

Pigeon Forge Job Description Administrative Assistant to the City Manager

DEFINITION

This position serves under the direction of the City Manager and provides administrative assistance to the City Manager and department heads in all phases of city operations. The position also serves as the City's grants administrator and Title VI coordinator. The position is under general supervision.

EQUIPMENT/JOB LOCATION

The employee will operate a computer, calculator, fax and copy machines, and other modern office equipment.

The employee typically works indoors in an office environment. The employee may be required to lift objects such as journals and reports.

ESSENTIAL FUNCTIONS OF THE JOB

Confers, coordinates, plans and provides support for the City Manager, department heads, and other employees on various operational and administrative matters.

Recommends and implements, at the direction of the City Manager, changes in policies and procedures for various departments.

Writes and administers a variety of grants in compliance with related requirements. Responsible for researching, locating and acquiring a variety of grants.

Ensures the City's compliance with Title VI requirements.

Helps assure that all operations are performed in compliance with applicable local, state, and federal laws.

Prepares resolutions and ordinances for consideration by the governing body.

Conducts analysis, compiles statistics and pertinent information, studies, and prepares reports regarding the effectiveness and efficiency of various programs, departmental operations, and proposed activities.

Assists in preparation of the annual budget for all funds, including estimates, recommendations, and the appropriation ordinance.

Acts as liaison to a variety of boards, committees and community organizations.

Prepares specifications and conducts analysis of bids on a variety of contracts.

Designs and prepares presentations for city officials, advisory commissions, community groups, or city employees.

ADDITIONAL EXAMPLES OF WORK PERFORMED

May take minutes of meetings and assume duties of the City Recorder in his/her absence.

May assist in the preparation of the agenda for governing body meetings.

May oversee the implementation of special projects such as street repair contracts, facilities expansion or maintenance, etc.

Keeps the City Manager informed as to financial forecasts, economic conditions, and the financial needs of departments.

May oversee specific areas as assigned, such as the city's risk management program, zoning and codes enforcement, personnel policies and procedures compliance, employee insurance and retirement programs, or implementation of state or federal legislation such as *ADA, FLSA, Title VI, or FMLA*.

Attends a variety of meetings such as the City Council, Planning Commission, advisory boards and commissions, state and professional organizations, etc.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of the application of basic principles of municipal finance.

Knowledge of State laws governing the operation of local governments.

Knowledge of modern office procedures.

Ability to establish and maintain effective working relationships with a diverse public, city officials, volunteers, and city employees. Contact with the public and media, in a variety of situations, is frequent.

Ability to express ideas and complex operations in both oral and written formats.

Ability to make effective decisions and to work without constant supervision.

QUALIFICATIONS

Bachelor's degree in Public or Business Administration. Masters degree preferred.

At least two years experience in general or functional city management.