



<b>Job Title</b>	<b>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>15040</b>

**Class Specification – City Council Administrator**

<b>Summary Statement:</b>	
<p>The purpose of this position is to oversee the operation of the office of City Council. This is accomplished by hiring and directing City Council staff; managing the legislative process; managing major projects with city 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.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (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%	Manage daily operations of office of City Council by establishing annual department work plan; ensure proper staffing level daily; develop and monitor system and procedures to support high quality service to Councilmember’s and the public; ensure facilities and equipment are in working order and building is properly maintained; resolve operational and unforeseen procedural problems and address other concerns as directed or necessary; and resolve problems 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; direct agenda preparation and distribution; coordinate town halls and public hearings; and identify and inform the Council of issues and policy decision required.
15%	Counsel and advise council members and executive staff by providing advice regarding the 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 projects of city-wide significance by conducting research, identify, and network 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.



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10%	Recruit, direct, and evaluate the work of staff by interviewing and selecting City Council staff; oversee employees training and development; direct the development of employees performance evaluations and formally evaluate the work of direct reports; ensure compliance with City policies regarding discipline, grievances, and performance evaluations.
5%	Develop and manage the City Council budget by identifying City Council goals and objectives; make recommendations on projects; develop annual budget and allocate funds within the budget to accomplish objectives; monitor budget progress for department and individual council members and make adjustments to meet goals as needed; and coordinate the budget hearing process with executive staff.

<b>Competencies Required:</b>	
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.
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.

<b>Technical Skills Required:</b>	
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.

<b>Relevant Background and Formal Education:</b> 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:	Three years of full-time responsible administrative, analytical, and/or budgetary experience including one year of administrative and/or lead supervisory experience.



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**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 or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

**Supervision Received:**  
 Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

**Fiscal Responsibility:**  
 This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

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

<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



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**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