

## EXHIBIT B

### NATURE OF WORK

Highly responsible administrative and managerial work in the operation of a full-service City government.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Directs and coordinates work of the staff and operating departments
- Hires and fires staff
- Administers the personnel system and deals with employees
- Monitors and controls financial affairs of the City
- Prepares and implements budget
- Relates to neighboring jurisdictions; the county, state, and federal government; other governmental agencies; and local citizens, interest groups, vendors, and contractors
- Conducts press relations and public relations
- Carries out directives from the City Commission
- Responds to, and solves citizen problems
- Devises policy recommendations
- Solves problems
- Advises City Commission of recommendations
- Directs the development of policies and procedures relative to collective bargaining negotiations and interpretation, Human Resources administration and special projects assigned by the City Commission
- Directs the City's collective bargaining negotiations, contract agreements, impasse proceedings, grievances, and related employee-relations activities
- Oversees the development of liaisons to various City Boards and Committees: Tourist & Convention Center Expansion Authority; Community Benefits Committee; Convention Center Advisory Board; Visitors and Convention Authority; Community Affairs Committee; Black Box Committee; and the Greater Miami Convention and Visitors Bureau
- Performs related tasks as required

### KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of public management and organization theories, principles, practices and techniques at the local level
- Thorough knowledge of the organization, function, and methods of operation of the City's legislative and executive staff and departments
- Extensive knowledge of the basic laws, ordinances and regulations underlying the municipal corporation
- Thorough knowledge of municipal finances and administration
- Ability to analyze a variety of complex administrative problems, to make sound recommendations for their solutions, and to prepare working procedures
- Ability to express ideas effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with other City officials, employees and the general public
- Ability to plan, supervise, and coordinate the work of subordinates

## MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited college or university
- Two (2) years' recent experience as a City Manager or as a CEO of a government or private organization
- An equivalent combination of training and experience may be substituted
- Demonstrated professional management, leadership, and communication skills, including fiscal, planning, human resources, labor relations, private/public joint ventures, tourism, and municipal operations
- Experience in dealing effectively with diverse cultures and in economic and community development
- City of Miami Beach residency is preferred
- Experience can substitute for education on a year-for-year basis

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to communicate and interact effectively with other employees and the public through the use of the telephone and personal contact
- Physical capability to use and operate effectively various items of office-related equipment, such as, but not limited to, personal computer, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling
- Strong stamina for complex work and able to work long hours
- Ability to read extensively and quickly
- Ability to retain the substance of reading materials
- Ability to get with others, delegate responsibility and energize subordinates and seek to reconcile divergent points of view

## SUPERVISION RECEIVED

- Work is performed with substantial latitude for independent judgment subject to review by the City Commission

## SUPERVISION EXERCISED

- Plans, organizes, and directs City departments

Created/Revised: 07/18/06  
Dept./Division: City Manager  
Job Code: 1001  
EEO Class Code: Official / Administrator  
Union Status: Unclassified  
FLSA Code: Exempt  
Salary Grade: UNC  
Pension: General