

POSITION TITLE: ASSISTANT TO THE MUNICIPAL ADMINISTRATOR

CITY OF

DEPARTMENT: ADMINISTRATION

BOWLING GREEN

REPORTING RELATIONSHIPS

Municipal Administrator

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: _____

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for providing administrative support to the Municipal Administrator.

JOB RESPONSIBILITIES

Prepares correspondence for internal and external use

Drafts proclamations, legislation and other legal documents required by the various City Boards and Commissions

Assists with the preparation and presentation of the annual City Budget

Serves on various committees and attends meetings as the Municipal Administrator's designee

Develops presentations for the Municipal Administrator and Mayor

Conducts research and prepares various records, reports, and other related documentation

Communicates with Department and Division heads and the general public on behalf of the Municipal Administrator

Assists with various daily administrative tasks in support of the Municipal Administrator

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> <p>Knowledge of the principles of general management and public administration</p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software</p> <p><i>Administrative Skills</i></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to set goals, organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to adequately allocate resources to meet objectives</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p>Knowledge of filing methods and records management techniques</p> <p>Knowledge of modern office equipment</p> <p><i>Cognitive Skills</i></p> <p>Ability to deal with a variety of concrete variables in situations where only limited standardization exists</p> <p>Ability to make timely, sound decisions</p> <p>Knowledge of methods and techniques of research</p> <p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p>Ability to interpret complicated policies, procedures and protocols</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to research, compile and summarize a variety of informational and statistical data and materials</p> <p>Knowledge of basic budgetary principles and practices</p>	<p>Ability to develop original, unusual, successful approaches</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p><i>Communications Skills</i></p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to speak effectively before groups and to respond to questions</p> <p>Ability to deliver effective presentations</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications</p> <p>Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary</p> <p><i>Interpersonal Skills</i></p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> <p><i>Leadership Skills</i></p> <p>Ability to take charge and initiate actions</p> <p>Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently</p>

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>Four-year college degree with a major in Public Administration, Political Science, Business Administration or related field; one to three years of experience in Municipal Administration; 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.