

JOB TITLE: Deputy City Auditor and Clerk

JOB CODE: 18.02

GRADE: 27

CLASSIFICATION: Exempt

PURPOSE OF THE POSITION: The purpose of this position is to provide principal assistance to the City Auditor and Clerk in planning, organizing, directing, supervising, managing and evaluating the programs, functions and activities of the Office of the City Auditor and Clerk. The incumbent has particular responsibility for assuring the efficient and accurate production of Commission meeting minutes in compliance with State statutes. The incumbent may be required to represent the City Auditor and Clerk to the City Commission, the City Manager, other governmental entities, and/or the general public, as appropriate.

MINIMUM QUALIFICATIONS: A Bachelor Degree from an accredited college or university in Business or Public Administration, Municipal Government, or related field plus eight (8) years of progressively responsible experience, preferably in the public sector, three (3) years of which must have been in a supervisory or management capacity; or the equivalent in education, training, and experience that would provide the necessary knowledge, skills, and abilities.

SPECIAL REQUIREMENTS:

- Knowledge of the principles and practices of business administration and their application to public sector management, particularly local government.
- Knowledge of the principles, techniques, practices, systems, processes, and methods of public administration and operations.
- Knowledge of applicable federal, state and local laws, ordinances, and other applicable regulations, policies, standards and requirements related to the conduct of meetings of governing bodies.
- Knowledge and understanding of the history of Sarasota City government and of past and current policies, plans, practices, and procedures.
- Knowledge of effective management practices and procedures.
- Knowledge of modern office procedures, practices, systems, equipment and software, including specialized spreadsheet, database, word processing, report writers and similar software programs.
- Knowledge of the duties and responsibilities, roles and work relationships of key City staff.
- Knowledge of parliamentary procedures governing the conduct of public meetings.
- Ability to supervise, plan, assign, direct, coordinate, and review the work of subordinate staff.
- Ability to communicate effectively and clearly, both orally and in writing, and to prepare succinct, coherent and accurate reports and analyses.
- Ability to analyze and prioritize requirements and activities to ensure continuity of essential functions and efficient use of available resources.
- Ability to work independently with a minimum of supervision and to establish work priorities and follow-up actions required to meet strict deadlines and other requirements accurately and completely.

- Ability to research information involving unusual issues, problems or administrative management needs, analyze data to arrive at valid conclusions and prepare and implement appropriate action plans.
- Ability to establish and maintain effective working relationships within the Office of the City Auditor and Clerk, with principal City and County officials, including City Commissioners, the City Manager, Deputy City Manager, other senior City officials and employees, public and private organizations interested in City affairs, members of community and civic groups and other members of the public.

ESSENTIAL FUNCTIONS:

- Assists the City Auditor and Clerk in planning, directing, managing, supervising and evaluating programs, activities and staff in the Office of the City Auditor and Clerk.
- Manages the process for coordination, development, revision, distribution, storage and retrieval of minutes for Commission regular, special and statutory meetings and workshops.
- Acts for the City Auditor and Clerk as assigned.
- Provides for staffing all Commission regular, special and statutory meetings and workshops and responsive actions by the Office of the City Auditor and Clerk as required.
- Develops, manages, and maintains systems and procedures to assure effective functioning of assigned operations.
- Acts as liaison with other City departments and other offices and officials of other governmental entities as required.
- Coordinates major administrative programs and/or activities as assigned.
- Develops new and modifies existing office systems and procedures to ensure accuracy and the most effective and efficient use of resources.
- Conducts research and special studies as assigned and in response to requests from Commissioners, staff of other City departments, representatives of other governmental entities, community groups, the press and members of the public. Supervises the preparation of reports and recommendations; prepares implementation plans and supervises the implementation of major recommendations accepted.
- Plans, directs and conducts special studies and projects as assigned and supervises the preparation and presentation of reports, findings and recommendations.
- Plans, assigns, directs, coordinates and reviews the work of and trains and evaluates assigned staff.
- As assigned, represents the City Auditor and Clerk to the City Commission, other Charter Officials, City departmental staff, the general public, and others as appropriate.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: Effective public and governmental contacts are an essential component of this position. The incumbent interacts frequently and extensively with other Charter Officials, the City Commission, individual Commissioners, officials and employees of other City departments and other governmental agencies, members of community-based groups in the public and private sector and other members of the public. Substantial diplomatic skill is

required to deal effectively with public inquiries concerning City programs. Other public contacts may be required to explain the functioning of the City and the Commission and programs and activities of the Office of the City Auditor and Clerk. Interactions and contacts are for the purpose of obtaining and furnishing information, providing interpretations and explanations, responding to complaints, and similar purposes.

SUPERVISION RECEIVED: Reports to and receives general direction from the City Auditor and Clerk. Supervision is minimal concerning day-to-day activities. Considerable independent judgment and initiative, as well as sound business judgment is required. Work is reviewed retrospectively, primarily in terms of results achieved, conformance with City and Office policy and applicable statutes and regulations. Incumbent is expected to use and is given considerable latitude for discretion, independent judgment and ingenuity in planning and executing the work.

SUPERVISION EXERCISED: Plans, assigns, directs, supervises and evaluates the work of all personnel assigned for which incumbent has primary management responsibility. Assists the City Auditor and Clerk in the development and implementation of personnel policy and procedures for the Office of the City Auditor and Clerk.

PHYSICAL REQUIREMENTS: This is office work performed in an office environment and requires no unusual physical demands. Visual acuity is required for preparing, reviewing, checking and maintaining electronic and written files and other documents as well as reviewing the work of others. Incumbent is required to have sufficient hearing ability to perceive information at normal spoken word levels. Manual dexterity to operate standard office computer and other equipment is required.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the City Auditor and Clerk.