

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
SEPTEMBER 18, 2012 AGENDA**

Subject:	Type:	Submitted By:
JOB DESCRIPTION	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	BRENDA S. GUNN CITY ADMINISTRATOR

SYNOPSIS

A job description has been prepared for the Assistant to the City Administrator position and is attached for your review.

FISCAL IMPACT

Funding for this position was included in the FY13 budget.

RECOMMENDATION

Receive/File.

BACKGROUND

The Assistant to the City Administrator will work closely with the City Administrator and other Administration staff on complex and highly sensitive issues related to public policy, community needs and general municipal operation. Consistent with the City Council's strategic plan initiative of succession planning, this is a highly responsible professional administrative position intended to broaden one's municipal government knowledge base and further develop organizational leadership skills. It is intended that the position would be filled internally via reassignment of the existing Golf Course Superintendent. The FY13 budget anticipates that approximately 12.5% of his time would be spent doing administrative work for the Golf Course and the remaining 87.5% at City Hall.

Section 6.3 of the City of La Vista Personnel Manual states that the city administrator shall conduct position classification studies whenever he/she deems it necessary or the duties and responsibilities have undergone significant change. If the City Administrator finds that a substantial change in organization, creation or change of position or other pertinent conditions make necessary the amendment of an existing class, he/she may amend the classification plan subject to review of the Mayor and City Council.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Assistant to the City Administrator
POSITION REPORTS TO: City Administrator
POSITION SUPERVISES: Varied

DESCRIPTION:

The Assistant to the City Administrator provides highly responsible professional administrative assistance and support to the City Administrator and Assistant City Administrator in all phases of municipal operations to ensure that organizational outcomes are met. The employee will assist the City's executive management in planning, implementing, directing and evaluating the policies, programs and operations of the City in order to achieve objectives and program needs. This position conducts research and analysis, requiring the ability to interpret and apply policies, procedures, laws and regulations and develops recommendations on City-wide work methods, operating policies and procedures, programs, services, and other administrative issues.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Manages assigned projects to achieve goals within available resources; plans and organizes workloads; reviews progress and makes changes as needed.
2. Works closely with the City Administrator and Assistant City Administrator to ensure that internal systems are operating effectively; assists in the development and regular updates of organizational and department strategic and operational planning efforts.
3. Assists with preparation of City Council agendas by reviewing submitted items, preparing resolutions, analyzing materials, recommending changes, ensuring departments submit necessary materials and reviewing final product for quality control.
4. Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, does analysis, and prepares recommendations regarding policies, procedures or proposals for programs, grants, services, budget, equipment, etc.
5. Makes presentations to city management, City Council and city committees and commissions; attends meetings as necessary. May represent City at meetings of other public and private organizations.
6. Assists in the preparation and/or evaluation of bid specifications, bids, requests for proposals/qualifications, contracts and contract performance as needed.
7. Responds to and resolves public inquiries and complaints.
8. Prepares presentations, resolutions, ordinances, contracts, administrative policies, etc. as assigned.
9. Participates as an active member of the City Administrator's management staff by contributing to policy formulation, program development and organization planning.
10. 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.
11. Handles complex and sensitive issues and complaints in accordance with City policies and applicable laws as assigned by the City Administrator or Assistant City Administrator.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

12. Coordinates reports and meetings that involve various City departments and staff members on behalf of the City Administrator.
13. Serves as liaison between the City Administrator's office and professional support staff throughout the City to gather information, share ideas and provide resources to Department Directors and staff; facilitates an environment that encourages interdepartmental cooperation.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

- Work is performed mostly in office settings. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.
- Occasionally, the employee may visit construction or work sites, which may be dusty, noisy and hazardous.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Work requires broad knowledge in a general professional field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent;
2. Minimum of three (3) years work experience in a local government position.
3. Any equivalent combination of education and experience which demonstrates the knowledge skills and ability to perform the above described duties will be considered.

KNOWLEDGE, SKILLS AND ABILITIES

1. Understanding of municipal government structure and function as well as knowledge of procedures, standards and current developments in effective City government.
2. Knowledge of the principles of supervision, personnel practices and current City guidelines and policies for all employees.
3. The ability to evaluate and make recommendations on municipal programs, policies and operational needs.
4. Understanding of the principles and practices of municipal budget preparation and administration.
5. Ability to provide effective leadership and maintain cooperation and interaction between City departments.
6. Skill in identifying emerging issues, developing and implementing new approaches and/or refining the department's organization structure to generate desired results as efficiently as possible; ability to anticipate and resolve problems before a crisis ensues.
7. Strong ability to maintain confidences and routinely handle extremely sensitive and political information; skills in human relations, diplomacy, tact and negotiating.
8. Understanding of the City's political environment and sensitivities; ability to function effectively within that environment.
9. Experience demonstrating the ability to make analytical and reasoned judgments on issues of public sensibility.
10. Ability to analyze organizational and administrative problems, adopt an effective course of action and provide leadership to others in such actions.
11. Ability to articulate and promote the City's strategic positions.
12. Ability to work independently, as part of a team and with the public.
13. Ability to organize work, set priorities and follow-up on assignments with minimal supervision.
14. Ability to complete work assignments and reports in a timely and efficient manner.

15. Knowledge and understanding of computer operations, ability to use MS Office Professional programs and ability to operate office equipment such as a photocopier and fax machine.
16. Ability to collect and analyze technical information and prepare clear, accurate, comprehensive recommendations and reports.
17. Effective writing skills and oral skills sufficient to speak in public and deliver presentations.
18. Demonstrated leadership and commitment to customer service, problem solving, continuous improvement and outcome-based management.
19. Ability to provide own transportation.
20. Basic mathematical skills.
21. Ability to resolve conflicts.
22. Ability to maintain regular and dependable attendance and be available for a varying schedule including evenings, weekends and holidays. Work assignments require attendance at evening meetings e.g. City Council meetings and attendance at meetings with other agencies, strategic community partners and vendors.
23. Ability to establish and maintain effective working relationships and utilize good judgment, tact and diplomacy in dealing with City officials, departmental personnel, volunteers, patrons, outside agencies and members of the public.
24. The position requires a commitment to public service, municipal management and the ICMA Code of Ethics.

Contributions this Position Makes to the City

This position contributes to the success of the City by working closely with the City Administrator and Assistant City Administrator on complex and highly sensitive issues related to public policy, community needs, and general municipal operation. By conducting research and analysis, making recommendations and presenting solutions, this position enables effective decision making in the areas of policy development, implementation of programs that positively affect the organization and the community, and communication with the community. This position represents the City Administrator and requires a high degree of professionalism and dedication to the organizational philosophies.

Disclaimer:

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

Signature

Date