

MAJOR FUNCTION

This is advanced administrative and supervisory work assisting a division or department director in technical and administrative matters. Work includes responsibility for facilitating divisional or departmental administrative services such as financial management, budget preparation, purchasing, and similar support functions or the development, implementation and administration of core business services or programs. Work is performed under the general administrative direction of the division or department director and requires the use and exercise of independent judgment. Work is reviewed through conferences, reports, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, assigns, and reviews the work of clerical and professional staff engaged in general or specialized activities related to administrative functions or the core business programs and services of the division or department. Serves as assistant in charge of general service activities for the department or division that may include grants and contract administration, budgeting, purchasing, personnel management, and utility revenue collections. Directs and supervises existing programs and assigned staff and researches, develops and implements other programs and systems to enhance the department's/division's service capability. Develops, installs, and maintains management systems, forms, and procedures, as necessary. Oversees the preparation and administration of the department's or division's budget. Conducts studies, surveys, and collects information on difficult operational and administrative problems. Analyzes findings and prepares reports and recommendations of practical solutions. Assists division or department director with sensitive issues, administrative details and special projects, as requested. Prepares and maintains operating and procedural manuals and other formal statements of improved procedures, methods, and systems of operation. Prepares and submits reports and summaries, as required. Confers with persons requesting service or making complaints on matters of general importance. Investigates causes of complaints, and recommends the appropriate action to be taken. Uses and exercises independent judgment in the completion of job duties. Trains and coaches supervised staff in a manner designed to elicit full performance. Recommends the selection, advancement, transfer, grievance resolution, discipline or dismissal of supervised personnel. Conducts performance evaluations, and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Serves in the capacity of the division or department director, if required. Assists in the preparation of the annual report. Serves on committees and ad hoc teams as needed. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of rules, regulations, policies, procedures, and functions of the department to which the position is assigned. Thorough knowledge of appropriate municipal, state, and federal codes, ordinances, resolutions, and regulations. Considerable knowledge of the principles of management and their application to the administration of municipal affairs. Considerable knowledge of the principles and practices of accounting, records keeping, purchasing, budgeting, statistical analysis, and report writing. Ability to initiate and install administrative programs, procedures, and systems and to evaluate their effectiveness. Ability to carry out complex oral and written instructions. Ability to supervise subordinates. Ability to express ideas clearly and concisely orally and in writing.

Ability to establish and maintain effective working relationships with subordinates, superiors, City and public officials, and the public. Ability to use microcomputers and their associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration or a related field, and four years of professional staff or administrative experience, or an equivalent combination of education and experience; or possession of a bachelor's degree related to the field in which the vacancy exists and four years of professional, technical, staff or administrative experience related to the field in which the vacancy exists, or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment, or at the department director's discretion, the requirement for the noted license may be waived.

Police Department: Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination prior to an employment offer being made.

Established: 01-29-82
Revised: 08-29-85
01-16-90
01-15-91
01-28-93
03-26-93
07-24-00
12-16-02
05-12-03
10-13-03*
08-24-09*
02-01-19