



CITY OF  
FORT LAUDERDALE

**COMMISSION ASSISTANT IV (919-03)**  
**\$54,017.60 - \$76,294.40 Annually**  
**Management Category IV**

OPEN UNTIL FILLED

**(A NON-CLASSIFIED POSITION\*)**

**THE POSITION**

This is responsible and complex high-level support work as a member of the City Commission Support staff.

An employee in this class is responsible for responding to complex citizen complaints or requests and City Commission inquiries, coordinating problem resolution by assisting staff, drafting correspondence, attendance at meetings [some outside normal work hours], maintaining the elected official's appointment calendar, and other work-related activities. Work requires acting as a liaison between citizens and City departments or agency concerned.

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. This position reports directly to one elected official. Work is reviewed through conferences, observation, reports submitted and results obtained. While each commission assistant reports to one elected official, the assistant is expected to work within the existing team structure to ensure the day-to-day operation of the office.

**\*NOTE: THIS IS AN APPOINTED POSITION BY THE CITY COMMISSION AND IS NOT SUBJECT TO THE PROVISIONS OF THE CIVIL SERVICE RULES OR ANY COLLECTIVE BARGAINING AGREEMENT. THE EMPLOYEE SERVES AT THE PLEASURE ("AT WILL") OF THE APPOINTING COMMISSIONER.**

**THE REQUIREMENTS**

1. Have successfully completed at least two (2) years of college coursework from an accredited college or university in business or public administration, political science, English or related field. A Bachelor's degree in one of the above-described fields is preferred.
2. Have at least two (2) years of paid, full-time work experience primarily involving one or more of the following: the development of new or revised procedures, policies, methods, forms, etc.; organizational procedural studies; evaluations of operations effectiveness; assisting in the solution of administrative and management problems. **Must** also have experience researching problems and issues and exercising independent judgment and discretion in presenting recommendation and solutions. Must be able to take detailed notes and/or transcribe recordings of meetings. One year of additional qualifying experience may be substituted for each year of the education requirement. Municipal government or legal experience is preferred.
3. Must be able to independently compose detailed memoranda, reports, correspondence and articles for publication.
4. Excellent working knowledge of Microsoft Word (40 wpm preferred), Excel, Outlook and Internet search skills are required. It would be helpful to also have familiarity with PowerPoint.

**HOW TO APPLY**

For consideration mail **RESUMES ONLY** to: Averill Dorsett, Director of Human Resources  
City of Fort Lauderdale  
100 North Andrews Avenue  
Fort Lauderdale, FL 33301

ALD:02/19/10:34-919- 03

DEPARTMENT OF HUMAN RESOURCES  
100 NORTH ANDREWS AVENUE, FORT LAUDERDALE, FLORIDA 33301  
TELEPHONE (954) 828-5300, FAX (954) 828-5315

[www.fortlauderdale.gov](http://www.fortlauderdale.gov)

## CITY OF FORT LAUDERDALE, FLORIDA MANAGEMENT BENEFIT PACKAGE

*Employees in positions assigned to management categories will be provided with the following additional benefits. This is in addition to basic benefits provided to general employees:*

MANAGEMENT CATEGORY	VACATION	ALLOWANCE BENEFITS	ANNUAL PHYSICAL EXAMINATION	HOSPITAL-MEDICAL EXPENSE INSURANCE	VEHICLE ASSIGNMENT
<b>V</b>	Four (4) additional days per calendar year (must use) or option of accepting cash payment at 75%.	Exempt Employee Expense Allowance \$80.00/month  Vehicle Allowance Mileage Reimbursement rate (see PSM 9.4.4.1)	Reimbursed for 25% of the cost of a complete physical examination up to a maximum of \$62.50.	*The City pays a portion of the cost of basic & major medical insurance for both employee & eligible family members. Employee contributions for basic & major medical insurance cost shall be established by resolution adopted by the City Commission.	The City Manager may assign a take-home vehicle to an employee where circumstances of the position warrant such action.
<b>IV</b>	Five (5) additional days per calendar year (must use) or option of accepting cash payment at 75%.	Exempt Employee Expense Allowance \$120.00/month  Vehicle Allowance Mileage Reimbursement rate (see PSM 9.4.4.1)	Reimbursed for 25% of the cost of a complete physical examination up to a maximum of \$62.50.	*The City pays a portion of the cost of basic & major medical insurance for both employee & eligible family members. Employee contributions for basic & major medical insurance cost shall be established by resolution adopted by the City Commission.	The City Manager may assign a take-home vehicle to an employee where circumstances of the position warrant such action.
<b>III</b>	Six (6) additional days per calendar year (must use) or option of accepting cash payment at 75%.	Vehicle Allowance \$250.00/month	Reimbursed for 50% of the cost of a complete physical examination up to a maximum of \$125.00.	*The City pays a portion of the cost of basic & major medical insurance for both employee & eligible family members. Employee contributions for basic & major medical insurance cost shall be established by resolution adopted by the City Commission, except that sworn Police Management in this category may elect in lieu of the foregoing the basic and major medical insurance coverage available under the F.O.P. Lodge 31 Collective Bargaining Agreement, as provided in Resolution No. 99-93, as same may be amended from time to time.	The City Manager may assign a take-home vehicle to an employee where circumstances of the position warrant such action. This assignment would be in lieu of car allowance.
<b>II</b>	Eight (8) additional days per calendar year (must use) or option of accepting cash payment at 75%.	Vehicle Allowance \$340.00/month	Reimbursed for 100% of the cost of a complete physical examination (exclusive of EKG stress tests) up to a maximum of \$250.00. Reimbursed for EKG stress tests to a maximum of \$150.00.		The City Manager may assign a take-home vehicle to an employee where circumstances of the position warrant such action. This assignment would be in lieu of car allowance.
<b>I</b>	Ten (10) additional days per calendar year (must use) or option of accepting cash payment at 75%.	Vehicle Allowance \$390.00/month	Reimbursed for 100% of the cost of a complete physical examination (exclusive of EKG stress tests) up to a maximum of \$250.00. Reimbursed for EKG stress tests to a maximum of \$150.00.		The City Manager may assign a take-home vehicle to an employee where circumstances of the position warrant such action. This assignment would be in lieu of car allowance.

\*Ordinance No. C-02-16 effective 06-23-02