

City of Washburn Job Description

Position Title: Assistant City Administrator

Department: Administration

Immediate Supervisor: City Administrator

General Statement:

This full time, exempt position is responsible, under the guidance of the City Administrator, assisting the City Administrator in the planning, management, and administration related to the operations of the City government. The position will cover a wide variety of duties and will be fulfilling the role of Personnel Manager. The position will also be a Deputy City Clerk and Deputy Treasurer.

The position works closely with the general public, common council, administrative staff, and regulatory agencies in carrying out responsibilities of the City. Must be a team player and maintain cooperative and “can do” relationships with all municipal departments. Individual must possess oral and written communications and problem-solving skills. Work requires the exercise of judgment, initiative, and discretion based upon knowledge of administrative and operating policies and procedures. This position will be responsible for the supervision of staff in the Administration Department.

Essential Functions and Related Tasks:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- 1) Provides administrative support for the City Administrator
 - Researches policy alternatives for various issues as assigned
 - Provides support for special projects that are undertaken
 - Represents the City Administrator as assigned
 - Assist in the administration and maintenance of City communications systems (e.g. website, Facebook page, cable television, etc.)
 - Provide general and specialized information and assistance within area of assignment that may require the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures as appropriate; explain programs, policies, and activities related to specific program area of assignment; prepares responses, writes reports, refers matters to appropriate City staff and/or takes or recommends action
 - Conduct complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving City-wide issues, programs, policies, and procedures; selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various sources on a variety of specialized topics

- Responsible for administration of programs as assigned (e.g. Community Development Block Grants, Revolving Loans, Recycling Grant, etc.)
- 2) Assists in preparation of the City budgets
 - Responsible for representing the financial needs of the Administration Department
 - Assists with capital planning
 - Assists City Administrator and coordinates with the City Treasurer on overall financial issues and needs of the City including matters of budgeting, financing, and planning
 - 3) Provides Personnel Management
 - Assists with new hire activities including posting, maintain job descriptions and applications, screening applicants, and employee orientations
 - Maintains personnel files and records of a confidential nature
 - Provides back-up for running payroll and also reviews accuracy of payroll reporting and maintains payroll records
 - Administering employee benefit programs; advising employees of eligibility; providing application information; verifying submission; notifying employees of approvals
 - Monitors unemployment claims by reviewing claims; substantiating documentation
 - Perform routine status reviews and maintains leave accounting for employees
 - Complete routine job description review for accuracy and appropriateness, in concert with appropriate staff and department management
 - Advise and participate in review, modification, and adoption of new and/or modified personnel practices and policies
 - Consult, when necessary, with labor counsel and departmental management on labor related issues.
 - Stay informed of law and policy changes that may affect the City; advise on appropriate changes to practice
 - Oversee CDL regular and random drug testing program
 - Administer and assist employees with workers compensation program
 - 4) Assists as a deputy clerk and treasurer with duties as assigned
 - Completes various reports as required by other jurisdictions
 - Assists with election activities
 - 5) Provides support to Council, Boards, Commissions, and Committees as assigned
 - 6) Perform related duties as necessary and assigned.

Supervision:

This position is accountable to the City Administrator.

Qualifications:

- A) Bachelor degree from a college or university in public or business administration, political science, human resource management, or another related field. Master's Degree preferred or prior experience in municipal management, intern-related positions, or other related experience.
- B) Knowledge of the principles and practices of municipal management
- C) Ability to perform duties ethically, professionally, accurately, and with considerable discretion
- D) Ability to effectively meet and deal with the public
- E) Ability to handle stressful situations
- F) Ability to maintain confidential information
- G) Ability to work toward deadlines that, on occasion, require working beyond the standard work schedule
- H) Ability to communicate effectively verbally and in writing
- I) Ability to work under pressure and/or frequent interruptions
- J) Ability to advocate and facilitate positive change in the workplace
- K) Ability to work independently within overall organizational objectives
- L) Knowledge of basic bookkeeping
- M) Ability to obtain and maintain a valid Wisconsin Drivers' License
- N) Ability to be bonded
- O) Competent working knowledge of computer equipment, including Microsoft Office software products, phone, fax, postage machine, presentation equipment, and copy machine

Physical Requirements in Performing Tasks Listed:

The physical demands described here are representative of those that must be met in order for an individual to successfully fulfill the essential functions of the position of Assistant City Administrator. Reasonable accommodations may be offered to enable an individual with disabilities to perform the essential functions.

Work is performed in primarily indoor settings. The Assistant City Administrator will be frequently required to sit, stand, and kneel for extended period of time, talk, hear, navigate stairs and may occasionally lift heavy objects up to 30 pounds. Employee must be able to personally and visually inspect projects and problems in the field. Consequently, the employee is exposed to some extreme weather conditions and must be sufficiently mobile to inspect sites and various aspects of buildings and municipal facilities.

Approved By Council on 101413