



JOB DESCRIPTION

Title:	Assistant to City Manager	Department(s):	General Administration
Reports to:	City Manager	Location:	Municipal Building
FLSA:	Exempt	Pay Grade:	II, I
Shift:	Day	Status:	Full-Time
Bargaining Unit:	None	Date:	January 2010

JOB SUMMARY

This position, under the general administrative direction of the City Manager, performs a wide variety of complex and specialized professional administrative duties; functions as a key member of the City Manager's leadership team; supervises professional staff and leads the human resources function of the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Represents the City Manager in interactions with elected and appointed officials, business owners, managers, neighborhood groups, employees and other citizens. Assists in the development and presentation of written reports and oral reports to the City Council, groups and the media.
- Coordinates the development and implementation of major projects (including federal and state grants).
- Attends regular and special work sessions of the Common Council as necessary.
- Represents the City Manager on various boards and commissions in lieu of the City Manager's absence.
- Manages assigned projects to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff as needed through City Manager.
- Designs, writes and distributes quarterly city newsletter as well as oversees all external city communications.
- Provides leadership to the City in designing systems and developing policies for organizational effectiveness and employee satisfaction, including compensation and benefit systems, classification structures, recruitment, employee development and training, performance management, policy administration/compliance, and labor/employee relations.
- Directs and supervises the staffing function of the City by recruiting, testing and pre-screening applicants; participates in and/or coordinates interviewing process; coordinates with departmental managers to determine staffing needs; recommends and develops selection standards and employment procedures, and assures their consistent application; completes confidential background and reference checks on prospective employees; makes recommendations on staffing and classification issues.
- Manages labor relations activities, including research and preparation for collective bargaining meetings. Handles and/or participates in grievances and interest arbitration hearings. Directly assists all departments in the resolution of grievances and administration of collective bargaining agreements. Serves on city collective bargaining team.
- Provides for competitive and equitable compensation programs by preparing position descriptions, obtaining external salary information, maintaining classification plan ; coordinates selection and costing of benefits and resolves benefit related issues; researches new benefits; determines cost of total compensation.

- Meets with all new employees to provide orientation; prepare new hire paperwork; review of all benefit programs and coordinates employee training programs with department heads.
- Advises City Manager and City Council on personnel matters; reviews salary increases. Consults with department managers to prepare action plans to resolve employee problems, acts as mediator in conflict situations, and participates in counseling and disciplinary hearings as needed.
- Serves as resource person for all staff by disseminating information, interpreting and responding to inquiries regarding administration of personnel rules and regulations, terms of bargaining agreements, and administrative policies and procedures.
- Monitors and assures accurate records for timely implementation of appropriate employee performance increases, verifying accuracy of data submitted by department heads for approval; monitors and revises performance evaluation system.
- Recommends updates and revisions to the City's personnel rules and regulations for City Council approval; develops and revises administrative policies and procedures related to human resources management.
- Coordinates the City's compliance with new or revised federal and state laws affecting human resources management with emphasis on FMLA and other leave administration.
- Implements loss prevention/safety program and works with outside risk manager to monitor performance and monitors workers compensation claims.
- Coordinates safety/employee training and develops a training schedule for routine training sessions as well as keeping accurate training records.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Serves as the City's representative to Regional City Management and/or Human Resources Organizations as may be assigned.
- Assists the City Manager and City Clerk in preparation of agendas and related documents.

SUPERVISION RECEIVED AND/OR EXERCISED

- Reports to City Manager.
- Exercises supervision over Community TV/Media Services Manager, City Clerk and Chief Information Officer and additional professional and/or administrative staff, as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

Education and/or Experience

- Equivalent to a Bachelors Degree in public or business administration.
- At least three (3) years of municipal management experience, preferably in local government. Master's Degree in public or business administration may substitute for one year of experience. Or any equivalent combination of education, experience and training that provides required knowledge, skills, and abilities.

Language Skills

- Ability to negotiate with a variety of people with differing interests.
- Ability to relate to and communicate effectively with others.
- Ability to establish good working relationships with all levels of staff and citizenry, and provide facilitation skills in sensitive, emotional, or hostile situations.
- Ability to effectively communicate and promote both verbally and in writing. Well-developed communication skills to gain the trust and cooperation of others when it may be difficult to achieve, and ability to communicate technical concepts and abstract ideas.
- Ability to gather, analyze, interpret, and present data in clear and concise reports and make recommendations.
- Ability to research and write federal and state grants.
- Knowledge of methods of research, program analysis and report preparation.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.

Reasoning Ability

- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.

Other Qualifications

- Thorough working knowledge of Microsoft Office software and their applications.
- Ability to effectively meet and deal with the public.
- Ability to maintain confidentiality or sensitive information.
- Have, or have the ability to obtain, a valid Wisconsin Drivers License.
- Knowledge of municipal organizations and their services and operations.
- Knowledge of the principles and practices of public personnel administration including recruitment and selection, test development, classification and compensation, benefits administration, civil service systems, pertinent local, state and federal laws, employment development and workplace safety.
- Ability to organize and prioritize a large number of projects at one time.
- Ability to work independently and in a team environment.
- Knowledge of organizational development and customer service principles, including continuous quality improvement.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, and or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- The employee must exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling, crouching, crawling, kneeling, stooping and or moving up to 40 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderately quiet. Work is typically performed in an office.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

Supervisor Date

Department Head Date

Human Resources Date

City Manager Date