



ADMINISTRATIVE OFFICER

AGENCY/DEPARTMENT:
Various/Various

Approved By HR Director: *Jonathan A. Johnson*

Date Approved:

Date of Last Revision: 12/16/03

Reports to: Deputy City Manager and Agency Head

Supervises: Various

Conflict of Interest Code Filer: Yes

JOB SUMMARY: Under administrative direction, performs advanced level of operations, personnel, and administrative work; develops and evaluates the effectiveness of comprehensive management, human resources, financial and organizational policies and services; and perform other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Conducts, researches and analyzes systems and operations; recommends administrative and operational changes for specific problems and projects.
2. Coordinates, prepares and evaluates Agency budget expenditures; creates, maintains and monitors appropriate budgetary controls; monitors and analyzes expenditures for the Agency.
3. Evaluates proposed new programs, services and policies; develops and prepares requests for proposals involving vendors and contractors; administers contracts for service and monitors compliance.
4. Participates in the implementation of the City Council's goals and objectives.
5. Implements and recommends improvements in the Agency's financial, personnel and purchasing practices.
6. Identifies and rectifies weaknesses in internal controls; ensures compliance with established policies and procedures, requirements, laws and regulations.
7. Identifies opportunities for productivity improvements.
8. Prepares and presents reports to City Council, Commissions and Executive Management.
9. Provides guidance and training to departmental personnel on preparing agendas and reports, and assessing the financial impact of proposed actions.
10. Assists with human resources issues including, Workers' Compensation, Risk Management, classification practices, Fair Labor Standards Act, Family and Medical Leave legislation, grievances, and disciplinary actions.
11. Provides regular advice and consultation to Agency Head and Deputy City Manager.
12. Analyzes, interprets, and provides appropriate guidance on City policies and procedures to the public, City officials and personnel.
13. Represents the Agency at interdepartmental, interagency and professional meetings as required; acts as a liaison with other agencies
14. Assists in the preparation of the Agency's capital improvement and strategic plans.
15. Reviews and evaluates computer resource needs; identifies and evaluates system hardware and software; provides recommendations for system improvements.

QUALIFICATION GUIDELINES:

EDUCATION: Bachelor's Degree or equivalent in Public Business Administration or a closely related field

EXPERIENCE: Seven years of progressively responsible management, operational, and administrative experience

KNOWLEDGE OF:

- Basic principles and practices of accounting, fiscal planning, and management including feasibility analysis, statistical analysis, budget preparation and administration.
- Pertinent Federal, State and local laws, codes, rules and regulations.
- Public administration, organization and management principles and practices.
- Municipal fiscal policy, financing and procedures.
- Human resources management principles.
- Applicable ordinances, laws and regulations.
- Advanced research techniques and information sources.

ABILITY TO:

- Plan, organize and implement programs within established timelines.
- Evaluate and categorize data and information including budgets, reports, agreements, data base information, computer operating manuals, accounting methods, organizational analysis, management and cost plans, contracts, and legal documents.
- Determine consequences of decisions and identify and select policy alternatives.
- Complete staff and other reports in a timely manner and prepare a variety of original spreadsheets.
- Counsel and mediate solutions to work-related matters.
- Interpret policies, procedures and standards within specific situations.
- Effectively communicate orally and in writing with City personnel, City Council members, County, State, and Federal agency personnel, consultants, attorneys, engineers, independent auditors, educators, and the general public.
- Interpret statistical reports, disciplinary rules and procedures, memoranda of understanding, and other types of contracts.
- Calculate percentages, fractions, decimals, volumes, ratios and present values.
- Develop financial models.
- Operate a personal computer including spreadsheet and word processing software and other database applications.

LICENSES:

- None

CERTIFICATIONS:

- None

SPECIAL REQUIREMENTS:

FLSA Exemption Status: Exempt
Employee Unit: ADM MGT
DOT Program Participant: No
Job Family: Administrative Support - Technical
Career Progression: Deputy City Manager