

MAJOR FUNCTION

This is a highly responsible and professional leadership role involving strategic oversight, program management, and interdepartmental coordination across administrative services, sustainability and resilience, and human services. The incumbent will serve as a central leader in developing and implementing strategic initiatives that enhance organizational effectiveness, community resilience, and environmental sustainability. The role includes responsibility for financial oversight, human services delivery, capital projects, strategic policy implementation, emergency preparedness, and stakeholder engagement. The position requires independent judgment, initiative, and collaboration across departments, external agencies, and the public. Work includes a variety of tasks designed to relieve a department director of details by conducting studies, reviewing materials, assembling factual information and transmittal and interpretation of management and City Commission actions. Work is performed under the general supervision of a department director, but the incumbent must exercise considerable initiative, ingenuity, and independent judgment. Accomplishments are judged through conferences, written reports and results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plan, manage, and direct department-wide administrative services, including budgeting, human resources, procurement, strategic planning, and internal controls. Lead the development and execution of community-wide sustainability and resilience strategies, incorporating environmental, economic, and social factors. Oversee housing and human services programs that support community wellness, safety-net services, youth engagement, and health initiatives. Supervise, train, and evaluate staff across multiple functional divisions, including administrative, sustainability/resilience, and human services teams. May coordinate and oversee grants administration, contract management, and policy development for human services and resilience projects. May identify and implement performance metrics and tools to track program effectiveness and community impact, including Social Return on Investment (SROI). Serve as a liaison with local, state, and federal agencies; promote interagency partnerships to address community needs and leverage resources. Prepare and present policy recommendations, agenda items, and strategic reports to City leadership and the City Commission. Provide emergency management leadership and support during mitigation, preparedness, response, and recovery operations. Represent the City at public meetings and community events; advocate for resilience and human services initiatives.

May provide oversight and management of the department's purchase card program. Serves as a special staff person to research, analyze, and prepare special projects that impact the department and/or organization. Recommends the selection, transfer, advancement, grievance resolution, discipline, or discharge of assigned staff. Conducts performance evaluations and recommends the approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

May seek funding opportunities through grants and strategic partnerships. Support innovation in policy and program design through research and analysis. Attend City Commission and interagency meetings as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Strong knowledge of administrative management, public budgeting, internal controls, and governmental operations. Considerable knowledge of group dynamics, problem-solving methods, and behavioral and organizational change strategies. Considerable knowledge of methods and

techniques involved in conducting administrative and method studies, including report writing. Ability to communicate clearly and concisely, orally and in writing. Ability to exercise resourcefulness in meeting new problems. Ability to analyze, interpret and report research findings. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to plan, organize and train others in a manner conducive to high performance and good morale. Ability to exercise analytical judgment in recommending operational or organizational changes or alternatives. Skill in the use of microcomputers and associated programs and applications.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, urban planning, finance, accounting, social work, environmental studies, or a related field and four years of professional experience in administrative management, strategic planning, sustainability/resilience, human services or housing; or an equivalent combination of education and experience. Two years of the required experience must have been in a supervisory capacity.

An incumbent of this job classification may be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

established: 05.02.2025