

## **Town of Dandridge Assistant City Administrator Job Description**

### **DEFINITION**

This employee assists with the daily operation of city government activities and support services under the general supervision of the City Administrator. Instructions to the employee are general and the employee must occasionally use independent judgment when completing tasks. The employee must consider different course of action and sometimes deviate from standard operating procedures. The work requires frequent contact with the Mayor and Board, committees, all department heads and employees and the general public.

### **EQUIPMENT AND LOCATION**

The employee will operate a computer, fax machine, copier and other modern office equipment.

Work is generally indoors, but the employee must be prepared to work outdoors regardless of weather conditions when necessary.

### **ESSENTIAL FUNCTIONS OF THE JOB**

Assists with the preparation and administration of the city budget, as well as the development of documents such as the capital budget plan, personnel policies and procedures, etc.

Assists with the overall operation of the city and monitors the performance of departments. Recommends corrective action where necessary.

As assigned by the City Administrator, consults and cooperates with committees and community groups.

Prepares reports, agendas, and other information for submission by the City Administrator to the governing body or other groups.

Prepares administrative directives and bulletins and conducts on request of the City Administrator analysis of administrative programs and projects confronting city operations.

Administers and coordinates federal and/or state grants applied for and received by the city; stays abreast of grant programs and opportunities for future funds.

### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

May serve as City Administrator in the absence of the City Administrator.

Makes recommendations to the City Administrator on policies and procedures for the efficient business-like operation of city government.

Performs other duties as required by the City Administrator.

### **REQUIRED KNOWLEDGE AND ABILITIES**

Some knowledge of municipal budgetary principles and practices.

Some knowledge of the general operations of a city government.

Ability to study municipal operations and make recommendations for improvements.

Ability to express ideas and information clearly, concisely and convincingly both orally and in writing to staff, the governing body, and to the general public.

Ability to establish and maintain effective working relationships with the general public, employees, and elected officials.

### **QUALIFICATIONS**

Graduation from an accredited college or university including or supplemented by accredited courses in accounting, business administration, political science, public administration, economics, or city management.

A minimum of 1 year administrative experience in public administration or similar field; or a master's degree in public administration.