

**CITY OF WEST COLUMBIA
JOB DESCRIPTION, MARCH 2016**

**JOB TITLE: DEPUTY CITY ADMINISTRATOR
ADMINISTRATION DIVISION**

GENERAL STATEMENT OF JOB

Under limited supervision, is responsible for performing various administrative functions in executing decisions and providing support and assistance to the city administrator. Is responsible for grant procurement, grant administration, special project administration, risk management and the GIS program. Reports to the city administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Manages the day-to-day administrative functions of city hall; recommends and establishes policies, procedures, and priorities necessary to meet city needs; ensures implementation of city administrator directives over staff members.

Acts as a liaison between various city departments and the city administrator regarding mutual issues of concern; keeps department heads apprised of activities in other departments and of directives from the city administrator.

Supervises, designs, and coordinates special programs and projects as directed by the city administrator. Serves as project manager or staff liaison for various assigned projects and for special assignments.

As assigned by the city administrator, serves as liaison for consultation and cooperation with business, community and citizens' groups. Represents the city on various boards, commissions, and committees.

Responds to concerns of city council members and to problems and complaints from citizens.

Directs city operations in the absence of the city administrator.

Prepares administrative directives and bulletins and at the request of the city administrator conducts analyses of administrative programs and projects confronting city operations.

Directs planning, economic development, and related activities for the city; recruits desirable business and industry to the city and its water service area; interacts with public and private organizations to coordinate and foster economic development.

Advises city administrator on matters relating to planning, community development, economic development and other issues and/or projects as assigned by the city administrator. Communicates and interfaces with a variety of individuals and groups including other city employees, surveyors, attorneys, business owners, engineers, urban planners, elected officials, officials in other government units, etc.

Writes and/or revises municipal ordinances, resolutions, business correspondence, etc. Receives, reviews, processes, and/or submits a variety of other documents and reports such as meeting agendas, minutes of meetings, public notices, city publications, monthly financial statements, contracts and agreements, etc.

Drafts speeches for the city administrator; writes articles for city publications and area media outlets; conducts media interviews and manages promotional campaigns. Prepares reports, agendas and other information for submission by the city administrator to the governing body or other groups.

Coordinates municipal annexations with city clerk and Lexington County Registration and Election Commission.

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Administers grant and alternative funding for city projects; conducts research and matches needs with grant resources; writes grant applications and proposals; monitors compliance with awarded grant programs. Assists with writing grant applications and administering grant programs for other city departments.

Administers and coordinates federal and/or state grants applied for and received by the city; stays abreast of grant programs and opportunities for funding sources.

Advises and informs city council and various city boards and commissions on current issues, findings and recommendations related to grants and city planning activities.

Oversees legislative matters for the city to include monitoring state and federal legislation for the city administrator and city council; reviews and analyzes state and legislative matters affecting the city; drafts letters to state and federal elected officials regarding pending legislation; drafts resolutions for city council on legislative matters; testifies before the SC General Assembly on impact of proposed legislation.

Serves as risk manager for the city. Provides direction concerning the city's safety program; enforces safety regulations; assesses and reports workplace and work activity risks; ensures employees understands safety regulations/procedures and completes required safety training. Follows general and position-specific safety regulations and procedures; identifies, corrects and/or reports safety hazards.

Serves as GIS/Information Coordinator. Coordinates activities using Global Positioning Systems (GIS) and Global Information Systems (GPS) to identify and electronically map municipal assets to include public buildings, schools, parks, fire hydrants, water and sewer lines, etc.

Manages and or assists with various data collection and analysis such as census data and land use data.

Performs emergency or disaster-related duties as assigned.

Operates and/or utilizes a variety of types of office and other equipment including computer, calculator, copier, fax machine, two-way radio, camera, tape recorder, measuring devices, electronic device, etc.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in public administration, planning, political science or a related field. Master's degree in Public Administration, Management or a closely-related field preferred. Requires three to five years of local government experience or any equivalent combination of training and experience which provides the required requisite knowledge, skills and abilities. Must possess a valid SC driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to physically operate a variety of automated office and other machines including computer, copier, fax machine, camera, tape recorder, measuring devices and electronic devices. Must be physically able to exert up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects and materials of light weight (up to 10 pounds). Position involves mostly sedentary work, but may require walking, standing, reaching, stooping, etc. for brief periods of time. Tasks may involve periods of time at a keyboard or workstation. Light work usually requires walking or standing to a significant degree. Must be able to lift and/or carry weights up to 20 pounds.

