



|                  |  |                            |                  |
|------------------|--|----------------------------|------------------|
| <b>Job Title</b> | <b>Deputy City Council Administrator</b> | <b>FLSA Status</b>         | <b>Exempt</b>    |
| <b>Band</b>      | <b>PRO</b>                               | <b>Probationary Period</b> | <b>12 Months</b> |
| <b>Zone</b>      | <b>7</b>                                 | <b>Job Code</b>            | <b>15041</b>     |

**Class Specification – Deputy City Council Administrator**

|   |  |
|---|--|
| <b>Summary Statement:</b>   |  |
| <p>The purpose of this position is to perform a wide variety of complex and professional duties in support of the operations and administration of the City Council office. This is accomplished by managing major projects with legislative impact; assisting with the development of 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 support City Council Administrative Staff; and organizing and facilitating the City Council Boards, Commissions and Committees program.</p> |  |
| <b>Essential Functions</b>  | Note: Regular and predictable attendance is an essential function in the performance of this job.  |
| <b>Time %</b><br>(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.   |
| 50%   | <p>Develops and administers the City Council Boards, Commissions and Committees program. Drafts and maintains standard operating procedures for the administration of the program, including volunteer recruitment, interviews, appointments, and roster management. Formalizes processes for training Board, Commission and Committee members to include annual ethics training and meeting protocols. Develops training for Staff Liaisons, to include guiding documents related to agendas, minutes and public notices. Leverages the Granicus Boards and Commissions Module functionality to provide enhanced program administration and reporting. Regularly reviews establishing legislation for individual Boards, Commissions and Committees, and proposes recommended policy changes to ensure consistency and alignment with City Council’s legislative role. Evaluates and oversees the Youth Ambassador Program and Civic Engagement Program, redesigning as necessary to enhance value, including increased engagement, retention and diversity in Board, Commission and Committee membership. Serves as a Staff Liaison to City Council Boards, Commissions, and Committees as needed.</p> |
| 30%   | <p>Supports the City Council Administrator in the overall administration and operations of the City Council Office, including identifying improvements and areas for increased efficiencies based on current trends and best practices. Monitors the progress of</p>   |



|                  |  |                            |                  |
|------------------|--|----------------------------|------------------|
| <b>Job Title</b> | <b>Deputy City Council Administrator</b> | <b>FLSA Status</b>         | <b>Exempt</b>    |
| <b>Band</b>      | <b>PRO</b>                               | <b>Probationary Period</b> | <b>12 Months</b> |
| <b>Zone</b>      | <b>7</b>                                 | <b>Job Code</b>            | <b>15041</b>     |

|     |  |
|-----|--|
|     | <p>program goals and objectives, and provides updates and recommendations to management. Assists in developing policies and procedures for the operations of the City Council Office, including administrative, accounting, and legislative tasks. Assists in budget development; monitors monthly financial activity; and ensures accurate and timely reconciliation of expenses. Supports the City Council Administrator, and as requested acts as Administrator for core functions such as administration of City Council meetings and attendance at executive level meetings. Supports the legislative functions of the City Council, including drafting of legislative files and presentations for City Council meetings. Reviews state and federal legislation to analyze potential impacts on the municipality and provide briefs and reports as needed. Coordinates with City Attorney's Office, City Clerk's Office and other key departments to research assignments and administrative issues. Oversees department projects related to facility requests and information technology requests, including upgrades and the implementation of new software and technology.</p> |
| 20% | <p>Directly supervises and supports City Council administrative staff, including training, performance planning, employee development and annual evaluations. Provides timely and constructive feedback to employees, immediately addressing issues related to performance and recognizing exceptional staff accomplishments. Aligns annual work plans with the City Council Strategic Plan and ensures achievement of measureable objectives. Supervises the coordination of daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress; reviews completed work, and responds promptly to staff questions. Creates an environment in which employees are encouraged to innovate and collaborate both within and outside of the department. Fosters a sense of teamwork for all Council staff, and encourages new ideas that increase efficiency and advance department goals. Develops and implements improved methods of accomplishing department work.</p>  |

|  |
|--|
| <p><b>Competencies Required:</b></p> <p>Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.</p> |
|--|



|                  |  |                            |                  |
|------------------|--|----------------------------|------------------|
| <b>Job Title</b> | <b>Deputy City Council Administrator</b> | <b>FLSA Status</b>         | <b>Exempt</b>    |
| <b>Band</b>      | <b>PRO</b>                               | <b>Probationary Period</b> | <b>12 Months</b> |
| <b>Zone</b>      | <b>7</b>                                 | <b>Job Code</b>            | <b>15041</b>     |

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

Advanced Skills and Knowledge: 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.

**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 level analytical or budgetary experience.

**Education and Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.



|                  |                                   |                            |           |
|------------------|-----------------------------------|----------------------------|-----------|
| <b>Job Title</b> | Deputy City Council Administrator | <b>FLSA Status</b>         | Exempt    |
| <b>Band</b>      | PRO                               | <b>Probationary Period</b> | 12 Months |
| <b>Zone</b>      | 7                                 | <b>Job Code</b>            | 15041     |

**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. |  |
|--|--|

**Supervision Exercised:**  
 Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary action and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these tasks.

**Supervision Received:**  
 Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**  
 This job title monitors budget/fiscal expenditures (typically non-discretionary expenditures) or has responsibility for fiscal management of capital project(s). May recommend budget allocations.

**Physical Demands:**  
 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

| <b>Environmental Conditions</b>      | <b>Frequency</b>   |
|--------------------------------------|--------------------|
| 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              |



|           |                                   |                     |           |
|-----------|-----------------------------------|---------------------|-----------|
| Job Title | Deputy City Council Administrator | FLSA Status         | Exempt    |
| Band      | PRO                               | Probationary Period | 12 Months |
| Zone      | 7                                 | Job Code            | 15041     |

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

**Specialized Computer Equipment and Software:** Microsoft Office and specialized software relative to area of assignment.

*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: January, 2021