

City Manager's Office

Job Descriptions

JOB TITLE: City Manager

GENERAL STATEMENT OF JOB

Under policy direction, serves as chief administrative officer for the City of Dunedin. Develops and implements City policies and procedures to ensure the proper and responsible management of all City operations, plans, resources and services; develops and administers the City budget. Supervises, directs and evaluates the work of department managers and assigned support staff. Reports to the City Commission. Performs related administrative and supervisory work as required.

JOB TITLE: Deputy City Manager

GENERAL STATEMENT OF JOB

Under administrative direction, plans, organizes, coordinates and directs one or several major functional areas at a department head level; provides policy guidance and coordinates the activities of assigned divisions and services; fosters cooperative working relationships with civic groups, inter-governmental agencies and City staff; acts as the City Manager on a relief basis; performs related work as assigned.

JOB TITLE: Project Coordinator

GENERAL STATEMENT OF JOB

Under general supervision, manages the development review process and oversees the permitting process. Acts as ombudsman in development and permitting issues, and liaise between the public, city staff and management, and select boards and committees. Mediates and resolves conflicts involving development review and permitting to ensure a smooth and efficient process. Continuously strives to improve development and permitting processes. Performs related work as assigned. Reports to the City Manager.

JOB TITLE: Executive Office Coordinator

GENERAL STATEMENT OF JOB

Under general supervision and/or administrative direction, provides administrative, secretarial and analytical support to the City Manager to ensure effective and efficient office/City operations. Maintains the City Manager's schedule and calendar of appointments, supervises office support staff and performs related work as directed. Reports to the City Manager.

JOB TITLE: Senior Administrative Assistant

GENERAL STATEMENT OF JOB

Under general supervision, independently provides administrative duties to department/division staff to ensure effective and efficient operations. Performs related work as directed. Reports to the Executive Office Coordinator.