



Job Description

Department: Administration
Classification: Exempt

Job Title: Assistant City Administrator
Reports to: City Administrator

Date job description last revised: April 27, 2022

GENERAL DESCRIPTION OF DUTIES:

The Assistant City Administrator is a professional administrative position whose primary responsibility is to provide assistance and support to the City Administrator and Department Heads in day-to-day operations of the City, special projects, sustainability initiatives, housing programs and projects, and in the oversight of Human Resources for employee relations to include regulatory compliance, fringe benefits, wellness programs, risk management, recruitment and salary administration. Work is subject to frequent interruption and requires strong interpersonal skills.

ORGANIZATIONAL RELATIONSHIPS:

Reports to and takes direction from the City Administrator. Works collaboratively with other departments to accomplish HR related duties.

Direct supervision of one Administrative Assistant.

ESSENTIAL DUTIES OF ASSISTANT CITY ADMINISTRATOR:

- Responsible for preparing technical documents (agreements, ordinances, policies, etc.) for review and consideration by the City Administrator and/or City Council.
- Assists the City Administrator in performing a wide variety of administrative functions in the day-to-day operations of the City.
- Assists the City Administrator with a variety of special projects, including but not limited to, grant writing, liaison with community organizations, information-gathering, intergovernmental relations, policy development, and other initiatives as assigned by the City Administrator.
- Selects, trains, supervises, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Provides oversight and administration of Human Resources functions in coordination with the City Administrator, including development of policies, development of training initiatives, and recruitment efforts.
- Works toward creating an environment that enhances excellent employee relations.
- Performs investigations related to employee disciplinary needs, accidents, etc. preparing complete and thorough reports.
- Manages employee wellness programs.
- Maintains complete personnel files.
- Performs compensation analyses and makes recommendations to the City Administrator.
- Implements safety and training programs appropriate to various job functions as necessary.
- Administers changes to wage, salary, and benefit programs for City employees.
- Oversees workforce planning, recruitment, promotions and staffing.
- Prepares, manages, and modifies the City's Personnel Manual to remain compliant with all federal,

state, and local personnel rules and regulations.

- Manages the City's Safety Committee to remain compliant with insurance risk management as well as best practices to enhance workplace safety.
- Maintains and monitors the City's professional liability insurance coverage and reporting.
- Provides oversight and management of the City's initiated housing projects and programs, ensuring compliance with policies, guidelines and objectives for the programs.
- Identifies and obtains financial resources for the City's housing programs and projects.
- Provides oversight and implementation of the City's sustainability initiatives, coordinating with Department Heads on initiation of projects and tracking of performance indicators.
- Manages City goals, initiatives, and policies related to the City Council's Climate Action Plan.
- Serves as Acting City Administrator and assumes the City Administrator's roles and responsibilities, if deemed necessary, in their absence.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Self-directed, detail-oriented professional who works efficiently and independently and also collaborates with co-workers.
- Must work well with diverse types of people, have strong customer service and verbal / written communication skills.
- Must be able to follow written and verbal directions, solve problems, handle multiple priorities, work under deadlines, and make sound decisions.
- Must have a general understanding of office technology and proficiency with PCs, the MS Office suite of products and Acrobat required.

EDUCATION, CERTIFICATIONS AND EXPERIENCE:

Bachelor degree in Public Administration, Political Science, or Human Resource Management or comparable. Three to five years relevant experience required. Professional Human Resources (PHR or SPHR) certification preferred.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is performed in an office environment and requires extended periods of time sitting (or standing) in front of a computer screen. Hours are generally Monday through Friday 8am to 5pm; may occasionally require longer hours. Requires occasional coverage of night meetings. Must be able to lift 20 pounds on an intermittent basis. The small organizational setting requires a strong work ethic where all employees are expected to cross train and assist others as needed to cover staff absences and busy periods

PAY/SALARY RANGE:

\$91,171 to \$136,756 Annually. Hiring range up to \$113,963 Annually.

GENERAL DESCRIPTION OF BENEFITS:

The City offers a full benefits package for this position including medical/dental/vision insurance plans, 401(a) and 457 retirement plan options with employer match, Personal Time Off accrual, life insurance, short-term and long-term disability benefits, and a swim benefit at the Salida Hot Springs Aquatic Center.