



**POSITION TITLE: EXECUTIVE MANAGEMENT ASSISTANT TO THE CITY MANAGER**  
**REPORTS TO: CITY MANAGER**  
**OPENING DATE: 01/26/2026      CLOSING DATE: OPEN UNTIL FILLED**  
**SALARY: DOQ      FLSA STATUS: EXEMPT**  
**DFWP/ EOE**

## **JOB DESCRIPTION**

**Classification Responsibilities:** The Executive Management Assistant to the City Manager classification is located in the City Manager's Office and reports directly to the City Manager. This classification provides professional-level administrative assistance to the City Manager including: managing the development of the City Commission and Executive staff meeting agendas; taking and transcribing Executive Session meeting minutes; drafting correspondence on behalf of the City Manager; coordinating activities and special projects with City departments and outside agencies and organizations; serving as the liaison between the City Manager and city departments; coordinating budget preparation and providing budget oversight for the City Manager's Office and the City Commission; serving as a member of the Senior Management team in the City Manager's Office; coordinating and conducting research and analysis, and preparing reports and correspondence outlining objectives, findings, and recommendations; attending and participating in meetings (including City Commission meetings) in support of the City Manager; evaluating reports and other materials submitted to the City Manager for accuracy and completeness, and addressing deficiencies with appropriate parties; analyzing issues and submitting reports; keeping the City Manager informed of issues and concerns; and handling highly sensitive and/or confidential issues. This class may supervise support staff in the City Manager's Office. This classification is responsible for performing related duties as required.

**Distinguishing Features:** The Executive Management Assistant to the City Manager completes assignments requiring independent decision making and critical thinking when dealing with sensitive, political, and confidential information. General direction is received from the City Manager who evaluates work through conferences, meetings, written reports, and results achieved. This class is FLSA exempt-administrative.

## **QUALIFICATIONS**

**Employee Values:** All employees of the City of Florida City are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, or a related field. Considerable (3 - 5 years) professional-level administrative experience.

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Master's Degree in Business or Public Administration is desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with City Commission members, Department Directors, the general public, and other city employees to explain and interpret rules, regulations, practices, and policies of the

City and assigned departments. Ensures that the City Manager is kept fully informed on all matters requiring attention. Prepares written documents such as council, administrative, and financial reports; sensitive and/or confidential recommendations and documents; and complex reports, meeting minutes, correspondence, and internal memos.

**Manual/Physical:** Attends meetings (example: City Commission, Commission Committees, etc.) at the direction of the City Manager. Prepares and updates schedules, graphs, and project status charts to display and summarize information for management review and presentation. Operates a variety of standard office equipment, such as a personal computer (PC), copier, calculator, etc. Meets scheduling and attendance requirements.

**Mental:** Coordinates work activities with other City departments, other municipalities, and other agencies as required, to complete assigned projects. Conducts research, analyzes data, and prepares written reports and recommendations. Reviews work product to ensure compliance with standard operating procedures, Florida Statutes, insurance policies, City policies, etc. Performs mathematical calculations and financial analyses. Prioritizes own work, including research, team and/or committee work, and reports. Resolves procedural, operational, and other work-related organizational problems through identifying, coordinating, and implementing appropriate methods of communication, research and analysis, evaluation, and meetings.

**Knowledge and Abilities:**

Knowledge of:

conflict resolution techniques; the functions, programs, and services provided by the City; municipal management, including organizational, financial, and political issues; administrative and operational functions, policies, and procedures; organizational structure and interdepartmental relationships; budgetary practices; the principles and practices of modern management, public administration, and municipal finance; and management research and evaluation techniques, methods, and procedures.

Ability to:

effectively coordinate a variety of programs and administrative activities; analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options, and implement recommendations in support of goals; use initiative and independent judgment within established guidelines; make decisions, exercise resourcefulness, and prioritize tasks to meet a variety of demands; gather pertinent facts, make thorough analyses, arrive at sound conclusions, and effectively present findings both orally and in writing; work with City officials, City Management, department and division directors, supervisors, as well as groups outside the City in order to develop viable solutions to problems; readily adjust to a variety of work assignments and procedural changes; and establish and maintain effective working relationships with political officials, City officials, City Management, coworkers, other professionals, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.