



Classification Title: Assistant Director of Administration
Department: Administration
FLSA Status : Exempt

GENERAL STATEMENT OF JOB

This position provides high-level administrative and technical support to the Director of Administration in managing municipal operations on behalf of the elected body and residents of Fulton. Key functions include: risk management, budget-related assistance, collective bargaining, city operations and staff administration, external public relations activities, and oversees the Buildings & Grounds Department and other assigned staff. The position performs a wide variety of executive leadership functions including: key role in the formation of strategic decisions, creation and implementation of policies, assists the Director of Administration in the assessment and oversight of operations and community relations, maintains strong, productive, and cooperative relationships with other City Departments to maximize use of City resources and talent, and develops and maintains positive relationships with staff, City Council, citizens, other groups and agencies. This position serves an acting role in the absence of the Director of Administration or their designee.

MINIMUM EDUCATION AND TRAINING

- Bachelor's Degree in Public Administration, Business Administration, or another pertinent field or four years of City/pertinent executive management experience. A combination of education and experience may be used to meet requirements.

ESSENTIAL FUNCTIONS

General

- Receive recommendations for departmental budgets. Analyze and consider all recommendations and work with the Chief Financial Officer to complete budget formation.
- Provide clarification and answer questions from staff and the public, assuring professionalism and cohesion with organization culture and appropriate level of response.
- Deal with the public in a professional, courteous, and in a timely manner.
- Maintain membership with professional organizations assuring accessibility to the resources of the professional community.
- Engage with outside agencies assuring and the best possible public relations for the City.
- Cooperate with requests for services made by local, state, or federal agencies.

- Maintain an awareness for the maintenance needs of city buildings and equipment. Directs appropriate staff and/or vendors to complete the routine preventative and corrective maintenance as required.
- Maintain an awareness of the corrective and preventative maintenance procedures and schedule for the department.
- Maintain an awareness of the maintenance needs of the machinery and equipment assuring thoroughness and timely completion of all work.
- Respond to requests by the Director of Administration (DOA) in an accurate, complete, and in a timely manner.

Risk Management

- Oversee all risk management and liability reduction activities ensuring timeliness and accuracy. File accident reports with insurance company. Act as liaison between citizens (claimants) and liability insurance carriers.
- Proactively address potential causes of liability ensuring the organization is compliant at all times.
- Work towards a resolution of accident claims filed against the City.
- Act as back-up liaison between employers and workers compensation.
- Create policy that promotes a safe working environment.
- Recommend training requirements for staff. Act as safety coordinator for the City, assuring safety is perceived as a high priority.
- Encourage employee participation in creating a safe environment through Safety Committee.
- Carry out requests made by insurance company on ways to create a safer environment.
- Make recommendations on disciplinary action regarding safety violations.

Executive Management

- Work closely with the DOA to set and exceed organization goals efficiently and effectively.
- Maintain regular contact with the DOA to keep them apprised of situations and issues.
- Assist with ongoing supervision for all employees assuring for compliance with city policy, city charter, city ordinances, state statutes, and federal law.
- Assist in setting a tone for the City organization that all activities are to be completed in an orderly, structured, and professional manner.
- Facilitate policy creation and team building with upper management staff.
- Recommends policies and procedures through internal and external evaluation.
- Assist other City departments as needed assuring for professionalism.
- Forecast, troubleshoot, and remediate liability, perception, and applicability for ordinances, resolutions, and policies.

Communication & Collaboration

- Embody and uphold the DOA's goal to be strong community partners and proudly serve through strategic, purposeful servant leadership.
- With oversight from the DOA, act as an authorized representative on behalf of the city.
- Represent the DOA or Executive Leadership team at various meetings and participate on various boards, commissions, outside governmental agencies, non-profits, and other citizen groups relative to goals, actions, and activities of the city.
- Engage with groups to gauge public perception, needs, and to strategize how best to position the City to meet the community's current and future needs.
- Encourage interdepartmental coordination achieving the most efficient use of available resources.
- Maintain professional connections across the state with other municipal government officials and administration professionals that are beneficial to the city.
- Maintain an awareness of the public relations considerations for the department and assure for the best possible public relations for the City.

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.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Mental Effort

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

Physical Requirements

- 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.
- 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 and endurance, including eye/hand, hand/foot, etc.
- Normal ability to see, hear, smell and touch.
- Normal ability to distinguish colors.

Work Environment

- 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, dust, darkness, loud noises, and cramped spaces.
- Average exposure to work safety hazards.
- Average amount of extended work hours required.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

The City of Fulton has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date