

MAJOR FUNCTION

This is responsible professional and technical work administering special projects, contract programs, grants, and other major initiatives related to core business practices in a specific department. The work includes research, development, planning, execution and administrative oversight for programs, functions and procedures, depending upon the department to which the position is assigned. Work is performed with considerable independence under the general supervision of a team leader or division head and is reviewed through conferences, observation, analysis of reports and results obtained.

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

Coordinates all tasks associated with the analysis, evaluation, and oversight of major departmental program initiatives through conferences with project managers and special team members, and may conduct on-site inspections. Identifies and develops all resources necessary to accomplish objectives. Depending on the department's core business practices, may develop and implement plans to raise funds and promote interests of civic organizations, commercial, retail and professional representatives to raise funds for projects. Develops departmental program plans and directs the drafting of supporting program plans, goals and objectives. Oversees and participates in the implementation of affiliated proposals, including program design and implementation of scheduling and budgeting. Manages federal grants and assists in the collection of data for and preparation of the department's operating and capital budgets. Administers activities such as the Small Business Loan program, redevelopment activities, fund raising and other special projects. May coordinate activities for department facilities' management, serving as departmental representative on facilities projects. Prepares and submits reports to regulatory/compliance agencies regarding covered departmental activities. May develop management information systems and coordinate computer use procedures. Produces graphic and presentation material for publication and/dissemination. Prepares operational procedures and other formal statement of improved procedural methods and systems operation. May be directly responsible to a team leader or act as a team leader for management of intergovernmental or cross functional projects, including intergovernmental relationships, and the coordination with the City Commission, City management, and community units, depending upon the projects involved. Performs related work as required.

Other Important Duties

Prepares correspondence, memoranda, reports, studies, agenda items and statistical summaries. Attends City Commission meetings as necessary and other meetings as required. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the various departmental projects, policies and procedures. Thorough knowledge of appropriate municipal, state, federal, codes, ordinances, resolutions and regulations. Knowledge of the principles of management and their application to the administration of department's/division's operations. Knowledge of the principles and practices of record keeping, statistical analysis and report writing. Ability to initiate and install administrative and technical programs, procedures, and systems and evaluate their effectiveness. Ability to carry out complex oral and written instructions. Ability to express ideas clearly and concisely, orally and writing. Ability to maintain effective working relationships as necessitated by the work. Ability to use a microcomputer and some associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, urban planning or a degree accepted in the field in which the vacancy exists and four years of technical, staff or administrative experience related to the core business practices in the department in which the vacancy exists; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 06-01-95

Revised: 06-07-96

01-13-01

04-19-04*

04-14-07

11-02-09*

10-22-10

09-06-16