

**CITY OF HOLLYWOOD, FL  
ASSISTANT CITY MANAGER – FINANCE & ADMINISTRATION**

Starting Salary DOQ. Full salary range is \$126,257.12 - \$202,011.40.

This is highly responsible administrative and management work in assisting the City Manager in planning and directing the functions of City government. This position is responsible for the comprehensive oversight of several City Departments and Offices including Financial Services (Budget, Payroll, Treasury), Human Resources, Information Technology, Procurement & Contract Compliance and the City Clerk.

The Assistant City Manager for Finance and Administration has central responsibility and authority for policy analysis, program development, performance tracking and improvement, financial management, resource maximization, and technical assistance. This position helps to ensure that programs and administrative operations have the information, analysis, funding and technical capacity to deliver critical services effectively and meet City objectives.

Required:

- Bachelor's degree in Public or Business Administration, Finance or related and 5-7 years of progressively responsible municipal government experience.
- Strong desktop computer skills required, particularly in Excel.
- Experience with financial, budget and database tools, ERP systems (or other equivalent enterprise systems) strongly preferred.

Preferred:

- Master's degree in Public or Business Administration, Finance or related with 10 or more years of progressively responsible municipal government experience.

Excellent benefit package includes; 25 annual vacation days, 13 annual holidays, 12 sick days accrued per year, medical coverage and dependent coverage with a biweekly contribution, dental plans, and a pension plan with 7 years vesting. EOE M/F/D/V

Apply by January 2, 2018 online at:

<http://agency.governmentjobs.com/hollywoodfl/default.cfm>

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