

**CITY OF BELLE GLADE  
CLASS DESCRIPTION**

**Executive Administrator**

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to provide highly responsible administrative and professional support to the office of the City Manager. The class is responsible for management of major functions or projects, special studies, policy development and coordination, citizen or group complaints or issues, and other administrative tasks. The class researches and formulates long range goals for the organization; develops policy and position papers and negotiates with chief administrative officer and/or elected officials.

**ESSENTIAL TASKS**

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Manages and coordinates City capital improvement, major construction or other projects; coordinates with municipal staff, professional engineers, architects, and contractors on projects.

Performs special studies involving improvements to policies, procedures, facilities, technology, or other issues as assigned by the City Manager.

Develops long range plans and programs such as capital improvements and land development, economic development.

Formulates inter-agency or municipality agreements involving mutual cooperation; coordinates issues with federal, state, regional, or local government.

Addresses issues raised by citizens, other staff agencies, public or private groups, or others; resolves issues or refers to other staff or agency for resolution.

Coordinates with and assists department heads or other staff with special problems or issues requiring the attention of the City Manager's office.

Assists with budget development; coordinates between departments; assists with funds allocation, control, and reporting.

Attends or conducts staff or executive meetings to exchange information; attends board meetings and sits on, or chairs committees; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.

Oversees the collection and maintains information necessary to support periodic and special reports and studies related to City activities and events.

Acts as liaison between outside agencies, businesses, or the public and the city manager as authorized by the manager.

Attend designated travel, trade shows for the purpose of coordinating City of Belle Glade publicity activities. Set up and maintain booths at special events.

## **Executive Administrator**

Prepare and distribute press releases and release information to media as instructed by the manager. Set up press meetings for announcement of special events or public relations function. Provide needed information to newsletters or publications requesting information regarding the City of Belle Glade.

Keep City Manager well informed and attends all meetings with the manager to document what occurred. Maintain smooth flow of office as it relates to scheduled and non-scheduled meetings and visitors as well as correspondence.

Any other duties assigned.

### **INVOLVEMENT WITH DATA, PEOPLE, AND THINGS**

**DATA INVOLVEMENT:** Data are information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Requires synthesizing or integrating analysis of data or information to discover facts or develop knowledge or interpretations; recommends policies, procedures, or methodologies based on new facts, knowledge, or interpretations.

**PEOPLE INVOLVEMENT:** People include coworkers, workers in other areas or agencies and the general public.

Requires negotiating, exchanging ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.

**INVOLVEMENT WITH THINGS:** Things are inanimate objects such as substances, materials, machines, tools, equipment, work aids, and products. A thing is tangible and has shape, form, and other physical characteristics.

Requires establishing long range plans and programs, identifying funding sources, allocating funds for, and overseeing long range capital improvements, major construction projects, major equipment, rolling stock, and new technology systems which support goals and objectives of the organization.

### **COGNITIVE REQUIREMENTS**

**REASONING REQUIREMENTS:** Reasoning requires consideration of factors and variables to derive solutions to problems.

Performs work involving the application of principles of logical thinking and administrative and professional practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.

**MATHEMATICAL REQUIREMENTS:** Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Requires using mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, geometric construction, algebraic solutions of equations and inequalities, descriptive or inferential statistics, and mathematical classifications or schemes.

## **Executive Administrator**

**LANGUAGE REQUIREMENTS:** Language involves the ability to read, write, and speak.

Requires reading professional literature and technical manuals; speaking to groups of employees, other public and private groups; writing manuals and complex reports.

**MENTAL REQUIREMENTS:** Mental ability involves analysis, initiative, ingenuity, creativity, and concentration required by the job and the presence of any unusual pressures present in the job.

Requires performing professional level work requiring the application of principles and practices of a wide range of administrative, or managerial methods in the solution of administrative or technical problems; requires complete understanding of operating policies and procedures and the ability to apply these to complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

### **VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION**

**VOCATIONAL/EDUCATIONAL PREPARATION:** Vocational/Educational preparation includes job specific training and education that may be acquired in a school, work, military, institutional or vocational environment. It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions of any new job. Nor does it include the amount of time that a worker spends to learn reasoning, language, and mathematical skills, which are often learned in school.

BA degree in Public Administration, or closely related field preferred.

**SPECIAL CERTIFICATIONS AND LICENSES:** Special Certifications and Licenses refer to state, federal, or professional certifications or licenses required to enter or maintain the job.

Valid State of Florida Driver's License

**EXPERIENCE REQUIREMENTS:** Experience refers to the amount of work experience that is required for entry level into the class that would result in a reasonable expectation that the employee can perform the job. It may be experience that can be gained on the job or experience in a previous job.

Requires 3 years and up to and including ten years.

### **AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

**PHYSICAL AND DEXTERITY REQUIREMENTS:** Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement.

Requires sedentary work that involves walking or standing some of the time, involves exerting up to 10 pounds of force on a regular and recurring basis, and routine keyboard operations.

**ENVIRONMENTAL HAZARDS:** Environmental hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

The job risks exposure to no environmental hazards.

**SENSORY REQUIREMENTS:** Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.

The job requires normal visual acuity, field of vision, hearing, speaking.

## **Executive Administrator**

### **JUDGMENTS AND DECISIONS**

**JUDGMENTS AND DECISIONS:** Judgments and decisions refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Requires decision-making as a significant part of the job, affecting a large segment of the organization and the general public; works in a dynamic environment, responsible to assist in developing policies and practices.

### **ADA COMPLIANCE**

The City of Belle Glade is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.