

City of Fulton
POSITION DESCRIPTION

JOB TITLE: Director of Administration

DEPARTMENT: Administration

DATE: 10-2018

IMMEDIATE SUPERVISOR: Mayor

SUMMARY: Responsible for the safe and efficient operation of all aspects and elements of each of the City Departments.

ESSENTIAL FUNCTIONS:

- I. Supervisory Activities 15% of Time
 - A. Responsible to Mayor for all City affairs placed under his charge by/under the City Charter.
 - B. Appoints and removes all Department heads with the advice and/or consent of the Mayor, except the City Counselor/Attorney as stated within the hiring procedures in the Personnel Code, by law or by Charter.
 - C. May remove and/or suspend any City employee (classified or unclassified) according to the Personnel Code or authorizes department heads to exercise these powers over their subordinates.
 - D. Directs/supervises all departments/agencies of the City as provided by Charter and law.
 - E. Attends all council meetings and participates in discussions, including boards/commissions.
 - F. Sees that all laws, provisions of the Charter and acts of the City Council are executed.
 - G. Shall be ex-officio to all boards and commissions that are appointed by the Mayor and approved by the City Council.
 - H. Performs other duties as specified in the City Charter or as required by the Mayor.
- II. Budget (Capital and Operating) Activities 10% of Time
 - A. Prepares and submits budget and three year capital improvement program to the Mayor annually.
 - B. Submits to the Mayor and City Council and makes available to the public a complete financial and administrative report of the City as of the end of each fiscal year.
 - C. Makes other reports as the Mayor and/or City Council may require concerning the operations of all City departments, offices and agencies subject to his direction and control.
 - D. Keeps the Mayor and/or City Council apprised to the fiscal condition and future needs and makes recommendations concerning City affairs as deemed necessary.
 - E. Requires specific persons to prepare their recommendations for their departmental budget. Analyzes and considers all recommendations and provides opportunities to department heads to give their input in forming priorities assuring for a comprehensive and complete budget.
 - F. Provides clarification and answers questions regarding the proposed budget assuring for professionalism.
 - G. Implements the approved budget assuring for compliance. Provides explanations for budget variances if they occur and as requested. Monitors expenditures throughout the year.

- III. Planning Activities 25% of Time
- A. Reviews and assesses the status quo of each aspect of each department.
 - B. Determines and sets goals and projections for future developments assuring that the departments are progressive and in tune with trends.
 - C. Attends external meetings, seminars and programs so as to maintain an awareness of the trends and developments in the profession.
 - D. Schedules and attends internal meetings with departmental and other staff persons to obtain input and to encourage ongoing communication.
 - E. Initiates processes to facilitate City-wide planning efforts.
- IV. Internal and External PR Activities 15% of Time
- A. Attends various meetings and functions, facilitating accessibility and answers questions and provides information regarding City activities, practices and policies.
 - B. Recommends and implements policies and procedures through internal and external meetings and forums for all aspects of the City.
 - C. Sets a tone for the City organization that all activities are completed in an orderly, structured and professional manner.
 - D. Demonstrates a commitment to openness to the public in all matters that involve meetings, votes, actions, deliberations of the City Council or any other information that is deemed “public information”.
 - E. Establishes training requirements for all staff at all levels and assures compliance with all applicable requirements.
- V. Coordination Activities 20% of Time
- A. Requires and insures interdepartmental coordination achieving the most efficient use of available resources.
 - B. Makes requests to outside agencies assuring that the City has access to outside resources for professionalism and the best possible PR for the City.
 - C. Cooperates with requests for services made by local, state or federal agencies as requested.
 - D. Maintains membership with professional organizations assuring accessibility to the resources of the professional community.
 - E. Demonstrates a willingness to seek outside advice or counsel when events occur that require knowledge or experience outside his realm of expertise.
- VI. Council Related Activities 15% of Time
- A. Meets and confers with the Mayor and Council members.
 - B. Recommends policies and procedures for Council consideration.
 - C. Responds to Council requests and concerns assuring for timeliness and accuracy.

This position falls under the Pipeline and Hazardous Materials Safety Administration and is therefore subject to Random drug testing.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- Above average accessibility of all work sites required for the position.
- Average exposure to weather and temperature extremes.
- Average exposure to chemicals and fumes.
- Average exposure to heights.
- Above average exposure to work safety hazards.
- Average amount of overtime/extended work hours required.
- Average exposure to dust.
- Average exposure to loud noises.
- Average exposure to darkness.
- Average exposure to cramped spaces.

PHYSICAL EFFORT

- Normal physical mobility: movement from place to place on the job, considering distance and speed.
- Normal physical agility: ability to maneuver body while in place.
- Normal physical strength to handle routine office materials and tools.
- Above-normal physical strength to handle 50 lb. objects, considering frequency.
- Normal dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Normal endurance.

KNOWLEDGE REQUIREMENTS

- Bachelor's Degree in Public Administration or Business required; MPA preferred.
- Five year's City management experience.
- Chosen on executive and administrative qualifications with experience/knowledge in public administration.
- Residency within the City of Fulton within six month's after appointment.
- Must be at least 21 years of age and devote entire time to duties of the office.
- Appointed and removed by the Mayor with approval of majority of the City Council.

MENTAL EFFORT

- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Above average complexity and time pressure of decision making.
- Above average analytical and conceptual thinking.

COMMUNICATION

- Above average verbal communication.
- Above average written communication.
- Above average nonverbal communication.

SENSORY ABILITIES

- Normal ability to see, touch, hear and smell.

- Normal ability to distinguish colors.