

**CITY OF LAKE WORTH
EMPLOYMENT OPPORTUNITIES**

ASSISTANT DIRECTOR FOR OPERATIONS

Closing: Open Until Filled

The City of Lake Worth invites qualified individuals to apply for the position of Assistant Director for Operations.

This is an Exempt position with a salary range of \$90,000 - \$115,000 annually. This position will work at Utilities Building located at 1900 2nd Avenue North, Lake Worth, FL 33461.

SUMMARY: Under general direction, manages the general daily administrative operations of the Department for Community Sustainability's Administrative, Building, Code Compliance and Business License Divisions for the City of Lake Worth; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Directs department projects and programs through subordinate division managers and team leaders.
2. Writes and conducts performance evaluations.
3. Plans, organizes, and monitors human and material resources, revenues and expenditures to assure sound fiscal management.
4. Prepares and presents related reports to the City Manager's Office, City Commission and other advisory groups, and reviews and signs documentation submitted for approval.
5. Coordinates the operations and initiatives of the Building, Code Compliance and Business License Divisions.
6. Manages the budgets of the Building, Code Compliance and Business License Divisions.
7. Presents department recommendations and information to the City Commission and other related advisory boards.
8. Reviews and evaluates service delivery methods and systems including administrative and support systems and internal relationships.
9. Serves as the Acting Director for the Department of Sustainability in the absence of the Director.
10. Serves on essential staff team during emergency or crises situations.
11. Other duties as may be assigned related to the mission of the Department for Community Sustainability.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of intergovernmental operations.
- Knowledge of municipal accounting and budgeting principles and practices.
- Knowledge of community code enforcement.
- Knowledge of the Florida Building Code and building/construction services and practices.
- Skill in effectively supervising others.

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- Skills in budgetary and organizational management.
- Skills in project development, application, and management.
- Ability to communicate effectively both orally and in writing.
- Ability to organize and analyze information and formulate recommendations.
- Ability to communicate effectively with constituents, property owners, citizens, developers, members of the general public, elected officials and other employees.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Position involves detailed concentration for long periods of time in a modified office environment. There is occasional need for light lifting. This position may also require the use of City vehicles on City business. Individuals must be physically capable of safely operating the vehicles and have an acceptable driving record. The City of Lake Worth promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Public Administration, Planning, Organizational Management or closely related field. Master's Degree preferred. Seven (7) years of experience in municipal or private section administrative operations, including five (5) years of supervisory/managerial experience, or any equivalent combination of training and experience. A valid Florida driver's license is required. NIMS certifications 100, 200, 300, 400, 700 and 800 required within six (6) months of hire.

PROCEDURE FOR APPLYING:

Interested parties should forward a completed application packages to:

City of Lake Worth
Attn: Human Resources
7 N. Dixie Highway
Lake Worth, FL 33460

Or visit our website at: [City of Lake Worth, Florida](http://www.lakeworth.org)

Each application package should include the following:

- Resume of previous work experience and cover letter summarizing relevant experience
- City of Lake Worth Application
<https://www.lakeworth.org/files/files/hr/Employment%20Application.pdf>

Applicants for positions with the City of Lake Worth should know and be aware of the following:

Please note incomplete applications will not be considered. Applications will be received until the position is filled. Submission of an application does not guarantee the applicant an interview.

Applicants for employment who become candidates for available employment positions should note employment is contingent upon satisfactory completion of all reference checks and pre-employment physical satisfaction. Upon request, information on the nature and scope of an inquiry will be provided under FS 119.

Furthermore, most of the job classifications within the City of Lake Worth workforce are covered by Collective Bargaining Agreements with the Public Employees Union (PEU), Professional Managers and Supervisors Association (PMSA), and International Brotherhood of Electrical Workers (IBEW). Consistent with Chapter 447 of the Florida Statutes, a bargaining unit employee has the right to join or not join the union. However, the Union is not obligated to represent a non-member.