



Assistant to the Mayor

City of Miami Gardens, FL. (109,700)

Posted Date: 09/26/12

Deadline: 10/10/12, or until filled.

Starting Salary: \$45,021 min. to \$56,277 mid./DOQ

Nature of Work:

This is responsible, executive administrative support work of more than average difficulty as a member of the support staff, performing confidential, time and budget sensitive tasks, as well as some higher level administrative functions, including at times clerical and secretarial support duties to the Mayor.

An employee in this class oversees the day-to-day operation of the Office of the Mayor, providing support to the Mayor in carrying out his/her official duties as an elected official. This employee is responsible for responding to resident complaints, concerns, or requests, as well as Mayor's inquiries. He/she will be responsible for coordinating resolutions to problems by assisting staff, and other related activities. Work requires acting as a liaison between residents, other elected officials, city departments, outside agencies, businesses and other municipalities.

Under general direction, the employee is required to exercise considerable initiative and independent judgment and to work effectively with the public, City officials and others. Employee must also apply specialized and/or technical knowledge and experience through the interpretation and completion of assignments in accordance with municipal and departmental rules, regulations, procedures, and ordinances. Work is reviewed through conferences, observation, reports submitted and results obtained.

Minimum Requirements:

Completed at least two (2) years of college coursework from an accredited college or university in business or public administration, political science or related field. At least three (3) years of paid, full-time work experience involving one or more of the following: executive level office management; public content; administrative assistance to a CEO, elected official or board. Two years of additional qualifying experience may be substituted for each year of the educational requirement.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street, Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8265
www.miamigardens-fl.gov
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