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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/or directions to co-workers and assistants. Includes receiving assignments and/or directions from supervisor.

Language Ability: Requires the ability to read a variety of policies and procedures, financial documents, statistical reports, technical reports, etc. Requires the ability to prepare documents and reports such as grant applications, media copy, meeting notices, public information notices, agendas, minutes of meetings, general letters of correspondence, strategic plans, financial reports, budget documents, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence; and to articulate information to others. Requires the ability to communicate with supervisor, other city employees, the city council, citizens, other elected officials, business and industry owners, attorneys, surveyors, land developers, etc.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Requires the ability to apply principles of rational systems in order to solve problems and deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a staff; to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information; to explain procedures; to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including planning, development, budgeting, public relations, risk management, grants administration, human resources and contract administration.

Numeric Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to determine time and weight. Must be able to use practical applications of algebra including fractions, percentages and ratio and proportion; and to use practical applications of statistics.

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

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment; and operating motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have moderate 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, peripheral vision, inspection for small parts; and to visually prepare and analyze written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must have the ability to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under moderate stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

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).

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PERFORMANCE INDICATORS

Knowledge of Job: Has a thorough knowledge of governmental structure, methods, laws, principles, policies and procedures as applicable to the position of Deputy City Administrator. Has extensive knowledge of personnel functions and programs and has the ability to develop and implement necessary policies, procedures and systems. Must possess excellent communications skills, both verbal and written, and has the ability to be persuasive in such communication. Has knowledge of the principles of grant administration; knowledge of planning concepts and practices; knowledge of local, state or federal government operations; and budget and finance processes. Has the ability to lead others and coordinate activities to accomplish goals. Has the ability to prepare and present accurate and reliable reports containing findings and recommendations. Has the ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks to include GIS software. Is able to maintain positive relationships with a variety of types of individuals in businesses and industry, other elected officials, civic and community groups, and governmental agencies. Has excellent organizational, technical, management, and human relations skills. Has extensive knowledge of the various codes and ordinances that relate to the activities of the city/position and is able to ensure implementation and enforcement of same. Is able to use independent judgment and discretion in preparing goals, setting schedules, assigning work, and planning for future needs. Has the ability to resolve problems via unique and innovative approaches. Has the ability to compile, organize, prepare, and maintain an assortment of records, reports, and information in an effective manner. Is able to utilize and understand computer applications and techniques as necessary in the completion of daily assignments. Is knowledgeable in effective methods of writing grant applications and administering grant programs effectively. Has extensive knowledge of financing techniques as they relate to duties of the position. Has considerable knowledge of the functions, organizations, staffing, and operating procedures of various city departments. Is able to develop and administer programming procedures, plans, and activities.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality of deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with city departments, co-workers, city council, and the public.

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 doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, city 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 city policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off 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 done and initiates proper and acceptable direction 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 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 city policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the city.

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Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all city employees. Develops and maintains cooperative and courteous relationships with co-workers inter- and intra-departmentally, representatives from organizations and the public, so as to maintain goodwill toward the city and to project a good city image. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will within the city. Emphasizes the importance of maintaining a positive image for the city.

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 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 established by the city and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

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 staff members understand what results are expected of them, and they are regularly and appropriately informed of all city and department matters affecting them and/or of concern to them.

Staffing: Works with human resources director and 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 work 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 city standards, methods and procedures.

Delegating: Assigns additional duties as necessary and/or appropriate in order to meet goals; enhances abilities of personnel under charge; builds their confidence; and assists them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

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. Moves decisively and explicitly to develop and implement alternatives.

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

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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 city policies regarding the functions under charge and the functions of the organization. Adheres to those 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 of the city and routinely reviews policies to ensure any changes in city philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and department morale and performance. Strives to ensure 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.

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