ENGINEERING AND COMMUNITY DEVELOPMENT ADMINISTRATOR
FLSA: Exempt
Grade 34 $84,693 - $135,509

GENERAL DEFINITION

The Engineering and Community Development (ECD) Administrator is responsible for overseeing the day-to-day administrative and operational functions of the Engineering and Community Development Department. This position plays a critical management role in ensuring that departmental operations run efficiently, internal and external communications are coordinated effectively, commission and board agenda processes are properly managed, and compliance is maintained with City policies and procedures.

The ECD Administrator ensures internal processes run efficiently, external communications are timely and accurate, and departmental initiatives are properly tracked and reported. The position supervises administrative staff, manages department-wide workflows, coordinates agenda production, tracks internal and external requests, and serves as the primary point of contact for public-facing communications.

This role functions as both the department's office manager and communications lead, supporting the Director, Assistant Director, Planning and Zoning Division, and Engineering and Construction Management Division in alignment with City goals and performance standards.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assumes management responsibility for assigned administrative, operational, and communications functions within the Engineering and Community Development Department.
- Develops, implements, and administers department-wide administrative processes and procedures to ensure consistency, efficiency, and compliance with City policies.
- Supervises, trains, and evaluates administrative staff; assigns tasks and monitors workload to ensure timely completion of assignments.
- Serves as the department's primary external communications lead. Designs and implements timely and relevant communications to support capital projects, development initiatives, policy changes, public notices, and community outreach efforts.
- Develops and maintains a clear understanding of all department projects and initiatives in order to provide accurate, up-to-date information to residents, businesses, stakeholders, and elected officials.
- Oversees the preparation and dissemination of public notifications, project updates, newsletters, website content, social media communications, press materials, and other outreach tools as appropriate.
- Coordinates with the City's Public Information Officer to ensure consistent messaging and alignment with City-wide communications standards.
- Tracks and monitors all internal and external requests directed to the department, ensuring appropriate routing, accountability, and follow-up.

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- Manages and coordinates the preparation, review, and submission of departmental items for City Commission and other public meetings, ensuring accuracy and compliance with City protocols.
- Monitors departmental operating and capital budgets in coordination with division managers; tracks expenditures and provides updates to the Director.
- Coordinates routing of contracts, grant documents, and procurement items in accordance with City procedures.
- Assists the Director and Assistant Director with strategic initiatives, special projects, reporting requirements, and cross-departmental coordination.
- Collaborates with Human Resources on recruitment, onboarding, personnel processes, and performance evaluation tracking within the department.
- Ensures proper records management and compliance with public records requirements.
- Maintains and enhances the department's web presence and digital communications platforms.
- Fosters positive relationships with residents, business owners, HOA leaders, consultants, and community partners.

KNOWLEDGE, SKILLS & ABILITIES

The role requires strong knowledge of municipal operations, administrative governance processes, and development-related functions. The position serves as a key operational link between administrative staff, division managers, executive leadership, and external stakeholders.

- Strong leadership and supervisory skills.
- Knowledge of municipal government operations, including budgeting, procurement, land development processes, and capital project administration.
- Excellent organizational and time management abilities with the capacity to manage multiple priorities simultaneously.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities in a fast-paced environment while maintaining accuracy and professionalism.
- Ability to exercise sound judgment and handle confidential matters with discretion.
- Proficiency in Microsoft Office Suite and relevant City software systems.
- Knowledge of governmental accounting, budgeting principles, and municipal fiscal management.
- Ability to establish and maintain effective working relationships with employees, division and department heads, elected officials, consultants, developers, and members of the public.
- Strong customer service orientation and professional communication skills.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university in Public Administration, Communications, Business Administration, or a closely related field, supplemented by five (5) years of progressively responsible administrative or communications experience. The majority of the required experience must have been obtained in a supervisory or management capacity with

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demonstrated responsibility for administrative operations, including budget development and administration, human resources management, and the organization and delegation of departmental functions. Additional qualifying experience may be substituted on a year-for-year basis in lieu of the required education.

Must possess and maintain a valid Florida Driver's License.

PREFERRED QUALIFICATIONS

- Master's degree from an accredited college or university in Business Administration, Public Administration, or a closely related field.
- Experience in public relations, municipal communications, or capital improvement program coordination.
- Experience supporting municipal boards, committees, or commissions, including preparation of agendas, coordination of public meetings, and compliance with applicable public notice requirements.
- Experience developing and implementing internal tracking systems, workflow management tools, or process improvement initiatives.
- Proficiency in digital communication platforms, website content management systems, and social media management in a governmental setting.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. 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.

Tasks generally involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (20 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks require visual abilities. Tasks require oral communications ability.

Tasks are performed in outdoor and indoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around moving vehicles and building equipment/machinery, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the

abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

I _____ have read and acknowledge receipt of the job classification.

_____ _____
Employee signature Date

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