



City of Gainesville
Text File Report
Staff Recommendation

City Hall
200 East University Avenue
Gainesville, Florida 32601

Legislative File Number 980995

..Title

Change the title of Administrative Manager, managerial pay grade 65 (\$27,933-\$42,007) to Law Office Manager, and assign the position to managerial pay grade 67 (\$30,177-\$45,380).

..Explanation

Changing the position to Law Office Manager is more descriptive of the actual work being performed. These office managerial duties compare to those performed by other Office Managers in the southern external market and are valued in the external market at managerial pay grade 67. The job audit which was done and the position's relationship to other law office positions which it coordinates further supports assignment to pay grad 67.

..Fiscal Note

Fiscal impact is estimated to be \$2,400.00 annualized, including benefits and that this amount has been budgeted for FY98-99.

..Recommendation

Personnel & Organizational Structure Committee recommend the City Commission approve changing Administrative Manager, managerial pay grade 65 (\$27,933-\$42,006) title to Law Office Manager and reclassify the position to managerial pay grade 67 (\$30,177-\$45,380).



**City of Gainesville
Master Report**

City Hall
200 East University Avenue
Gainesville, Florida 32601

File Number 980995	File Type Staff Recommendation	Status On Consent Agenda
Version 0	Reference	In Control Personnel and Organizational Stru
File Name Administrative Manager (B)		Introduced 1/21/99
Requester	Cost	Date Passed
Notes	Title ... Title	

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Indexes		Sponsors			
History of Legislative File 980995					
Ver	Acting Body	Date	Action	Sent To	Due Date Pass/Fail
0	Personnel and Organizational Structure Committee	1/21/99	Recommended for Approval		P

LAW OFFICE MANAGER

NATURE OF WORK

This is managerial work planning and administering the programs and activities of the Law Office and staff.

CLASSIFICATION STANDARDS

The position allocated to this classification reports to a charter officer and performs work under general supervision. The work of this class is distinguished from higher classes by its limited management responsibility and from lower classes by its responsibility for coordination and supervision of administrative and clerical functions involved in office operations.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Coordinates and supervises the various activities of legal assistants, administrative and clerical functions involved in the office operations of the City Attorney.

Exercises administrative oversight of fiscal, personnel, purchasing, statistical reporting, and other administrative functions.

Recommends selection, promotion, discharge, and other appropriate personnel actions.

Provides orientation, training, and instruction to subordinates.

Manages clerical, payroll, fiscal, and customer relations activities.

Performs timely, fair, and non-discriminatory evaluation of performance of employees under supervision.

Coordinate case management and tracking systems with the office of Risk Management and insurance carriers.

Assists with budget preparation and monitoring of revenues and expenses for the City Attorney's Office and the Code Enforcement Board.

Attends work on a continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Performs administrative projects and corresponding analysis.

Coordinates the record keeping, filing system, and destruction of records.

Reviews and processes correspondence, records and reports. Investigates subject matter and prepares replies recommending solutions and courses of action.

May be responsible for enforcing the drug policy, based on physical location and organizational structure.

Will be required to respond under emergency conditions.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in public or business administration or related subjects and two years of responsible local government administrative experience or an equivalent combination of training and experience which provides the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

None.

NOTES

Typing and shorthand as may be required by the department.

SELECTION FACTORS

Ability to perform office management functions, including the ability to supervise the work of other employees.

Considerable knowledge of legal principles and public administration practices.

Considerable knowledge of local government functions, policies, and procedures.

Ability to effectively meet and communicate with the public, elected officials, charter officers, department heads, board members, and City employees.

Ability to make less complex decisions in accordance with laws, ordinances, regulations and policies.

Ability to prepare effective correspondence on sensitive and confidential matters.

Ability to gather information, maintain accurate records, and prepare complex reports.

Thorough knowledge of modern office practices, and procedures.

Ability to perform mathematical computations rapidly and accurately.

Human Resources Department: _____ / _____
Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 12/1/94; 8/4/97; TBA.

ADMINISTRATIVE MANAGER

NATURE OF WORK

This is management and administrative work coordinating the activities of office functions and staff.

CLASSIFICATION STANDARDS

The positions allocated to this classification report to a department head and perform work under general supervision. The work of this class is distinguished from higher classes by its lack of supervisory duties and from lower classes by its responsibility for coordinating activities of administrative and clerical functions involved in office operations.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Manages clerical, payroll, fiscal, and customer relations activities of a large office staff.

Assumes administrative oversight responsibilities for fiscal, personnel, purchasing, statistical reporting, and other administrative functions.

Provides orientation and training of new employees.

Attends work on a continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Assists with budget preparation and monitoring of revenues and expenses.

Performs administrative projects and corresponding analysis.

Reviews and processes correspondence, records and reports. Investigates subject matter and prepares replies recommending solutions and courses of action.

May be responsible for enforcing the drug policy, based on physical location and organizational structure.

Will be required to respond under emergency conditions.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in public or business administration or related subjects and two years of responsible local government administrative experience or any equivalent combination of training and experience.

LICENSES/CERTIFICATES

None.

NOTES

Typing and shorthand as may be required by the department.

SELECTION FACTORS

Thorough knowledge of office and Electronic Data Processing (EDP) methods, practices, and procedures.

Considerable knowledge of local government functions, policies, and procedures.

Ability to oversee and perform a variety of office tasks involving administrative responsibility.

Ability to take and transcribe dictation.

Ability to type.

Ability to perform mathematical computations rapidly and accurately.

Ability to communicate effectively, both orally and in writing.

Ability to gather information, maintain accurate records, and prepare complex reports.

Ability to work effectively with coworkers and the general public.

Human Resources Department:



1 8/26/97
Date

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REVISION DATE: 12/1/94; 8/4/97.