

## **ASSISTANT CITY ADMINISTRATOR**

Reports To: City Administrator

FLSA Classification: FT/Exempt

Original: May 2024

Department: Administration



### **Position Summary:**

The position is to perform advanced administrative and professional work in organizing, planning, and directing assigned departments and functions of the City of Mauldin to ensure effective and efficient municipal operations.

### **Essential Job Functions:**

- Assists the City Administrator in daily municipal operations working with administrative staff and department heads.
- Assists in the execution of policies and programs to meet the City's goals and objectives by conducting project research and feasibility analysis, forming action plans and strategies, coordinating activities, and working with project principals.
- Responds to inquiries, questions, and complaints regarding city services and works with citizens, staff, and the City Administrator to identify and facilitate appropriate resolutions.
- Provides highly responsible administrative, analytical, and professional assistance to the City Administrator, completes a variety of technical, confidential, and complex projects as assigned.
- Supervises, directs and evaluates assigned staff: directing work, assisting in problem solving, counseling, discipling and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules for assigned departments.
- Monitors the status of work in progress, inspects completed assignments, answers questions and gives advice and direction as needed.
- Provides direct oversight over assigned Departments on an as needed or interim basis.
- As required, meets, and corresponds with community stakeholders, professional organizations, business groups, governmental and public agencies, and other entities to resolve complex issues and problems and to respond to questions and inquiries.
- Any other duties as assigned by City Administrator.

**Preferred Qualifications:**

- Master's degree, preferably in public administration, business administration or government related field, and three (3) to five (5) years of experience as a City/County Manager/Administrator, Deputy/Assistant, or department head in a municipal government of similar size, complexity, and demographics or possession of any equivalent combination of education/experience.

**Minimum Qualifications:**

- Bachelor's degree in a government-related field and 7 (seven) years of experience in a supervisory capacity in a full-service agency of similar size, complexity and demographics.

**Performance Aptitudes:**

- **Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.
- **Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.
- **Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable, such as violation notices, inspection reports, plan reviews, progress reports, budget and financial documentation and reports, employee performance appraisals, regulatory reports, work orders, schedules, equipment and maintenance logs and reports, Council reports, policies and procedures, codes and regulations, etc.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include the ability to perform mathematical operations with fractions; may include the ability to compute discount, interest, and ratios; may include the ability to calculate surface areas, volumes, weights, and measures.
- **Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness, and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control, and planning of an entire program or set of programs.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*