

CITY OF HAINES CITY
JOB DESCRIPTION

DEPARTMENT: ADMINISTRATION
REPORTS TO: CITY COUNCIL

CITY MANAGER

GENERAL DESCRIPTION:

Highly responsible administrative work in directing and in coordinating all phases of the general municipal government. Work involves the supervision of activities related to the City in accordance with the policies determined by the City Council, City Charter, and applicable laws and ordinances.

ESSENTIAL JOB FUNCTIONS:

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Directs the overall effort of the City government.

Appoints department heads and acts as appointing authority for City employees.

Coordinates the efforts of the various departments under the City governmental structure.

Administers through subordinate department heads such functions as public safety, maintenance of public streets and property, financial operations and budgets, recreational activities, inspection services, utilities operations and related functions.

Prepares the annual City Budget for submission to the City Council.

Submits recommendations to the City Council for their discussion and approval concerning the efficient operation of the City government.

Prepares City Council agenda.

Keeps the City Council informed of general City operations and activities.

Makes plans and recommends future programs of the City.

Maintains community respect through good public relations and by keeping residents informed of City progress and policies.

Discusses problems and complaints concerning City operations with the taxpayers or refers to appropriate official for action.

Directs the media relations activities.

Performs related functions as required.

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MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES, AND SKILLS:

Extensive experience in a responsible administrative/management position in municipal government. Knowledge of laws and administrative policies governing municipal activities and of operations of municipal government. Ability to delegate authority and responsibility to subordinate department heads and to maintain an effective organization.

Ability to express oneself clearly in writing and orally, and to appear before groups of taxpayers and the City Council to present data and programs which enhance the continued efficient operation of the City.

TRAINING AND EXPERIENCE:

Graduation from an accredited four year college or university with a Bachelor's Degree in Business Administration, Public Administration or a related field supplemented by course work in management.

Revised December 2006