

Job Classification:  
Job Code:

**Council Executive**

**Minimum Preparation for Work:**

- ✓ Graduation from an accredited college or university with a Bachelor's Degree in business, public or municipal administration or a related field, Master's preferred; and
- ✓ Three (3) years of diversified experience in local government administration.

**Necessary Special Requirements:**

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

**Nature of Work:**

This is an unclassified position. This is highly responsible administrative work as the primary assistant to the City Council.

An employee in this class is responsible for assisting the City Council in policy determinations for the City. This position is primarily initiative oriented. Since this position is highly visible from the standpoint of City Council, City employees, the public and the press, the incumbent must be able to work effectively in an atmosphere of close scrutiny, accountability and conflicting pressures.

**Essential Job Functions:**

- Researches, analyzes and writes reports enabling legislation on major City policy questions.
- Stays informed of State and Federal legislation that may affect the City and submits reports containing results of analysis and proposed actions.
- Develops, implements and monitors key initiatives and major projects for City Council.
- Assists in the development of ordinances, resolutions and reports to City Council.
- Represents the City Council for civic and professional groups.
- Responds to public concerns and complaints.
- Coordinates agendas including presentations by outside groups.

**Knowledge, Skills and Abilities:**

- Thorough knowledge in the field of local government including budgeting and finance, intergovernmental relations, urban planning, and municipal law.
- Ability to research and evaluate public problems.
- Knowledge of Florida's open records and open meetings law.
- Ability to communicate effectively both orally and in writing.

## Council Executive (continued)

- Ability to relate well and communicate effectively with people at all levels and from diverse backgrounds.
- Thorough knowledge of public service legislation.
- Ability to manage and administer a variety of special projects and programs to accomplish stated objectives.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Working knowledge of Charter governments and other bodies of law related to the Council's exercise of its authority and the operation of City government.

*Work environment characteristics described below 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.*

### **Work Environment:**

Work is primarily sedentary in nature and performed in an office environment. The incumbent will be expected to use standard office equipment such as a telephone, computer, calculator, etc. Incumbent may be required to travel to and access various City departments to hold meetings with staff. In addition, the incumbent will be expected to attend City Council and City Committee meetings as well as other public meetings as required. Such meetings generally take place outside the regular work day during evening hours.

*This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.*