



## Assistant City Administrator Administration

ADM/2

### JOB SUMMARY

This position is responsible for assisting in managing the day-to-day operations of the City of Bismarck.

This is an at-will position.

### MAJOR DUTIES

- Coordinates and directs the development of departmental goals, interdepartmental operations, and policies; manages the development of efforts to improve operations, decrease turnaround times, streamline work processes, and promote cooperative activities.
- Aids in strategic planning activities.
- Meets with citizens and citizen groups to exchange information, respond to citizen complaints, and review current or proposed programs and projects.
- Analyzes, interprets, revises and provides staff direction on policies and procedures that improve program understanding, efficiency and effectiveness.
- Supervises research, procedural and administrative studies, and the preparation of reports for the attention of the City commission and city committees.
- Directs staff in the preparation of City Commission meeting agendas and in following up on actions resulting from Commission meetings.
- Plans, coordinates, and directs work relating to the preparation of the City Administration and City Commission budgets; prepares, administers and monitors assigned program budgets.
- Serves on the Budget Committee.
- Conducts legislative analysis to determine the effect of proposed legislation on city operations and finances.
- Visits with media contacts and accepts interviews.
- Attends City Commission meetings and events.
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of public administration principles and practices.
- Knowledge of management principles and practices.
- Knowledge of relevant federal and state laws, local ordinances, and city rules and regulations.
- Knowledge of budget preparation and finance.
- Knowledge of the functions and operations of city departments.
- Knowledge of the city's demographic and economic profile.
- Knowledge of public relations principles.
- Skill in project management.
- Skill in strategic planning.
- Skill in establishing priorities and organizing work.
- Skill in employee management and supervision.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in dealing with the public.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The City Administrator assigns work in terms of city goals and objectives. Work is reviewed through conferences, reports, and observation of city activities.

## GUIDELINES

Guidelines include the City Code of Ordinances, the employee policy manual, the safety manual, capital projects guidelines, the North Dakota Century Code, state and federal agency requirements, and state and federal grant requirements. These guidelines require judgment, selection, and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied management duties. The variety of city operations contributes to the complexity of the work.
- The purpose of this position is to assist in the management of the city's day-to-day operations. Successful performance ensures the effective and efficient operation of the city government and affects the quality of life for city residents and visitors.

## CONTACTS

- Contacts are typically with co-workers, other city employees, vendors, developers, attorneys, elected and appointed officials, representatives of other government agencies, business leaders, utility providers, consultants, and members of the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Public Information Officer (1) and Administrative Secretary (2).

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.

Reviewed: 11/2021