

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: DEPUTY ADMINISTRATOR

DEPARTMENT: Executive

EXEMPT
CS:N
FLSA:N
EEO4CODE:OA

JOB SUMMARY:

This position is the principal assistant to the Mayor in the administration of the City's operations and development and implementation of City policies. Initiates, leads, and/or coordinates efforts to achieve organizational objectives.

SUPERVISORY RELATIONSHIPS:

Reports to the Mayor, and serves as a member City's executive team. Works under the guidelines of City policies, procedures, contracts and other pertinent local, state and federal regulations. Supervises administrative support staff and other assigned staff.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Works with the Mayor to identify community and organizational issues needing to be addressed. Develops strategies, and directs efforts, to achieve Mayor's policy and administrative goals relating to those issues. Initiates policy research and program evaluation activities with the approval of the Mayor.
2. Serves as member and coordinator of the City's executive management team. Serves as sounding board for Mayor, City Council, executive team, and other City employees.
3. Provides leadership on interdepartmental initiatives, seeking appropriate opportunities to resolve problems and achieve organizational objectives through interdepartmental efforts.
4. Serves as chief administrator of the City in the Mayor's absence: maintains the continuity of operations; handles problems from citizens, staff, or departments; acts on personnel and administrative matters, including action to protect the health and safety of employees and the public in an emergency.
5. Confers with departments to convey policies and practices, and gather information required as a basis for action by the Mayor. Reviews departmental level policy proposals for Mayor, suggesting changes or further research where necessary. Reviews legislative proposals. Reviews City policy and procedures development process in Executive Department.
6. Coordinates between the Mayor, City Council, City officials, governmental agencies and the community. Meets with community members concerning City issues, and meets with state and federal officials and legislators to represent the City's viewpoint on policy matters.
7. Serves on various community and regional committees and task forces as necessary. Cooperates with elected officials and staff of neighboring communities on common concerns. Assists Mayor and City Council in their roles on various regional committees.

8. Assists the Mayor, Deputy Administrator and Department Heads in keeping the City Council informed and in preparing items to be considered by the City Council.

ADDITIONAL WORK PERFORMED:

1. Other duties of a similar nature and level.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

Knowledge:

- A working knowledge of the City organization, structure, processes and personnel. Familiarity with governmental and community institutions, organizations, procedures and processes.

Skills

- Management skills including leadership/supervisory skills, and decision-making, planning and organizing, interpersonal sensitivity, management control, adaptability/flexibility, stress tolerance, and time management.
- Skills in problem analysis and decision making to accurately analyze situations and adopt an effective course of action, to review and make recommendations on complex personnel and performance issues, policy development and interpretation, and resource allocation issues.

Abilities:

- Ability to establish and maintain effective working relationships within the Executive department, with City Council and other City officials, staff and employees, outside agencies, organizations, the news media, and the general public.
- Ability to direct, coordinate and facilitate assigned City projects, programs and policy implementation.
- Ability to effectively plan, present, both orally and in writing, programs, reports and recommendations to the Mayor, the City Council, cabinet, community groups and the public.
- Ability to maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the position including:
 - correctable visual acuity to read and computer screen and a typeset page;
 - fine finger dexterity to manipulate computer keyboard and mouse;
 - ability to talk and hear sufficiently to communicate in person and over the phone;
 - ability to lift up to 25 lbs.

WORKING ENVIRONMENT:

Work is performed primarily in an office environment with attendance at night meetings required.

EXPERIENCE AND TRAINING REQUIREMENTS:

- B.A. in Public Administration preferred. Graduate training desirable, significant governmental and public process experience in an executive staff or leadership role.

NECESSARY SPECIAL REQUIREMENT:

DEPUTY ADMINISTRATOR

- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Employment contingent upon passing a criminal convictions and local background check.
- Certification of National Incident Management System training is required within 6 months of hire, and at a level commensurate with local government employees who are charged with this responsibility.

PREPARED BY: KSH/MA 3/96

REVIEWED BY: _____
Kelli Linville
Mayor

REVISED BY: K. Linville
B. Heinrich
L. Klemanski
7/2014