



Job Title	City Council Administrator	FLSA Status	Exempt
Band	MGR	Probationary Period	At-will
Zone	4	Job Code	15040

Class Specification – City Council Administrator

Summary Statement:
 The purpose of this position is to act as an ombudsman to aid all Council members in the resolution of citizen concerns and issues. This position oversees the operation and administration of the legislative processes of City Council. This is accomplished by providing complex high level support to City Council; managing the legislative process; managing major projects with legislative impact; developing goals and objectives and budgeting accordingly; and ensuring compliance with Council policies, the City Charter, City ordinances, and federal, state, and local regulations. Other duties include developing programs to orient new Council members and recognizing outgoing members; and organizing and facilitating retreats and meetings in coordination with the City Council Administrator staff.
 In addition to this class specification, this City Council Appointed position has specific powers and duties per City Code §1.2.1001-1002 and §1.2.205 and City Charter 3-10(e).

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
35%	Assist City Council by establishing an annual department work plan; develop and monitor systems and procedures to support high quality service to Council member’s and the public while prioritizing the needs of each Council member; develop and maintain a system for tracking Council requests during meetings, sessions or individually and routinely report on the status until resolved; resolve operational and unforeseen procedural problems and address other concerns as directed or necessary; and resolve problem encounters by employees during the course of assignment.
25%	Manage legislative activities by developing and ensuring system for bringing legislative matters before City Council; maintain a schedule of items coming before Council; coordinate closely with the City Clerk in setting the agenda for City Council work sessions and confer with the Chief Administrative Officer on the agenda; coordinate town halls and public hearings; and identify and inform the Council of issues and policy decisions required. Aid council in the resolution of citizen issues and concerns.



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15%	Coordinate work and provide information to Council members and the Chief Administrative Officer. Provide information to Council members on charter, ordinances, and other laws relevant to elected offices and provide information about various options; identify and keep up to date on key agency policies and priorities and economic, political, and social trends which affect organization; and seek outside expertise as needed.
10%	Manage legislative projects of significance by conducting research and networking with stake holders; organize and facilitate meetings; prepare presentations; identify and analyze problems and find alternatives solutions to complex problems; communicate and advocate on behalf of City Council; and report activities and outcomes to Council members. Review and track requests for legislation. Act as a technical expert on the City’s legislative process by providing guidance to Council members and others on legislative processes and procedures.
10%	Appoint, direct, and supervise, as well as, delegate tasks to and direct the actions of the City Council Administrator’s assistants and clerical personnel.
5%	Assist the City Council President and City Council committees appointed by the President with preparation of the City Council budget and coordination with the Chief Financial Officer and Mayor in incorporating the City Council budget into the City’s annual budget. Develop and manage the City Council budget by identifying goals and objectives; make recommendations on legislative projects; develop annual budget and allocate funds within the budget to accomplish objectives; monitor the budget progress for department and individual Council members and make adjustments to meet goals as needed; and coordinate the budget hearing process with the Chief Administrative Officer.

Competencies Required:
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.



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Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:
 Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in business administration, public administration, public relations, or related field.

Experience: Five years of full-time professional executive level administrative, analytical, and/or budgetary experience including two years of supervisory experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:
 Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received:
 Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.



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Fiscal Responsibility:

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: February 2015