



**POSITION TITLE: STRATEGIC ADMINISTRATIVE OFFICER**  
**REPORTS TO: CITY MANAGER**  
**OPENING DATE: 02/27/2026      CLOSING DATE: 03/13/2026**  
**SALARY: DOQ      FLSA STATUS: EXEMPT**  
**DRUG FREE WORKPLACE/ EQUAL OPPORTUNITY EMPLOYER**

**GENERAL DESCRIPTION:**

This highly responsible confidential position reports directly to the Parks & Recreation Director and the City Manager. The advanced analytical and project management nature of the position requires a complete in-depth knowledge of city-wide and Departmental policies and an ability to function effectively with people at all levels of the organization as well as external contacts. May serve as the member of the City's bargaining team. Required to work independently with little supervision; exercise independent judgment on a recurring basis; perform complex analysis in areas of assignments.

**ESSENTIAL JOB FUNCTIONS:** *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Analyzes and resolves complex development, administration, operational, fiscal, and policy related problems with the emphasis in the Parks & Recreation Department.

Assists with the development and administration of operating and capital budgets.

Analyzes budget requests in relationship to City policy and operational objectives.

Assists with City Commission inquiries, requests and priority initiatives.

Coordinates with public information officers and media advisory team to address the City's communication and marketing needs.

Researches and analyses grants and revenue enhancement opportunities.

Assists in the funding strategy and development planning for capital improvement programs.

Facilitates through direct participation in the overall design, development and implementation of the City's Strategic Plans.

Responsible for developing and maintaining charts and graphs to determine certain revenue projections of future growth and re-development impact assessments.

Conducts management reviews/process management of departmental organization, operations, and information flow to identify work problems, program deficiencies, and resource waste. Develops recommendations for problem resolution.

Performs a variety of research and fiscal analysis related to special projects including, but not limited to, development of departmental policies, development of monthly and quarterly reports, grant application preparation and cost-benefit feasibility studies.

Develops internal spreadsheets and/or databases utilizing the latest programs and software available.

Prepares PowerPoint Presentations to City Commission, Homeowner Associations, Departments and outside agencies.

Interacts and communicates with immediate supervisor, other department heads and City employees, vendors, consultants, contractors, cooperative government purchasing group members, and the general public.

Promotes best-practices in all aspects of city operations and recommends customer service improvements.

Conducts monthly examinations of financial departmental records, reports and financial procedures to determine accuracy and compliance with the City's established procedures for such transactions; makes recommendations for improvements in practices or procedures as required.

Assists in the preparation of City Commission agenda items.

Assists in the preparation of a wide variety of reports and oversees a variety of special projects.

Prepares and presents appropriate information in narrative, statistical and/or graphic form.

Develops long-range administrative and management strategies to resolve organizational issues by clarifying the scope of issues and assigning responsibility and tasks to various personnel.

Monitors consultant and contractor projects to established budgets and track performance against these benchmarks.

Performs other related work as required.

#### **MINIMUM QUALIFICATIONS:**

**Knowledge, Skills and Abilities:** Knowledge of modern law enforcement principals, procedures, techniques, and equipment.

Knowledge of organizational structure, policy, procedures and methods of operating divisions sufficient to make recommendations to correct procedural/organizational difficulties.

Knowledge of the principles and practices of governmental budgeting, accounting and purchasing functions.

**Education & Experience Requirements:** Requires a Bachelor's degree in public administration, business administration or other relevant field supplemented by ten (10) years of progressively responsible experience in public administration, some of which has been in a supervisory capacity or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to handle, or operate objects, tools, or controls; and reach with hands and arms.

The noise level in the work environment is moderately quiet. Work is performed in an office setting within a controlled environment.

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**HOW TO APPLY:**

Must submit a cover letter, resume and three (3) references. Send completed submittal via email or to the address below:

City of Florida City  
Attn: Human Resources  
404 West Palm Drive  
Florida City, Fl 33034  
305-247-8221  
[pdirector@floridacityfl.gov](mailto:pdirector@floridacityfl.gov)