City of South Sioux City, Nebraska
Job Description

Position Title: Assistant City Administrator
Department: Administration
Reports To: Mayor & City Administrator
Supervises: Department Heads and Administrative Staff, as assigned
FLSA Status: Exempt-Salary
Prepared By:

PURPOSE OF POSITION:

Responsible to assist the Mayor and City Administrator with the overall day-to-day administration of city government in accordance with policies, laws and direction the Mayor and City Council through the performance of administrative and supervisory functions.

ESSENTIAL FUNCTIONS:

- Assists the City Administrator in the overall operation of the City. May provide direct oversight of departmental activities or staff as assigned. Recommends corrective actions where necessary.
- Attends City Council and other various meetings; prepares/presents information/reports, consults and cooperates, as assigned; presents information to the City Council as directed by the City Administrator and/or in the absence of the City Administrator.
- Assists in providing direction for and overseeing activities and operations of assigned functions within the City to assure maximum efficiency and effectiveness in meeting established goals and objectives. When assigned, provides supervision and leadership to department heads.
- Serves as City Administrator in his/her absence.
- Responsible for assisting the City Administrator in determining strategic and economic forecasts for the City and conducting special projects as needed.
- Assists with the development and implementation of short and long term plans to meet strategic, performance management, and economic development goals and objectives for the City.
- Assists in the development, preparation and implementation of the City’s annual budget and Capital Improvement Plan (CIP). Participates in monitoring the City’s financial condition and forecast of funded needs for capital needs. Oversees/manages assigned organizational budgets; monitors and approves expenditures; implements fiscal and budgetary adjustments.
- Performs supervisory functions such as staffing, scheduling work, assigning work duties, training personnel on various systems, equipment and techniques, conducting performance evaluations and administering disciplinary actions; ensures that departmental activities are performed according to applicable rules and regulations.
- Provides advice and guidance to department heads regarding policy interpretations; assists department heads in coordinating and implementing projects; conducts research and performs evaluations of projects in progress.
• Participates in contract administration and labor negotiations, as needed.
• Makes recommendations to the City Administrator on policies and procedures for the efficient operations of city government. Assists with the implementation of adopted policies and provides leadership in problem solving of citywide issues.
• Attends various meetings and conferences to maintain awareness and keep abreast of changes for municipal/public administration functions and responsibilities.
• Provides public records and information to citizens, the media and other agencies as requested.
• Establishes and maintains positive public relations and serves as a liaison for the city with other governmental agencies as needed.
• Performs administrative duties including the preparation of various reports and records pertaining to the duties performed; provides oversight in contract/agreement management.
• Operates standard office equipment in the performance of job duties, i.e. fax machines, copier, personal computer, calculator, etc.

MARGINAL FUNCTIONS:
• Performs other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:
• Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
• Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
• Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
• Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
• Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
• Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
• Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
• Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
• Written Communication - Writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:**

1. Must possess a valid driver’s license at the time of hire.
2. Graduation from an accredited college or university with a Bachelor’s Degree in public administration, business administration or a related field. Master’s Degree in public or business administration is preferred.
3. Must have five (5) years of experience in a municipal environment with an emphasis in public administration or business, with at least five (5) years of responsible supervisory experience or management position, or an equivalent combination of training and experience.
4. Must be bondable.

**ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:**

The physical demands and work environment characteristics 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.
Work is generally performed indoors in an office setting and requires routine bending, lifting and carrying office supplies, books, files and other materials. The incumbent is required to frequently sit for extended periods of time, talk, hear and must have the ability to transport themselves to and from various locations within City Hall. Hand-eye coordination is necessary to operate computers and various other pieces of equipment. While performing the duties, the incumbent is required to use hands to finger, handle, feel or operate objects, tools or controls and to reach with hands and arms. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision and the ability to adjust focus. The noise level is usually quiet or moderate.

Work requires extensive interaction with the general public and may be stressful when dealing with citizens and/or meeting deadlines.

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Employee Signature               Date    Supervisor Signature        Date