



TOWN OF HIGHLAND BEACH

ASSISTANT TO THE TOWN MANAGER

The Town of Highland Beach, Florida is seeking a full time Assistant to the Town Manager. The successful candidate will be flexible, highly-organized, proactive, collaborative and calm under pressure. This is a highly responsible administrative management position within the Town Manager's office, assisting with the analysis, development, implementation, and management of a wide variety of disparate policies, procedures, budgets, functions, services and operations. The incumbent functions with considerable independence and latitude in accordance with established procedures and general direction from the Town Manager. Excellent verbal and written communication skills, a professional demeanor, and a demonstrated ability to work efficiently and accurately are desired.

Qualifications:

- Bachelor's Degree in business management, public administration or equivalent required. Master's preferred.
- Experience – Three to Five experience municipal setting required. Five or more years desired.
- Strong computer skills and a robust understanding of information technology systems and use of social media platforms.
- Knowledge of municipal budget preparation and strategic planning desired.

This position offers a complete benefit package with a pay range of \$51,780.00 – \$82,848.00, with starting salary based on experience and qualifications.

Applications may be obtained from our web-site:

<https://highlandbeach.us/employment-opportunities/>

OR at the Town Hall located at 3614 South Ocean Boulevard, Highland Beach, FL 33487, OR by calling (561) 278-4548.

THE APPLICATION DEADLINE IS:

Open until filled with first screening of applications set for 11/12/2018.



TOWN OF HIGHLAND BEACH

Assistant to the Town Manager

Department: Town Manager	Status: Full-Time Permanent (40 hrs./wk)
Department Code: 001-512.000	Classification: Exempt
Immediate Supervisor: Town Manager	Pay Grade: 26
Directly Supervises: N/A	Salary Range: Hourly: \$24.89 – \$39.83 Annually: \$51,780.00 – \$82,848.00

Position Summary:

The Assistant to the Town Manager provides with variety of specialized, complex, confidential, professional and administrative work in support of the Town Manager requiring the exercise of considerable independent judgment, discretion, and initiative.

Essential Duties and Responsibilities:

(The duties listed are intended to serve as an example of the typical functions performed. They are not exclusive or all-inclusive and will vary with assignments.)

- Represents Town Manager's office with various community organizations.
- Serves as primary administrative support to Town Manager.
- Responds to citizen inquiries and complaints.
- Oversees function of various employee committees including Safety Committee.
- Conducts and prepares complex reports, surveys, analyses and research projects.
- Oversees the information technology needs of the Town including, audio/visual equipment, broadcast camera system, telephone systems, computer network and other related systems.
- Maintains Personnel Rules and Regulations and distributes updates as necessary.
- Plans and produces a wide variety of promotional materials for the Town including public announcements/news releases.
- Plans and develops the execution of the town-wide communication outreach, information and media programs, including the Town's website and the public, educational and government channel.
- Assists in general liability and risk management program administration and various aspects of Town litigation, as deemed necessary.
- Prepares grants for submission and coordinates grant administration activities.
- Coordinates various emergency operations, policies and procedures.
- Coordinates and participates in various special Town meetings.
- Oversees and coordinates trash and recycling services and programs.
- Prepares reports for presentation to the Town Commission.
- Handles and performs duties and special projects as assigned.

- All duties as assigned by the Supervisor.

Minimum Qualifications:

Education and Experience

Bachelor degree in business, public administration or related field, and five years experience in municipal government. Experience in municipal government and Masters of Public Administration or related field preferred.

Knowledge, Skills and Abilities Requirements

- Communicate clearly and concisely, orally and in writing.
- Ability to handle multiple tasks and projects.
- Knowledge of information technology.
- General knowledge of the laws and policies governing municipalities.
- Ability to exercise sound judgment, problem-solving skills, and sensitivity in complex situations.
- Ability to establish and maintain effective working relationships with department heads, government officials and the general public.

Software, Tools and Equipment Used:

Special Programs and/or Software Used

- Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Publisher, Access)
- CivicPlus
- TelVue Webus
- Adobe Acrobat Standard/Professional
- Nortel Business Element Manager
- BlackBerry Server

Tools Used

- Microsoft Office Products
- Desktop/Laptop Computer or other similar device
- Business Telephone
- Cellular/PDA device

Physical Demands/Environmental Conditions:

The physical demands described herein are representative of those that must be met by an employee to successfully perform 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 and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described herein 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.

The work is performed primarily in an office setting. The noise level in the work environment is moderate.

Selection Guidelines:

Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Town of Highland Beach is a Drug Free Workplace and an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job History:

Created:

Revised: 05-17-2016