



City of Stuart

121 SW Flagler Avenue * Stuart * Florida 34994-2139
Human Resources Department
www.cityofstuart.us

JOB POSTING

Date: November 18, 2016
Job Title: Senior Executive Coordinator
Department: City Manager
Exempt Status: Exempt
Hiring Range: \$1,941.37 biweekly - \$2,412.24 biweekly
Closing Date: Open Until Filled

Characteristics of the Class:

Provides advanced, diverse and professional administrative oversight to the Office of City Manager, City Attorney and Special Assistant to the City Manager. Duties include a variety of specialized administrative tasks, coordination of senior staff, events, and calendars, along with considerable public contact. An incumbent is also responsible for executive level support to City Commission and maintains appropriate discretion and confidentiality. Incumbent shall have broad latitude in decision-making and can answer most policy questions without review by the City Manager. Work is reviewed verbally and through written reports for results obtained.

Training and Experience, and KSAs:

Bachelor's Degree in Business, Organizational Development or related field supplemented by (3) years of progressively responsible work experience as described in this classification; or an Associate Degree from an accredited college with major course work in a related field with (5) years of progressively responsible work experience as described in this classification. Experience must include the advance use of computer with relative application software.

Physical and Environmental Requirements:

Task involves frequent walking; standing; occasional bending, stretching, stooping and some lifting and carrying objects of moderate weight (30+ pounds); and/or standard dexterity in the use of fingers, limbs or body in the operation of office or shop equipment or operation of a vehicle. Task may involve extended periods of time at the keyboard. Task may require infrequent exposure to adverse environmental conditions. Task requires sound perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability. Task requires color and texture perception and discrimination.

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A City of Stuart Application for Employment can be obtained through our website (www.cityofstuart.us) or by visiting the Human Resources Department. Applications for employment must be sent to or, delivered to, the Human Resources Department.

The City of Stuart is a tobacco-free workplace. All applicants must attest that they have not used tobacco products for the preceding 3-month period from the date of application. Candidates chosen for positions within the City of Stuart must undergo pre-employment screening to include verification of their non-use of tobacco products in order to be considered for employment.

In accordance with Section 51.55 Federal Revenue Sharing Handicapped Discrimination Regulations, please be advised that the City of Stuart does not discriminate in its employment of the disabled. The City does not discriminate in hiring due to race, color, sex, creed, national origin, marital status, age, political affiliation, religion or disability.