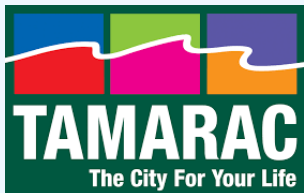


*City of Tamarac, FL*

# ASSISTANT CITY MANAGER



*7525 NW 88th Ave, Tamarac, FL 33321*





## The Community

This is a very good time to be in the Broward County's hidden gem: the City of Tamarac. There's a rise in property values, new construction has brought new residents and major businesses are choosing to call Tamarac home. Why? Because of the quality of life and opportunities found here, the result of sound strategic planning and fiscal responsibility.

Ideally situated in western Broward, Tamarac provides access to highways, railways, airports and waterways as well as a wealth of cultural and sports activities. The City covers a 12-square mile area and is home to more than 63,000 residents and approximately 2,000 businesses.

Since its founding in 1963, the median age of our residents continues to grow younger and we are becoming more culturally diverse; all attracted to the neighborhoods, parks and recreation, and business opportunities that make Tamarac The City For Your Life.

## Government

The City of Tamarac is a Commission-Manager form of government. The City Manager is appointed by the City Commission and serves as the administrative head of the City's government. The City Manager operates at the direction of the Commission and is responsible for the day-to-day administration of the City's departments, as well as guiding growth and development.

## The Position

The Assistant City Manager assists the City Manager in the management and delivery of city operations, administration and activities and provides direct oversight and supervision to City departments as assigned by the City Manager.

## Essential Functions

- Acts as chief assistant to and acts for the City Manager.
- Supervises and directs activities of city departments and agencies.
- Provides leadership and direction in the development of short and long range plans; supervises and directs activities of City departments and agencies.
- Provides direct assistance to City Manager as required on many matters related to the effective operation of municipal government. Formulates and implements City policy, directives and regulations. Oversees City personnel concerning the development, implementation and maintenance of citywide operating procedures and policies.
- Directs the City's Strategic Planning process and oversees the development, implementation and tracking of performance measures and scorecards.

## Essential Functions continued...

- Acts as advisor to coordinate various City projects with other department directors and/or community boards/organizations. Interacts with department directors in the coordination, planning and implementation of activities, projects, issues, conflicts, budgets, events and employee/public relations.
- Oversees and manages City Attorney contract and coordinates provision of legal services to individual departments and the Commission.
- Plans and oversees the City's appropriation and grant requests, including development of applications for funding, agreements, presentation of project applications and award recommendations to the City Commission; oversees and directs the City's compliance w/ funding agency obligations.
- Plans and directs the City's state and federal legislative agendas including tracking of legislation, formulation of positions and drafting of legislation for Commission consideration as appropriate.
- Oversees and manages the flow of work and activities in the City Manager's office, including the agenda review process and supervision of staff as assigned by the City Manager.
- Conducts studies on specific situations which occur in the normal operations of the City; prepares reports and recommendations for review and action by the City Manager; coordinates directives from the City Manager to accomplish specific tasks requested by the City Commission through the City Manager.
- Confers with citizens on specific problems; researches information and statistics to obtain overview on problem areas; provides recommendations to problems; delegates work under direction of City Manager to rectify problem areas.
- Oversees the City's Public Information efforts including reviews of publications, ads, event plans and interaction with the media.
- Represents the City in intergovernmental relations with federal, state, county, municipal governments; non-profit and private enterprises; and other groups or organizations as directed by City Manager. Oversee preparation of the City's legislative program.
- Represents the City in various activities and negotiations as required. Negotiates various contracts and prepares contract agreement analyses. Makes recommendations for action by the City Manager and City Commission; ensures proper controls and financial obligations.
- Implements follow up on activities and actions resulting from regular commission/workshop meetings.
- Participates in the policy formulation and preparation of the annual operating, program and capital budgets.
- Prepares a variety of documents, including policies, drafts of ordinances and resolutions, proposals, agreements and miscellaneous administrative reports.
- Identifies and reports to the City Manager all matters of concern and/or problems that may require attention of the City Manager or City Commission. Makes recommendation as appropriate.
- Interacts with a variety of groups and individuals in the performance of job duties, including City employees, the Mayor and City Commission, consultants, attorneys, contractors, business owners, governmental agencies, media representatives, developers and the public.

## Education and Experience

Qualified applicants will have a Bachelor's degree in public or business administration or related field, and at least five (5) years of progressively responsible senior level, professional and/or managerial experience in a municipal or county government. A Master's degree in public or business administration or a related field is desired.

## Ideal Candidate

The ideal candidate should possess superior management skills and have experience developing and implementing strategic plans. This person should have broad knowledge of public administration principles, fiscal planning and budget preparation.

The ideal candidate will need to be a creative leader with proven experience in building and maintaining a wide spectrum of partnerships with the City Manager, commissioners, city staff, and the community to ensure that a common vision is enacted and supported.

The ideal candidate must possess the capacity and interest to be an effective mentor and leader for staff and have a demonstrated track record of setting a positive example of competence, professionalism, trust, energy and work ethic while promoting good organizational health and morale.

Advanced written and oral communication skills are imperative for this position. This individual must be able to display transparency and adhere to the highest ethical and moral standards.

## Salary

The City of Tamarac is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out of area candidate.

## How to Apply

Interested applicants should forward a cover letter and resume to:

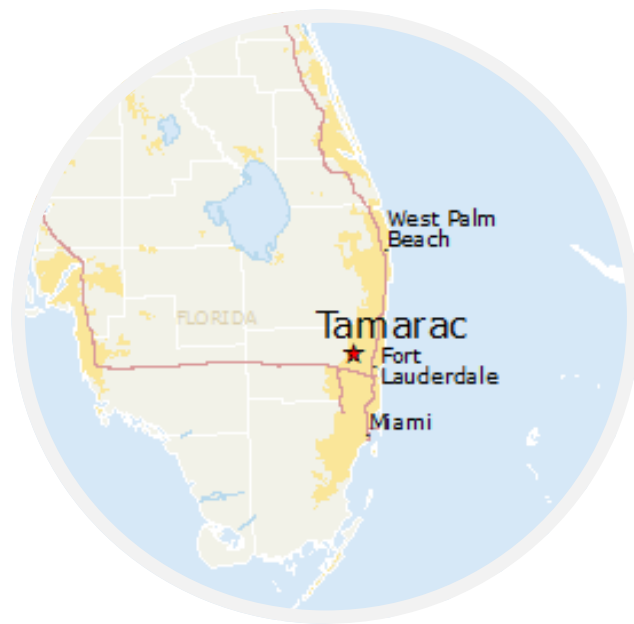
**resumes@affionpublic.com**

**Reference: TAMACM**

Affion Public  
2120 Market Street  
Suite 100  
Camp Hill, PA 17011  
888.321.4922  
Fax: 717-214-2205  
[www.affionpublic.com](http://www.affionpublic.com)



*Delivering Leaders.*



*The City of Tamarac is an equal opportunity employer.*

**\*\*Note: Under Florida Law, resumes are public documents and will be provided to the media upon request.**