

MAJOR FUNCTION

This is a highly responsible position that serves as the direct assistant to an appointed official and provides advanced administrative services managing the appointed official's office operations. An employee in this position is responsible for the performance of functions varied in subject matter and difficulty level. Work includes responsibility for facilitating divisional and/or departmental administrative services such as financial management, budget preparation, purchasing and similar support functions of the development and administration of core business services or programs. Projects assigned are generally of high organizational impact and may involve working with elected officials, other appointed officials, and E-Team and L-Team members on sensitive issues. Work requires applying an extensive working knowledge of the City organization, programs, services, and functions. Work is performed under the general supervision of an appointed official and is reviewed through conferences, observation and results attained.

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

Coordinates and manages interdepartmental communications. Coordinates work products and sets goals and objectives to meet deadlines successfully. Reviews work products, reviews and assesses department's system of internal controls for all administrative, human resource, purchasing, procurement, and budgetary activities and develops, installs, and maintains management systems, forms, and procedures as necessary. Conducts necessary research and recommends appropriate action to resolve issues. Manages personnel issues by participating in the selection, placement, promotion, training, development, appraisal, and discipline of departmental personnel.

Other Important Duties

Maintains and updates policies and procedures under the authority or responsibility of the appointed official. Assist in the preparation of the annual report. Provides support to citizen advisory committees. Serves on committees and ad hoc teams as needed. Performs other related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the organization, operations, and governing laws and regulations of the Appointed Official's office. 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 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 administration, business administration, or related field and four years of professional experience that includes human resources, business or public management, or an equivalent combination of training and experience.

Necessary Special Requirements

Designated positions must possess a valid Class E State driver's license at the time of appointment.

Established: 07-15-22