



Position: Assistant City Administrator/Human Resources Director

Department: Administration

Status: Exempt

Last Updated: 04/09/19

General Purpose:

The Assistant City Administrator/Human Resources Director is responsible for administering the City's human resources programs including policy development and implementation, recruitment and selection, compensation, employee benefits, labor relations, workers' compensation, and employee safety. This position also completes special projects for the City Administrator.

Supervision Received:

The Assistant City Administrator/Human Resources Director works under the immediate supervision of the City Administrator.

Supervision Exercised:

This position will directly supervise two (2) to three (3) department heads and work closely with elected officials. For example, depending on the skills, knowledge, abilities, and workload, this position could have the Finance and Community & Economic Development report to them.

Essential Duties & Responsibilities:

- Attend all City Council meetings, Work Sessions, and other meetings as required.
- Supervise and be responsible with two (2) to three (3) department heads for those departments staffing, budgets, and projects.
- Oversee City Communications & Community Engagement and Information Technology staff and/or consultants.
- Direct and oversee labor and employee relations, administer all union contracts, advise management on employee discipline matters and response to grievances, and work with outside legal counsel on grievance arbitration.
- Develop and implement personnel policies, train and advise management on policies and interpretation, ensure compliance with applicable federal and state employment rules and regulations, investigate complaints relative to City policies on discrimination, conflict of interest, harassment, and other complaints.
- Draft, regularly review, educate staff, implement, interpret, and administer the Employee Handbook.
- Coordinate City-wide employee training and development.
- Develop, implement, and administer employee performance appraisal system; Advise Department Heads on other employee matters relating to work performance; prepare compensation reports and make recommendations for salary adjustments.
- Conduct policy and personnel studies as needed. Compile, analyze, and communicate information pertaining to personnel related matters and special projects.
- Develop annual human resources budget, oversee and monitor expenditures.
- Develop and administer the employee wellness program.
- Serve as the staff liaison and ex-officio test administer for the Civil Service Commission.



- Direct the recruitment and selection process including posting and advertising vacancies, civil service test administration, initial screening of candidates, and oversight of the interview process; oversee applicant tracking, manage pre-employment screening process and new employee orientation.
- Serve as the City delegate to the Intergovernmental Personnel Benefit Cooperative (IPBC).
- Administer employee benefits program including overseeing open enrollment, reporting, record keeping, and preparation of monthly billing reports.
- Develop, implement, and maintain employee personnel record system.
- Oversee the Workers' Compensation program including claims reporting and investigation, claims processing, record keeping, loss control and alternative work assignments.
- Attend meetings of local, regional, state, and other officials to represent the interests of the City and to keep informed on matters of interest to the City.
- Attend seminars and conferences to enhance knowledge and professional expertise.
- Complete special projects for the City Administrator.
- Serve as Acting City Administrator in the absence of the City Administrator.
- Perform other duties as assigned.

Desired Minimum Qualifications

Education & Experience:

- Bachelor's degree in public administration, human resources management, or a closely related field.
- Master's degree in human resources, public/business administration, or advanced degree preferred.
- Five years' experience in Public Administration or Human Resource Management, or an equivalent combination of training and experience.

Knowledge, Skills, and Abilities:

- Demonstrated ability to apply the principles and practices of personnel administration, position classification, performance evaluation, and compensation administration.
- Skilled in diplomacy with the ability to develop collaborative relationships with community leaders, elected officials, residents, and coworkers; ability to maintain effective working relationships with individuals at all levels of the organization.
- Knowledge of applicable laws and ordinances related to municipal government operations.
- Knowledge of the principles, practices and laws as applied to labor contract negotiations, contract administration, worker's compensation, and arbitration procedures.
- Knowledge of legal recruitment and hiring policies, the Fair Labor Standards Act, Family Medical Leave Act, and other employment laws.
- Knowledge of the principles of management and organizational practices.
- Ability to develop appropriate performance evaluation plans, job evaluation and position classification plans.
- Ability to assemble data, prepare documentation, and present information for arbitration cases, negotiation, and grievance proceedings.
- Demonstrated ability to read and interpret complex laws, regulations, and ordinances.
- Ability to successfully negotiate agreements and resolutions to complex issues.



