

# City of Commerce, GA

## JOB DESCRIPTION

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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **Executive Director of Administration Services**

**Department: Administration**

**Pay Grade: 119**

**FLSA Status: Exempt**

#### **JOB SUMMARY**

This position is responsible for the administration, coordination, and oversight of administration services. This position reports to the City Manager on administrative activities and is responsible for managing the daily operations of Finance, Administration, Library, Downtown Development Authority, Civic Center / Facilities, Recreation, and IT.

#### **ESSENTIAL JOB FUNCTIONS**

- Coordinates work activities of assigned divisions/departments; organizes and prioritizes projects and workload; makes work assignments; monitors status of work in progress and inspects completed work; consults with assigned staff to review work requirements, status of work, and problems; assists with complex or problem situations; provides direction, advice and technical expertise.
- Performs administrative functions associated with department/division operations; reviews administrative policy manual; reviews/revises procedures to implement changes and improvements; makes suggestions to improve operational procedures; develops methods/strategies to meet program goals/objectives consistent with county, state, federal and professional standards and/or needs of service population; monitors, allocates, and schedules resources to ensure accomplishment of program goals.
- Oversees the hiring, supervision, training, evaluation, and discipline of all the reporting departments' employees; recommends and administers policies and procedures.
- Consults with City Manager and other directors as needed to review division/department activities, provide recommendations, resolve problems, or receive advice/direction; advises City Manager on administrative details relating to daily functions of departments; plans, enacts, and monitors special programs/activities as directed by City Manager; assists City Manager with assigned duties.

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- Communicates with City Manager, city officials, employees, other departments, consultants, regulatory agencies, vendors, community organizations, outside agencies, the public, the media, and other individuals as needed to coordinate work activities; review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Assists with preparation of annual City Budget: analyzes budget requests; researches budget-related matters; tracks pertinent data to facilitate budget planning; monitors expenditures to remain within established budget; develops revenue projections for the next fiscal year; reviews budget transfers/amendments for justification, fiscal impact and conformance with applicable policies/procedures.
- Troubleshoots problem situations; responds to complaints and questions; identifies irregularities and potential problems before they become crucial; researches variables and alternatives before making decisions; makes appropriate, unpopular, or difficult decisions in changing situations or under pressure.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new procedures, technologies, trends, and advances in the professions of assigned departments / divisions; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Serves as a representative to the public for the Mayor and Council, including handling calls, visitors and mail; responding to sensitive requests for information and assistance; providing information regarding City rules, policies, and regulations; responds to inquiries and complaints and resolves citizens' concerns and complaints.
- Responds to citizen inquiries and complaints with the utmost tact and resourcefulness, seeking solutions to problems presented within the City and other agencies by communicating with citizens, management, and City staff; providing required information or referrals, and maintaining a database on constituent concerns to ensure progress and completion.
- Provides administrative support to the Mayor and Council including drafting correspondence, researching issues, establishing and maintain database, preparing reports, scheduling appointments, and planning and coordinating special events, meetings, and ceremonies.
- Prepares agenda and support materials for City Council meetings.
- Prepares or completes various forms, reports, correspondence, logs, worksheets, graphs, tables, budget documents, grant applications, newsletter articles, press releases, policies, procedures, or other documents.
- Manages a variety of special projects, programmatic, and community outreach initiatives. Serves on a variety of task forces, boards, and other collaborative teams.
- Responds to requests for information from the public and media representatives by assuring that current information on city activities is easily available and accessible.
- Attends work groups, public meetings, hearings, conferences, committee meetings, and board meetings as required.

### **QUALIFICATIONS**

#### **Minimum Education and Experience:**

- A bachelor's degree from an accredited university in business, public administration, finance, or a related field. Must possess a valid GA Driver's License throughout employment. Must maintain an acceptable Motor Vehicle Record (MRV) throughout employment.
- Ten (10) years of progressively responsible experience in a public administration, finance, public relations, or customer service capacity with at least five (5) years supervisory experience.
- A minimum of five (5) years of municipal experience with exposure to municipal government operations, public relations, public finance, and budgeting.
- An equivalent combination of training, education, and experience in finance, administration, public relations, and customer service may also be considered.

**Preferred Licenses or Certifications:**

- City Clerk Certification
- Finance Officer Certification
- Certified Public Manager
- Certified Government Chief Information Officer

**Additional Requirements:**

- Some travel involved.

**Knowledge, Skills and Abilities:**

Knowledge of:

- Knowledge of city, state, federal and City ordinances, rules, regulations and standards.
- Service Delivery management including functional and operational planning; determining citizen needs and providing responsive requests to the community.
- Demonstrated understanding of budgeting; assessing short and long-term financial impacts, program/service cost-effectiveness, and considering alternative strategies.
- Knowledge of municipal finance, funding strategies, utility billing, and customer service.
- Methods and techniques of public relations.
- Principles and practices of municipal organization, administration and personnel management.

Ability to:

- Ability to manage and direct multiple departments. Promote the development and performance of staff through effective delegation, direction, support and feedback; facilitating teamwork and creating a work environment that encourages responsibility and decision-making at all levels of the organization.
- Effectively work with the City Manager, Mayor, City Council, department

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supervisors, citizens and other persons on the telephone and in person; ability to work amicably as a team to accomplish individual and group assignments and goals.

- Develop and administer departmental goals, objectives, and procedures. Analyze and assess programs, policies, and operational needs and make appropriate adjustments. Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct, and coordinate the work of staff.
- Prepare clear and concise administrative and financial reports. Prepare and administer large and complex budgets.
- Operate modern office equipment and computers including applicable software applications.
- Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS**

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and /or pulling of objects and materials of light weight (10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Some tasks require the ability to perceive and discriminate sound and visual cues or signals. Tasks require the ability to communicate orally.

**WORK ENVIRONMENT**

Work is typically performed in a standard office environment. Occasional travel is required.

***The City of Commerce has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

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Date

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Supervisor (or HR) Signature

\_\_\_\_\_  
Date