



Position: Assistant City Administrator

Department: Administration

Status: Exempt

Last Updated: June 21, 2022

General Purpose:

The Assistant City Administrator is responsible for fulfilling several roles and undertakes a variety of management related functions. This position manages and oversees the human resources function for the city. The Assistance City Administrator is responsible for researching, developing, and implementing various human resources programs, policies, procedures, and provides support to departments on human resources issues and concerns. The Assistant City Administrator performs administrative duties relevant to major duty areas, may serve as Acting City Administrator in the City Administrator's absence. The Assistant City Administrator assists the City Administrator in researching, analyzing, developing, implementing, and coordinating various projects and programs and resolving problems across the city's organizational structure.

Supervision Received:

The Assistant City Administrator works under the immediate supervision of the City Administrator.

Essential Duties & Responsibilities:

Human Resources Function:

- Administer the City's human resources programs including policy development and implementation, recruitment and selection, compensation, employee benefits, labor relations, workers' compensation, and employee safety.
- Ensure compliance with applicable federal and state employment rules and regulations.
- Direct and oversee labor and employee relations, negotiate, and administer all union contracts, advise management on employee discipline matters and response to grievances, and work with outside legal counsel on grievance arbitration.
- Draft, 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 and advise department heads on employee matters relating to work performance
- Prepare compensation reports and make recommendations for salary adjustments.
- Conduct policy and personnel studies as needed, and compile, analyze, and communicate information pertaining to personnel related matters and special projects.
- 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.



- Administer employee benefits program including overseeing open enrollment, reporting, record keeping.
- Develop, implement, and maintain employee personnel record system.
- Investigate violations of city policies.

General Administration:

- Assist the City Administrator with overseeing daily operations in all departments.
- Provide project assistance, research, and coordination to departments.
- Complete special projects and serves as project coordinator as assigned by the City Administrator.
- Train and advise departments on operational policies and procedures.
- Assist with overseeing the information technology function and needs of the city.
- Assist with implementing new procedures, best practices, and operational efficiencies.
- Assist with implementing and training on using modern technologies and software applications.
- Oversee content management of the city's website.
- Administer the city's social media platforms and coordinate social media posts with employees and departments.
- Develop and administer the city's public relations, public education, and communication initiatives and oversee preparation of paper and electronic newsletters, and video messages.
- Assist with preparing Council meeting agendas and packets.
- Assist with preparing the annual city budget, review and approve select purchase requests.
- Perform other duties as assigned by the City Administrator.
- Serve as Acting City Administrator in the absence of the City Administrator.
- Attend City Council meetings and other meetings as required.

Desired Minimum Qualifications

Education & Experience:

- Bachelor's degree in public administration, human resources management, or a closely related field.
- Master's degree in public/business administration, human resources, or advanced degree preferred.
- Three years' experience in public administration or human resource management, or an equivalent combination of training and experience. Local government experience preferred.

Knowledge, Skills, and Abilities:

- Demonstrated ability to apply the principles and practices of managing human resources, position classification, performance evaluation, and compensation administration.
- Skilled in diplomacy with the ability to develop collaborative relationships with coworkers, elected officials, residents; 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 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 assemble data, prepare documentation, and present information for labor contract negotiation, and grievance proceedings.
- Ability to maintain confidentiality.
- Ability to properly maintain and organize office files and records.
- Excellent customer service skills.
- Ability to communicate using social media platforms and printed and electronic mediums.
- Skilled in the use of Microsoft Word, Excel, PowerPoint, 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 in the English language, 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 present for informational and instructional purposes at City Council meetings and other venues.
- Ability to acquire and apply thorough knowledge of City and Department policies and procedures.
- Ability to work independently, make informed, thoughtful, and sound decisions and take appropriate independent action when necessary.
- Ability to manage and coordinate projects, resolve problems, and troubleshoot operational issues.
- Ability to utilize sound professional judgment, demonstrate planning and organizational skills, and establish priorities.
- Ability to demonstrate leadership, personal accountability, and responsibility.

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, video conferencing technologies, and motorized vehicles.

**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 accommodations 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 twenty-five 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, and filing cabinets. 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, 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 all aspects and functions 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 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 persons 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.

City Administrator

Date