



JOB DESCRIPTION
Assistant City Administrator

Job Class: 10

Department: Administration

FLSA Status: Exempt

Date Approved: 12/2019

Supervised by: City Administrator

JOB DEFINITION

The Assistant City Administrator is a professional management position that provides strategic support throughout the organization. The position reports to the City Administrator and will serve as the Acting City Administrator in the City Administrator's absence. The Assistant City Administrator shall plan, direct, manage and oversee the activities and operations of assigned departments.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the City Administrator
- Supervises staff as designated by the City Administrator
- Coordinates work with other City departments extensively

EXAMPLES OF ESSENTIAL DUTIES *(This list is not to be construed as a complete representation of the responsibilities of the job and may include other duties as assigned that are not listed below.)*

Importance	Tasks	% of Time
1	Assists the City Administrator in carrying out the strategic direction of the organization set by the Governing Body to achieve outcomes and carries out duties in the day-to-day administration and operations of the city government. Provides direction, leadership, and supervision to staff, vendors, and consultants. This includes but is not limited to planning, directing, and coordinating the work plans for assigned areas; assigning project and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with assigned staff to identify and resolve problems. Select, train, motivate, and evaluate personnel.	45
2	Manages human resources functions and activities including compensation, benefits, recruitments, retention, training, bargaining, regulatory compliance, and personnel policies. Provides leadership, direction, and guidance in human resources strategies and policy development. Coordinates the City's liability insurance programs. Is responsible for the administration of the City's risk management program and workers' compensation programs. Oversees the City's Safety Committee and works collaboratively with all department heads to ensure a culture of safety is inclusive in all work practices.	30
3	Collect, compile and analyze information from various sources on a variety of specialized topics related to assigned areas; prepare reports which present and interpret data and identify alternatives; make and justify	15

Importance	Tasks	% of Time
	recommendations. Assists in the review of all published packet materials. Establish, for areas assigned, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service methods and procedures; allocate resources accordingly.	
4	Responsible for the coordination of all information technology needs of the City. This includes, but is not limited to, identifying technology needs of each department by working collaboratively with departments. Creates and maintains an inventory of city-owned technology. Provides recommendation to the City Administrator on an annual technology budget and replacement plan. Coordinate, plans and manages all external vendors and contracts providing technology services on behalf of the City.	10

IMPORTANT JOB FUNCTIONS

- Manages and provide leadership to assigned staff. Develops professional development plans for those staff members. Supports the professional development efforts of those staff members.
- Monitors national and state-wide development in local government matters related to assigned departments; evaluates their impact on City programs and operations.
- Makes public presentations as needed to the City Council, staff, citizen groups, students and others.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Participate as a member of the City's management team; provide assistance and support to the City Administrator. Attend City Council meetings and Planning & Zoning Commission as needed.
- Identifies and makes recommendations regarding enhancements to department procedures, codes and guidelines and the development review process.
- Analyzes contracts, reports, bids and similar items; directs administrative studies, investigations and surveys; develops and presents recommendations based on their review.
- Serves as Acting City Administrator during the absence of the City Administrator as requested.
- Represents the City on various boards and organizations on the local, regional and state levels.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Bachelor's degree from an accredited college or university in business, public administration or a related field. Master's degree in business, public administration or related field preferred.
- Five to seven years of progressively responsible related experience, including supervisory; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Theory, principals, practices and techniques of public administration and local government matters.
- All applicable state, federal and local ordinances, laws, rules and regulations.
- Working knowledge of Kansas Open Meetings Act and Kansas Open Records Act.
- Principles and practices of public administration, including budgeting and the maintenance of public records.
- Principles of municipal organization and function of an elected City Council and appointed boards and commissions
- The City's personnel rules and policies, principles and practices of management and supervision.
- Methods and practices of assembling, analyzing, and presenting statistical data.
- All computer applications and hardware related to performance of the essential functions of the job.
- Department organization, standard operating guidelines and policies, rules, and regulations.

Skills in:

- Communicating effectively (both oral and written) with the general public, outside agencies, consultants, co-workers and supervisory personnel. Must be able to adapt communication style and format to the audience.
- The ability to handle confidential matters and public matters in accordance with the Kansas Open Records Act.
- Translate complex concepts into more simplistic terms for presentation to larger audiences.
- Excellent attention to detail.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff and consultants.
- Simultaneous management of multiple projects in various stages.
- Excels at establishing and communicating priorities and timelines.
- Remaining calm in stressful situations and able to direct others during incidents, while adhering to established safety procedures.
- Operating and maintaining all assigned equipment required to perform the essential functions of the job.
- Able to maintain confidentiality of certain public records, transactions, and information. Can identify sensitive records and information and follow procedures for maintaining confidentiality.

Mental and Physical Abilities:

- Works well in a team environment.
- Able to facilitate and support the professional growth of staff and team members.
- Communicate clearly and concisely, both orally and in writing.
- Prepare clear and concise reports.
- Interpret and apply applicable federal, state and local policies, codes, laws and regulations.
- Organize and maintain data accurately and completely with attention to details.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Able to present information in both formal and informal public settings.
- Be courteous, diplomatic, even-tempered, cordial, patient, impartial and cooperative when dealing with supervisors, co-workers, elected officials, and the public.
- Analyze organizational and administrative problems, adopt an effective course of action, and provide leadership to others in carrying out action plans.

- Set priorities and adapt priorities to changing circumstances.
- Establish and maintain effective working relationships with all encountered during the course of work.

WORKING CONDITIONS:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet. The employee is occasionally required to carry, lift, move or push up to 25 pounds. This job may require occasional bending, squatting and twisting. This job includes frequent use of manual dexterity and visualization of a computer screen throughout the day.

This job requires attendance at evening meetings which include regular and special meetings of the City Council, delegated advisory boards, committees, and community groups. Attendance at overnight seminars and conferences may also be required.

I understand that nothing in this job description restricts the City's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this job description and its related duties.

Employee

Signature

Date

City Administrator

Signature

Date

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.