

**CITY OF NORTH AUGUSTA, SOUTH CAROLINA
JOB DESCRIPTION, JANUARY 2019**

**JOB TITLE: ASSISTANT CITY ADMINISTRATOR
ADMINISTRATION DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, is responsible for executing decisions and performing advanced administrative and professional work in planning, organizing, and directing assigned functions of municipal government. Assists the City Administrator with public relations including administering the City's social media presence, website, and other public media content. Oversees the City grant, and surplus sales processes. Provides support and assistance to the City Administrator and performs management and coordination in the absence of the City Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Responsible for assisting the City Administrator in daily municipal operations working with administrative staff and department heads; develops and maintains cooperative relationships with City departments.

Develops, plans, and implements marketing, communications, and public relations activities to promote a positive image of the City; appears before civic / community groups, media, staff, and general public to communicate policies, plans, programs, and procedures.

Responds to citizen questions and complaints; serves as the City's facilitator to ensure citizen issues are appropriately resolved; responds to inquiries and complaints of citizens and City Council.

Consults with the City Administrator about community and organizational needs, works as a member of the City Administrator's management team, oversees the implementation of assigned projects.

Researches, prepares applications, administers, and oversees grants for the City.

Reviews and implements the City's Strategic Plan, capital improvement plan, and annual budget.

Provides support to the City Administrator in the development and implementation of major policies as well as short and long-range goals.

Keeps abreast of current and pending legislation affecting municipal government; makes recommendations for changes in City policies, procedures, and operations as necessary to ensure compliance, effectiveness, and efficiency.

Provides administrative assistance to the City Administrator; coordinates and/or completes special projects, prepares reports & other documents, and maintains records as assigned.

ASSISTANT CITY ADMINISTRATOR

Reviews, evaluates, and analyzes monthly departmental reports in order to keep abreast of activities and progress.

Operates a vehicle, computers, printers, copiers, faxes, calculators, smartphone, Surface Pro, projectors/TV/AV etc., telephones, etc.

Uses various office and clerical supplies.

Attends City Council, department, committee, and other meetings as necessary; represents the City Administrator in his absence.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

ADDITIONAL JOB FUNCTIONS

Assists in the preparation and review of City Council Agenda.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree required, Master's degree preferred, in Public Administration or related field with a minimum of five years of experience including three years supervisory experience in municipal management with authority for program direction; or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

ASSISTANT CITY ADMINISTRATOR

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines which includes a computer, calculator, fax machine, copier, printer, telephone, etc. Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of five to ten pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to co-workers and assistants. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare various types of reports and documents with the proper format, punctuation, spelling and grammar, using all parts of speech. Has the ability to speak before audience with poise, voice control and confidence.

Intelligence: Has the ability to apply principles of logical or scientific thinking in areas such as administration, accounting, personnel, and public relations, in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including Legal, Personnel, and Marketing.

Numeric Aptitude: Requires the ability to utilize mathematical formulas, to use algebraic functions, logarithmic functions, inductions, reductions, rectangular coordinates, fractions, percentages, ratio, and proportion; and use practical applications of statistics

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability coordinate hands and eyes in using automated office equipment. Requires the ability to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. The worker need to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

ASSISTANT CITY ADMINISTRATOR

Physical Communication: Requires the ability to talk and/or hear (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

KNOWLEDGE OF JOB: Has extensive knowledge of public administration principles and practices with particular reference to city administration and operations, including the principles of organization and functions of city government units. Has knowledge of accounting information systems and of fund accounting and internal control. Has extensive knowledge of legislative process of city government. Possesses extensive knowledge of research methods, techniques, sources of information and methods of report preparation. Has the ability to organize and coordinate the efforts of City departments with other governmental or private agencies to accomplish program goals or objectives. Has extensive knowledge of local operations, programs and problems and resources available to resolve city problems. Knows how to bring special projects to City Administrator for review and approval. Has the ability to develop working procedures and programs. Is able to express ideas effectively, both orally and in writing. Is able to maintain harmonious and effective working relationships with the City Council; employees and the general public. Is familiar with all rules, regulations, laws and ordinances of various departments and agencies. Is thoroughly familiar with fiscal management and budgetary procedures of governmental accounting. Is able to provide clear, concise information to individuals and groups. Has considerable knowledge of the principles of organization, planning, management and supervision. Is able to organize and coordinate the activities of various departments within the City. Is able to analyze problems that arise and recommend solutions. Is able to use judgment and discretion in carrying out duties and responsibilities. Is able to comprehend, interpret and apply regulations, procedures and related information. Maintains a good image for the City.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and

ASSISTANT CITY ADMINISTRATOR

with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

ASSISTANT CITY ADMINISTRATOR

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.