- Ability to maintain confidentiality.
- Ability to properly maintain and organize office files and records.
- Ability to respond to email requests in a timely manner.
- Ability to read, clearly speak, and legibly write the English language.
- Excellent customer service skills.
- Skilled in the use of Microsoft Word, Excel, Access, and Outlook as well as Adobe Acrobat, and the ability to learn other software as needed.
- Demonstrated ability to communicate effectively both verbally and in writing, using complex sentences, proper punctuation, spelling and grammar.
- Ability to apply common sense understanding to carry out detailed instructions, prioritize multiple tasks, and work independently to meet deadlines.
- Ability to multi-task and cope with numerous interruptions, remain calm in stressful situations, and make objective decisions using sound judgement.
- Ability to perform basic math skills, use decimals to compute ratios and percentages, and tabulate data to create spreadsheets.
- Ability to prepare and operate within the constraints of a budget.
- Ability to enhance relations with the Mayor, City Council, staff, and members of the public.
- Ability to present for informational and instructional purposes at City Council meetings and other venues.
- Ability to gain proficiency in everyday operation and minor maintenance of required tools and equipment.
- Ability to acquire and apply thorough knowledge of City and Department policies and procedures.

Tools & Equipment, Physical Demands, Working Conditions

Tools and Equipment:

The following list of tools and equipment is a representative and not necessarily all-inclusive inventory of items needed to successfully perform the essential job duties:

Telephone, facsimile, photocopier, printer, document scanner, personal computer, calculator, audio/visual equipment, motorized vehicles and equipment, common hand and power tools, and mobile radio.

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to sit for extended periods of time, possess average ordinary visual acuity necessary to prepare or inspect documents or operate office equipment, talk reach with hands and arms, walk, climb and descend stairs, bend, crouch, lift and/or move up to 25 pounds. Frequent and regular movements are required using wrists, hands and fingers to feel, handle, or operate equipment, tools or controls. Effective audio-visual discrimination and



perception to quickly and accurately make observations, correctly identify red, yellow, blue and green, distance and peripheral vision, depth perception and the ability to adjust focus is also required.

Hearing must be sufficient for average or normal conversations, to understand verbal direction, and to detect abnormal equipment operation and alarms.

Working Conditions:

Work activities are conducted in a climate controlled open-office environment, and noise levels are usually quiet. This position routinely uses standard office equipment including computers, phones, photocopiers, filing cabinets, etc. There are no hazardous or significantly unpleasant conditions.

The weekly work schedule is 40 hours in duration, Monday through Friday and may be extended in the event of an emergency, disaster, workload, or the need to complete time-sensitive work. Employees working in this position are required to attend evening meetings and work on some Saturdays, Sundays special events, and holidays.

Performance Measurements & Selection Guidelines

- Regularly arrives for work on time prepared to perform the duties of the job.
- Attends Council and regional meetings as necessary.
- Practices and sets an example of ethical conduct.
- Possess a professional manner and appearance.
- Demonstrates leadership.
- Avoids politics and partisanship.
- Sets and achieves City goals and objectives.
- Adheres to City policies and procedures.
- Sets a standard of excellence in customer service and staff support.
- Consistently produces accurate work and meets deadlines.
- Uses available methods to track on-going or semi-regular tasks and project deadlines.
- Completes routine or regular tasks without being directed by others.
- Drafts thorough and complete reports and memoranda reviewing for errors in work product.
- Displays composure, friendliness, and respect in treatment of the public and coworkers.
- Ability to exercise good judgement in analyzing problems.
- Respects the confidential nature of many aspects of the position.
- Adapts to changes in the work environment and manages competing demands.
- Has a thorough knowledge of the City's policies, procedures, rules, regulations, structure and operations and uses it appropriately to resolve problems and crises.

An employee in this position is also evaluated upon the general observations of the ability to perform all of the essential responsibilities and duties.



Selection Guidelines:

Formal application; evaluation of education and experience; oral interview, reference check, background investigation; post-offer medical physical including drug and alcohol screening; job related tests may also be required.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Department Head Date

Assistant City Administrator/HR Director Date

City Administrator Date