when the Manager is absent.
- Carries out the Manager’s directives regarding interpretation of policies and represents the Manager in resolving problems and conflicts within City government.
- Assists in the preparation of the annual budget and in its presentation to the City Commission.
- As part of the City’s Executive Management Team, the incumbent represents the City Manager and the City before the Commission, civic and other governmental agencies and neighborhood meetings.
- Plans, directs, and coordinates Department and Divisional activities for the City based on general direction of the City Manager and policy directives of the Commission.
- Assists in the development and updating of strategic plans and performance indicators that impact specific department and divisional areas of responsibility.

- Ensures that City operating departments work together in an effective manner that results in the delivery of quality services that are integrated and efficient.
- Performs specialized assignments designated by the City Manager in accordance with areas of expertise.
- Confers with the City Manager on policy matters and proceeds as appropriate to ensure implementation and compliance.
- Responds to inquiries from the public, civic and professional groups and the news media.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Public or Business Administration, or related field required; Master's Degree preferred.
- At least 7 years experience in Executive/Senior Management capacity in public/business administration required, as well as a career demonstrating progressively responsible leadership positions involving broad administrative, supervisory/management experience.
- Prefer experience in leading technical economic development negotiations; public/private partnerships; municipal construction/public works industry; and other operational areas.
- Position requires highly independent and empowered individual with strong work ethic and responsible, results-oriented personality.

COMPENSATION

Negotiable and depends on qualifications. It should be noted that the salary and benefits are in keeping with those of the world class city Miami Beach is.

HOW TO APPLY

If you are interested in this position, you may apply by filing your application through the City's website at: <http://web.miami beachfl.gov/hr/jobs.aspx>. This position is open until filled. For more information, contact the City's Human Resources Department at: 305-673-7524

ADDITIONAL INFORMATION

The City of Miami is an Equal Opportunity Employer and supports both Affirmative Action and the Americans with Disability Act. A Veteran's Preference will be awarded according to Florida law if applicable.

NOTE: Colin Baenziger & Associates is assisting the City by

disseminating information concerning this position but is not actively involved in the recruitment otherwise. Consequently, all questions and requests for additional information should be directed to the City's Human Resources Department at (305) 673-7524.