



Village of Indiantown

Career Opportunity Management Analyst

\$41,604 - \$51,999.96 Annually

Full-time, Exempt Position, with Benefits

Submission Deadline: August 15, 2019 at 4:00 p.m.

Apply your skills and talents to a dynamic and multi-faceted career opportunity in the Village Manager's Office! The Village seeks a skilled management professional to deliver exceptional analysis, research and customer services by serving as the Village's Management Analyst.

Indiantown is a rural community in Florida's Treasure Coast, first established in the early 1900's, then incorporated in 2017 as the newest local government in Florida. While its population of less than 7,000 is small, its resident engagement is exemplary and its potential for community building and new business opportunity is large. The Village is governed by a Mayor and Council elected at large, while day-to-day operations are directed by the Village Manager. Because our staff is small, we're called upon to apply versatile talents and skills across many disciplines making our daily work very challenging and dynamic.

The successful candidate will:

- Provide professional administrative and analytical assistance as a team player, assisting the Village Manager in a variety of public administration tasks related to Village-wide issues, programs or operations, including serving as liaison to citizen-based committees
- Organize and conduct special analytical projects and studies and prepare routine and comprehensive reports
- Demonstrate talents in leadership, policy and program analysis, problem-solving, research, community outreach and customer service.

Position Summary

With supervision from the Village Manager, this position provides varied and complex management and operational analysis in support of a department or division; conducts a variety of organizational, operational and administrative analyses; performs community outreach and community relations duties on behalf of assigned department or division including serving as liaison to citizen-based committees; and performs related work as required. May exercise functional supervision over technical and clerical staff.

Application Process

A typed resume and cover letter, not to exceed four (4) pages collectively, must be received **by August 15, 2019, at 4:00 p.m.** The Village does not except postmarks on mailed submissions.

An original, signed version of a candidate's submission, with the candidate's legal signature on the cover letter, may be hand-delivered to the Office of the Village Clerk at the address listed on the footer of this announcement. Please note that the Villages office hours are only 8:30 a.m. – 12:30 p.m. on Tuesdays and 9:00 a.m. – 5:00 p.m. on Thursdays and Fridays. Applicants may also e-mail their submissions, with an original, signed cover letter, with the candidate's legal signature to sowens@indiantownfl.gov. All submissions shall include the following verbiage on the cover letter: *"I certify all information contained in the application cover letter and resume are true and accurate."* E-mail messages shall not be considered cover letters.

Professional references are optional at the time of submission; however, they may be requested if the candidate is invited to an in-person interview. If submitting references, please limit them to a list on one (1) page. This page will not count against the four (4) page cover letter and resume limit.

Qualification Guidelines

Preferred candidates will have a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work.

Education:

Bachelor's Degree or equivalent in Public Administration, Public Policy, Political Science, Business or a related field from an accredited college or university.

Experience:

Three (3) years of experience in providing professional-level administrative or operational support in a municipal, county or state agency.

Licensure, Certification, Registration or Special Skills:

Possession of, or the ability to obtain, a Florida driver's license by the time of appointment. Candidates who do not meet this requirement due to a disability will be reviewed on a case-by-case basis. The ability to speak Spanish is preferred, but not required.

Validation and Background:

Applicants certify the complete accuracy of all information provided, and by submitting their cover letter and resume, they consent to any necessary background checks, proof of educational degree(s) and certification(s) and professional reference checks.

Preferred Knowledge, Skills, and Abilities

Knowledge of:

- Municipal government structure and authorities, operations, services and activities.
- Methods and techniques for research and statistical analysis. Knowledge of mapping, including geographic information systems (GIS) is highly preferred.
- Principles, practices, and style of report composition and production.

- Related computer software applications, including word processing, database management, and spreadsheet applications.
- Methods and techniques of conducting community outreach, including the use of the media to communicate the Village's goals and objectives.
- Techniques for effectively representing the Village, including making effective public presentations and dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Business correspondence development.
- Principles and practices of budget development and monitoring.
- Methods and techniques of providing quality customer service to Village staff and members of the public.
- Federal, State, and local laws, ordinances and regulations.

Skills and Ability to:

- Perform professional level administrative tasks, and compile and analyze complex research, budgetary and operational data; produce complex narrative and administrative or statistical reports, correspondence, policies and procedures and other written materials.
- Interpret and apply theories, principles, rules and practices in the area of assignment.
- Present findings by communicating verbally, graphically and in writing.
- Prepare, administer and monitor budgets and professional services contracts.
- Perform outreach with the community and media promoting positive village image and brand.
- Coordinate activities with other Village departments and divisions, and external agencies.
- Organize work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

Essential Functions and Duties (Select Examples)

- Produce program or alternatives analyses by means of "white papers" involving fiscal or financial alternatives.
- Draft new policies or ordinances.
- Compose grant applications, and administer grants received.
- Serve as liaison to four citizen-based committees, namely the Utility Task Force, and the VillageCorps committees on neighborhoods/beautification, recreation, and education.
- Assist with emergency event preparedness and response, including hurricanes.
- Draft press releases summarizing program or policy proposals.
- Attend and present at various community organization, business, or other agency meetings.
- Pursue continuing education through professional or universities such as the Florida League of Cities.
- Maintain databases for tracking information for reporting purposes.

- Serve as project manager and contract administrator for various professional services or vendor contracts, including evaluating invoices for payment.
- Assist in preparing annual budgets for programs, departments, or sections of the Village.

Work Environment (Physical and Mental Demands)

- Environment- Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. May encounter angry or upset citizens. Subject to frequent interruptions and extensive contact with the public. Extension of the workday may be required due to meetings and workload.
- Emotional/Psychological- Frequent decision making and concentration; public contact; occasional working alone.
- Mobility- Frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds.
- Dexterity- Frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching.
- Vision- constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; frequent use of depth perception and peripheral vision.
- Hearing/Talking- Frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds.

Compensation and Benefits

Employee compensation normally begins at the beginning of the salary range; however, in the Village Manager's discretion, it may be adjusted depending on qualifications.

Village employees are provided the following benefit package at this time:

- Participation in the Florida Retirement System (Village and employee contribution)
- Participation in the Federal Social Security program (Village and employee contribution)
- Participation in an optional deferred compensation program (no Village contribution)
- Thirteen (13) paid holidays
- Health, vision, and dental insurance (partially subsidized by the Town)
- Paid annual and sick leave

Probationary Period

The Probationary Period is six (6) months.