

Office of the Mayor



*America's First Settlement  
Established 1559*

TO: The Honorable Maren DeWeese, President  
Members, Pensacola City Council

DATE: August 2, 2011

SUBJECT: City Council Staff

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Recently, the City Council has discussed a need for staff assistance and has requested an executive position that would serve the City Council exclusively. In addition, there have been comments from some individual council members regarding the need for better communications between all parties. In order to accommodate the City Council, and to ensure that it has the tools it needs to continue to represent the citizens of the City of Pensacola, I would like to reiterate my previous support and approval of the attached job description with the corresponding C-03 pay range which is \$40,456.00 to \$82,742.40.

Further, until the City Council makes a recommendation to me for the selection and hiring of the council executive, I am assigning Elaine Mager to the Office of City Council effective immediately. During this interim period of time, Elaine's position will be funded from the Council's budget; however, Elaine's position will remain within the Office of the Mayor.

As you know, Elaine has been an invaluable asset to City Council members for over twenty five years. She has the knowledge and experience necessary to ensure the Council's success.

If you have any questions and/or concerns, please don't hesitate to call me.

Respectfully submitted,

Ashton J. Hayward  
Mayor

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.
- Keeps 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.
- Drafts ordinances, resolutions and reports to City Council.
- Represents the City Council for civic and professional groups.
- Responds to public concerns and complaints.

**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.

*The mental and physical demands and the 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.*

**Mental and Physical Requirements:**

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.

The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds.

**Work Environment:**

The noise level in the work environment is usually moderate.

*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.*