

# Assistant City Administrator

DEPT: Administration  
DIV:  
DATE: July 2016

FLSA: Exempt  
EEOC: Officials/Admin



## POSITION SUMMARY

Performs a variety of **professional administrative and managerial** duties as needed to assist in the day-to-day planning, directing, organizing, and controlling the administrative processes necessary to carry out the efficient and economic operation of the city. As assigned, assumes administrative responsibility for various management functions, i.e., finance, budget development, human resources, risk management, etc.; or serves as the direct report for various city departments. This position is designated as at-will.

## SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Administrator.

## SUPERVISION EXERCISED

Provides general supervision to assigned departments through appointed department heads.

## ESSENTIAL FUNCTIONS

Assists in the administration and management of the day-to-day operations and internal affairs of the city; reviews and recommends policies, procedures and processes as needed to implement the decisions of the governing body or City Administrator; performs and directs research on issues, policies, and political developments; makes recommendations for executive and administrative actions; makes recommendations for legislative actions; conducts internal investigations, examines books, records and official papers of any office, department, agency, board or commission of the city as needed to assure integrity of operations and prevent impropriety.

Participates in the general human resource and staffing functions for assigned departments; may oversee recruitment and selection activities coordinated by the personnel office; monitors human resource management activities related to advancement, discipline, and discharge; supervises administrative departmental staff; evaluates performance; determines priorities and delegates assignments

Participates in the preparation and administration of the city's budget; reviews departmental budget proposals; assess to monitor fiscal activity of the city to assure compliance with established budgets; apprises City Administrator regarding ongoing financial status, issues or concerns.

Acts as facilitator in assigned areas of city management operations to promote positive change in policy, best practice and procedures; as assigned, coordinates with department heads to implement change in city policy and processes.

Attends and/or conducts various city meetings; attends city council meetings; provides administrative assistance to various city boards and commissions; participates in decision-making processes; prepares staff reports and materials addressing issues and operations; develops preliminary recommendations for alternative courses of action.

Represents the city as directed by the city administrator; participates in intergovernmental consortiums to establish mutual relationships and programs; facilitates and participates in interagency, intergovernmental and private enterprise programs and projects as needed.

Performs related duties as required.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

- A. Graduation from an accredited college with a Master's degree in public or business administration;

AND

- B. Four (4) years of progressively responsible experience in municipal management;

OR

- C. An equivalent combination of education and experience.

### 2. Required Knowledge, Skills, and Abilities:

**Considerable knowledge** of management theory, methods, and practices; municipal and fiscal accounting principles, practices and procedures; municipal organizations and department operations including applicable laws and regulations; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources.

**Considerable knowledge** of state laws as they apply to city management practices; human resource management practices and procedures.

**Considerable skill** in resolving disputes and complaints from city staff or the general public.

**Ability to** analyze a variety of financial problems and make decisions; coordinate a variety of intra-governmental policy matters between governing body and department heads; plan, organize, direct and supervise the work of professional and administrative subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with the mayor and the city council, department heads, intergovernmental agencies, employees and the public

3. Special Qualifications:

Must be bondable.

4. Work Environment: Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Talking, hearing and seeing essential to the performance of essential functions. Common eye, hand, finger, leg and foot dexterity also utilized in performance of daily tasks. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

(Employee)