

## City of Altoona Position Description

Position Title: Assistant City Administrator (ACA) Department: Administration

FLSA Status: Exempt

Grade: P

Last Update: June 2022

Reports To: City Administrator

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### General Summary

Responsible for assisting the City Administrator in the day-to-day management of the City. Provides direct supervision to and oversees the respective departments of City Clerk, Administrative Services Director, Recreation Manager, Administrative Assistant II (customer service) and/or other positions as assigned. The ACA position provides guidance to departments as directed by the City Administrator and serves a key role in formation of strategic decisions. A significant part of the job is serving in a leadership role in pursuit of assigned initiatives. The ACA establishes functional policies and makes tactical decisions within overall strategic directions.

As an active member of the City's Executive Leadership Team this position maintains strong, productive, and cooperative relationships with other City Departments to maximize use of City resources and talent. The ACA also develops and maintains positive relationships with other staff, council, citizens, civic groups, and other governmental agencies.

The Assistant City Administrator position works under the supervision of the City Administrator and will serve as City Administrator in the City Administrator's absence. Duties are performed with significant latitude for independent judgment in accordance with department and federal, state and local regulations. The position entails a high degree of professionalism, independent judgement and the overall ability to work at all levels within the City's organizational structure.

### Essential Duties and Responsibilities

The following are the fundamental job duties and responsibilities. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

- Acts in place of the City Administrator in his/her absence.
- Assists the City Administrator in implementing the goals and objectives of the City Council.
- Carries out staff assignments related to ad hoc and occasional work groups, task forces, and special committees.

- Assists in the coordination and conduct of Collective Bargaining.
- Reports to the City Council upon request by the City Administrator.
- Formats and prepares correspondence, written reports, and forms from oral and written instructions, some of which may be confidential in nature.
- Assists in addressing personnel issues as requested.
- Completes performance appraisals on direct reports and assists with others as directed by City Administrator.
- Serves as City's public information officer.
- Aids in setting up and coordinating technology for in-person and on-line meetings.
- Takes lead in organizing and coordinating specific City events and festivals.
- Provides oversight, administration and maintenance of City social media sites and website (e.g. City website, Facebook page, Instagram, Twitter, blogs, etc.)
- Provides information to citizens, civic groups, the media, and other agencies as requested.
- Consults, as needed with the City Administrator and Finance Director in the preparation of the Operating and Capital Budgets of the City and assists in evaluating the City's fiscal position in relation to the budget during the year.
- Assists the City Administrator with the development, interpretation, and enforcement of effective management policies.
- Identifies grants, applies for grants, facilitates grant execution, tracks grant progress, submits grant reports and ensures timely reimbursement of grant funds to the City.
- In emergencies, including disaster response and recovery, may participate as the communication liaison and in other capacities as outlined in the City's Emergency Management Plan, and as specified by the City Administrator.
- Attends seminars, workshops, and training sessions related to duties and responsibilities; stays abreast of new trends and innovations in the fields of business and public administration and issues related to field of expertise.
- Serves in support roles to other City departments, including being available to fill temporary staffing voids, perform research and complete projects as directed.
- Provides general and specialized information and assistance within area of assignment that may require the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures as appropriate; explains programs, policies, and activities related to specific program area of assignment; prepares responses, writes reports, makes recommendations and reviews with City Administrator; refers matters to appropriate City staff and/or takes or recommends action.
- Assists in community outreach by joining / participating in local civic organizations / service clubs, boards and attending local events.
- Works closely with Visit Eau Claire, the City's destination marketing organization, to promote City activities and events.

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

- Leads by example by supporting the City's Mission/Vision/Values and encouraging other staff to do so.
- Able to effectively communicate to large groups as well as individuals of varied backgrounds.
- Able to prepare and present accurate and reliable reports containing findings and recommendations.
- Possesses excellent customer service skills including demonstrated ability to build positive relationships with employees, managers, other organizations, and the public.
- Strong research, analytical, and problems solving skills.
- Able to express oneself clearly and concisely both orally and in writing.
- Able to inspire confidence in citizens, staff, and City Council.
- Able to find a balance point for conflicting political goals and directions with an outcome of positive direction for the organization.
- Able to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Able to demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks. Able to maintain highest confidentiality when dealing with sensitive or private information.

### **QUALIFICATIONS & WORKING CONDITIONS:**

#### Minimum

- Bachelor's degree in Public Administration, Business Administration, Organizational Development, Political Science, or a degree in a related field
- Minimum of three years of experience in a supervisory and/or administrative role
- Valid driver's license

#### Desirable

- Master's degree in Public or Business administration or related field
- Experience in a Government entity

### **Physical Demands**

The physical demands 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 or listen for long periods of time; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to work regular hours, with occasional early morning or evening work required. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job and as to be expected in typical public office environments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Tools and Equipment Used**

- Personal computer
- I Pad
- Phone system
- Copy machine
- Fax machine
- Folding machine
- Postage machine
- Scanner

This position description has been prepared to assist in defining the position, its essential duties and responsibilities, the minimum knowledge and ability requirements, physical demands, and qualifications. It is not intended as a complete list of duties, responsibilities, knowledge and ability requirements, physical demands, and qualifications. This position description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of the employee under supervision. The City retains and reserves any and all rights to change, modify, amend, add or delete, from any section of this document, as it deems necessary.

The City of Altoona is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.