

Job Classification:
Job Code:

Special Assistant to the Council Executive
2151

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a Bachelor's Degree in Political Science, Public Administration, Business Administration or a related field, and
- ✓ Seven (7) years of local government experience with professional experience in research, review and management analysis related to fiscal studies. Experience working with and advising elected officials and staff from both the legislative and executive branches of local government.

Or

- ✓ Combination of education, training, and/or work experience equal to or greater than the requirements listed above as determined by Pensacola City Council.

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 highly professional and administrative work as Special Assistant to the Council Executive for the City of Pensacola City Council.

This is a highly responsible position tasked with assisting in coordinating and facilitating City Council's operational and administrative programs, projects, events and meetings. The work requires the exercise of judgment, imagination and foresight to ensure accomplishment of City Council objectives. The work is highly visible and representative of City Council to the public, the press and City employees, requiring the ability to work effectively in an atmosphere of close scrutiny, accountability and conflicting interests.

Under the supervision of the Council Executive and within the framework of established City and Council policies, this position serves as an assistant to the Council Executive, the City Council and City Council staff. This position is a council appointment and serves at the pleasure of the City Council.

Examples of Work:

- Assists in setting up and facilitating budget workshops on behalf of City Council
- Analyzes data and provides recommendations regarding funding requests, appropriations and the yearly budget

- Analyzes budget data for completeness, accuracy and conformance to prevailing policies and procedures.
- Assists in the development of the Office of the City Council budget.
- Reviews and analyzes the Mayor's proposed budget for the City Council.
- Participates in conference and hearings regarding budgetary requirements of the City Council.
- Prepares various financial schedules, analyses, reports, and other documents, either manually or with computer assistance.
- Assists Council Staff in the maintenance of proper appropriations and allotment accounts in the Office of the City Council.
- Providing a formal, comprehensive review and analysis of the Mayor's proposed annual budget.
- Gathering, organizing, and analyzing data and information relative to budgetary issues.
- Providing comparative studies of other cities as they relate to municipal budgeting.
- Engaging in fiscal forecasting and planning.
- Analyzing the city's past, current, and proposed revenues and expenditures.
- Reviewing existing and potential tax revenues.
- Analyzing federal, state, and local programs to determine sources of funding and appropriate expenditure options.
- Reviewing the economic effects of proposed legislation.
- Preparing fiscal and economic project analysis as directed by the City Council.
- Providing policy research and fiscal analysis on proposed legislation.
- Preparing such other reports relating to budgetary and legislative policy concerns directed by the City Council.
- Making recommendations to the City Council in connection with the analysis, studies, and reports described herein.
- Establishes, follows and monitors a process for City Council's budgeting function.
- Assists in developing a strategic plan which will outline Council's desired budgeting function.
- Conducts research and analysis of trends in municipal projects, industry best practices, new technologies and potential program improvements in order to assist the City Council in development of policy initiatives.
- Assists in the development of Council items and agendas.
- Assists in providing a review of both administrative and council agenda items to ensure completeness and adequacy of information to allow Council to make informed decisions.
- Assists in analysis of agenda items to ensure complete understanding of funding concerns and potential long-term effects on budget considerations.
- Assists in the response and development of Council member requests.
- Recommends, researches and prepares potential Council initiatives, policies, and

ordinance amendments/creation for Council consideration to assist Council in accomplishing their legislative function.

- Performs other duties as required.

Knowledge, Skills and Abilities:

- Knowledge of Charter government and other bodies of law related to City Council's exercise of its authority and the operation of City government.
- Knowledge of the principles and practices of administrative management and public administration.
- Knowledge of the relationship between legislative and executive levels of government.
- Knowledge of municipal budget preparation.
- Knowledge of the methods and techniques involved in conducting administrative studies of government.
- Knowledge of the principles and practices of strategic planning and municipal program development.
- Skilled in public relations and interrelationships with community groups, private business and other levels of government.
- Ability to interpret and analyze data to resolve administrative problems and render advice.
- Ability to establish and maintain effective working relationships with elected officials, government, community agencies, other employees, and the general public.
- Ability to identify and respond to sensitive community, organizational, and City Council issues, concerns and needs.
- Ability to communicate clearly and concisely, both orally and in writing to diverse audiences.

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.

Special Assistant to the Council Executive (continued)

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 near distance, far distance, color, peripheral vision, and depth perception.

Work Environment:

Work is primarily sedentary in nature and performed in an office environment.

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid.

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.

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