

# **DRAFT**

March 24, 2006

## **ESSENTIAL SERVICES ADMINISTRATOR**

### **NATURE OF WORK**

Provides and is responsible for the administrating, organizing, general oversight, strategic planning, overall departmental budgets, inter-department cooperation and the efficient operation of essential services.

Essential Services consist of the Police Department, Fire Department, Public Works and Wastewater Treatment.

Provides and is responsible for the planning of infrastructure needs and operations of the above departments.

### **SUPERVISION RECIEVED**

Reports directly to and receives direction from the City Manager. Work is expected to be performed with considerable independence.

### **ESSTENIAL DUTIES AND RESPONSIBILITIES**

Supervises and evaluates the Police Chief, the Fire Chief, the Public Works Supervisor and the Chief Operator of Wastewater.

Administers the four collective bargaining unit contracts outside of day to day operations.

Oversees and collaborates with supervisors within Essential Services on the development of annual budgets with a special emphasis on strengthening services and cost saving .

Oversees and collaborates with supervisors within Essential Services on personnel issues that are outside of the daily operations.

Creates a work environment that promotes the efficient and effective delivery of services as a primary goal with positive long term solutions. This position must continuously seek improvements and cost saving that better serve the community.

Develops and presents options for long range financial and operational planning that yield efficient and effect use of city resources. This position evaluates and promotes interdepartmental collaboration and cooperation. This position works toward the implementation of programs and projects that provide the strongest services at the most cost effect option.

A major emphasis of this position is to continue the improvements to the cities infrastructure in the most prudent manner possible while minimizing the city's resources. This position will research grant opportunities and manage grant requests to accomplish the tasks listed above.

The ability to manage strategic plans, capital improvement plans, construction projects and financial plans to maximize the effectiveness as well as strengthen services is required.

The ability to advocate on the city's behave with external funding sources as well as the regulatory agencies is required.

## **DESIRED QUALIFICATIONS**

### **Education and Experience:**

Bachelors Degree in Public Administration or an equivalent municipal work experience or the combination of education and work experience

Two years of managerial experience or the equivalent combination of education and management experience

### **Necessary Knowledge, Skills and Abilities**

Working knowledge of municipal management and regulatory requirements

Requires a full understanding of local municipal government and the policy making process

Experience in budgeting, planning, contract negotiations, contract administration, personnel, policy management, policy recommendations and public speaking

Experience and or the ability to manage all aspects of construction projects including grant, finance and contractors hired by the city

The ability to coordinate all aspects of construction projects is a must

The ability to manage multiple projects

The ability to establish and maintain effective working relationships with employees, the public and city officials

Ability to communicate effectively both in verbally and in writing

Ability to use or learn a personnel computer with Micro- Soft XP as well as various office equipment

## **SPECIAL REQUIREMENTS**

Valid drivers license or the ability to obtain one

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk hear, use hands and fingers, handle, operate equipment, tools, controls and reach with hands and arms. This employee is required to walk.

The employee must be able to lift 30 ponds. Vision abilities are required including the ability to adjust and focus.

## **WORK ENVIRONMENT**

This is an pubic office environment. The employee will be representing the city.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interviews and reference checks, job related tests maybe required.

The duties listed above are intended to be illustrations of the various types of work that may be required. The omission of specific statements of duties does not exclude them from the work required for the position.

The job description does not constitute an employment contract or agreement between the city and the employee and is subject to change as needed and authorized and required by the city manager.

Approval \_\_\_\_\_  
City Manager

Effective Date: \_\_\_\_\_