

POSITION TITLE: ASSISTANT MUNICIPAL ADMINISTRATOR
DEPARTMENT: ADMINISTRATION

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Municipal Administrator

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: Administrative Secretary (2)

DIRECT: 2 **INDIRECT:** 0

POSITION FUNCTION

This position is responsible for discussing City matters with department heads, division heads, and the general public; performs various administrative tasks to relieve the Municipal Administrator.

JOB RESPONSIBILITIES

- Communicates with citizens regarding concerns and problems
- Communicates with department and division heads regarding daily operations and projects
- Communicates with the Municipal Administrator regarding City matters
- Performs various administrative tasks to provide assistance to the Municipal Administrator
- Serves as "Acting" Municipal Administrator during the absence of the Municipal Administrator; While serving as "acting" Municipal Administrator reviews and approves vouchers, and monitors and approves purchase orders
- Prepares correspondence and legislation
- Conducts research and prepares various records, reports and other related documentation
- Compiles and analyzes department and division budget requests, and prepares the annual budget for the City
- Monitors expenditures of various departments
- Meets and confers with employee organizations, analyzes requests, discusses requests with the Municipal Administrator and prepares response to organizations
- Attends meetings, conferences and workshops
- Serves on various committees and boards
- Provides instruction for staff
- Participates in collective bargaining
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <ul style="list-style-type: none"> Knowledge of law regarding contracts and public meetings Knowledge of management principles, manpower planning, public relations Knowledge of the City's code of ordinances, government structure and process <p><i>Administrative Skills</i></p> <ul style="list-style-type: none"> Ability to set goals and develop strategies and schedules for meeting them Ability to anticipate problems and develop alternative strategies for goal completion Ability to use techniques of effective time management Ability to handle multiple priorities and projects <p><i>Cognitive Skills</i></p> <ul style="list-style-type: none"> Ability to interpret a variety of technical information with abstract and/or concrete variables Ability to make timely, sound decisions Ability to interpret professional periodicals and journals, technical procedures, and government regulations Ability to interpret complicated policies, procedures and protocols Ability to apply mathematical concepts such as ratios, proportions, probability factors and statistical inference Ability to apply financial principles and numerical techniques to management problems Knowledge of basic budgetary principles and practices Ability to encourage the creativity of subordinates Ability to create and readily draw on a large pool of diverse sources of information 	<p><i>Communications Skills</i></p> <ul style="list-style-type: none"> Ability to speak effectively one-to-one Ability to speak effectively before groups and to respond to questions Ability to deliver effective presentations Ability to demonstrate attention to and convey understanding of the comments or questions of others Ability to prepare analyses, policies and/or budgets Ability to develop complex reports and position papers <p><i>Interpersonal Skills</i></p> <ul style="list-style-type: none"> Ability to use tact and discretion Ability to deal courteously and diplomatically with the general public Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions <p><i>Leadership Skills</i></p> <ul style="list-style-type: none"> Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals Knowledge of administration and supervision of staff and activities Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently Ability to establish effective controls, ensuring that employees have necessary resources and authority Ability to monitor progress and exercise control Ability to select and evaluate employees Ability to provide performance feedback Ability to facilitate professional growth

DESCRIPTION OF WORKING CONDITIONS
<p>Work is typically performed in an office setting and is subject to pressure from deadlines. Irregular activity schedules are common as are night and/or weekend meetings.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>Post-secondary education in public or business administration or other related program; 7-10 years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.