

Position Description:	Assistant to the City Administrator
Department:	Administration
Supervised By:	City Administrator
Supervision Duties:	Yes
Employment Status:	Exempt



GENERAL DESCRIPTION

Assists the City Administrator and city management staff in planning, implementing, directing and evaluating the policies, programs and operations of the city; performs a variety of routine and complex analytical, administrative and technical work; does related work as required.

The duties and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ESSENTIAL FUNCTIONS

Core Competencies

Must meet the current position standards and core competencies required of all City of Wood Village employees as established in the city's Performance Management System.

Typical Duties

1. Manages assigned projects to achieve goals within available resources; plans and organizes workloads; reviews progress and makes changes as needed.
2. Assists in the development of short and long-range plans; gathers, interprets and prepares data for studies, prepares reports and makes recommendations; coordinates activities with other departments and agencies as needed.
3. Provides professional advice to supervisor.
4. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual budget requests.
5. Prepares reports that review programs and services to determine how well they meet the legislative intent of the governing body and City Administrator.
6. Gathers and organizes information on problems or procedures including present operating procedures.
7. Analyzes data gathered, develops information, and recommends solutions or alternate methods of proceeding.
8. Organizes and documents findings of studies and prepares recommendations for implementation of new systems or procedures.
9. Works with personnel concerned to assure smooth functioning of newly implemented systems or procedures.
10. Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, does analysis, and prepares recommendations regarding proposals for

programs, grants, services, budget, equipment, etc. Researches grant programs, prepares grant applications and implements projects as assigned.

11. Assists in the development, implementation and interpretation of citywide and departmental goals and policies; monitors and evaluates the achievement of goals.
12. Analyzes proposed legislation, rules and actions by other public and private organizations and prepares reports on the potential impact upon the City.
13. Develops citizen survey tools. Meets with citizens, responds to citizen inquiries and resolves citizen complaints; interprets and explains city policies and programs to interested citizens.
14. Responsible for overall web site design and content for the city.
15. Assists in the appraisal of the city budget.
16. Makes presentations to city management, City Council and city committees and commissions; attending meetings as necessary. Represents the city at meetings of other public and private organizations.
17. Conducts independent research studies.
18. Conducts research and analysis of various personnel projects as assigned.
19. Performs responsibilities in a manner that clearly shows effective communication and cooperation and that promotes open exchange of information, respect, high ethical standards, and professionalism.
20. Responsible for supervising, training, developing and directing employees that may be assigned from time to time. Prepares presentations, resolutions, ordinances, contracts, administrative policies, etc. as assigned.
21. Develops notices, flyers, brochures, media releases, news articles, and other informational materials about programs and services.
22. Not including computer equipment, responsible for overseeing all non-public works equipment purchases for the city; for routine equipment maintenance, for equipment troubleshooting, and for managing any non computer, non-public works - city equipment maintenance agreements.
23. Follows and enforces all safety rules and procedures, and contribute to the safety of co-workers and the general public.
24. Performs routine tasks as workload or staffing levels dictate.
25. Maintains proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
26. Participates as an active member of the City Administrator's management staff by contributing to policy formulation, program development and organization planning.
27. Provides pertinent and timely information for the city newsletter and website.
28. Performs responsibilities in a manner that clearly shows effective communication and cooperation and that promotes open exchange of information, respect, high ethical standards and professionalism.
29. Simultaneously manages multiple job assignments.
30. Exercises tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
31. Contributes effectively to the accomplishment of city goals, department objectives and activities.
32. Maintains work areas in a clean and orderly manner.

NON ESSENTIAL FUNCTIONS

33. Other duties as assigned from time to time.

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from a college or university with a Bachelor's Degree in public administration, political science, business management, or a closely related field; and four (4) years' progressively responsible experience in local government administration. Any equivalent combination of education and experience which demonstrates the knowledge, skills and ability to perform the above described duties will be considered.

Certifications and Licenses

Must have a current Oregon Driver's License or the ability to obtain one.

Knowledge, Skills and Abilities

1. Accurately record and maintain records.
2. Analyze and compile complex data.
3. Analyze problems and recommend solutions.
4. Understand management principles including planning, organizing, staffing, coordinating, budgeting, and reporting.
5. Communicate effectively both orally and in writing.
6. Use sound judgment in decision making,
7. Identify and respond to public, City Council and employee concerns.
8. Proficient in the use of a variety of general office equipment;
9. Proficient in the use of current city accounting software, MS Word, Excel, PowerPoint and Outlook; typing at a speed necessary for successful job performance and high productivity.
10. Considerable knowledge of the organization, functions and activities of local government; the principles and practices of modern public administration; the principles and practices of local government management; analytical and research techniques; and federal, state and local governmental legislative processes and intergovernmental relations.
11. Working knowledge of human resource administration; and modern records management techniques.
12. Knowledge of the principles of supervision, personnel practices and current city guidelines and policies for all employees.
13. Ability to work independently to accomplish assigned administrative tasks,
14. Ability to establish and maintain effective working relationships with employees, city departments, committees, city officials, other agencies, and the general public.
15. Ability to supervise, coach and efficiently manage the workload of subordinates.

PHYSICAL/MENTAL DEMANDS

While performing the duties of this position, the employee is frequently required to walk, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment. Specific vision abilities required by the job include close vision and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this job. Usual office working conditions: noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Work assignments require attendance at evening meetings, e.g. City Council meetings and attendance at meetings with other agencies, strategic community partners and vendors.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is typical of most office environments with telephones, personal interruptions, and background noises.