



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Administrative Services Manager

Department: Mayor Reports to: Mayor Pay Grade: H13
Date Established: 7/2018 Date Revised: 8/2018 FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Administrative Services Manager performs administrative and secretarial support to the Mayor and City Council. Duties include overseeing office functions, coordinating the Mayor's schedule, supervising office staff, developing and monitoring the Mayor's office budget, typing and editing the Mayor's newsletter, supporting advisory board and ad-hoc committees, and responding to and facilitating responses to citizens' concerns. The Administrative Services Manager may represent the Mayor at meetings, as well as the City Council at meetings as directed. This position reports to the Mayor and exercises a great deal of independence in organizing tasks and dealing with issues.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public. Highly developed interpersonal and communication skills are essential as are time management and organizational skills. The position directly supervises employees in the following offices/divisions: Mayor's Office, Clerks Office, and Economic Development.

The work environment includes a general office environment and one that requires strict confidentiality as well as a welcoming atmosphere. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Coordinates and oversees the functions of the Mayor's office including maintaining the Mayor's schedule, setting up meetings and arranging for special events, supervising department employees, and providing administrative support as needed for the City Council.

Prepares and monitors the Mayor's Office budget. Develops anticipated expenditures for each budgeting period. Prepares regular budgetary reports for review by the Mayor and City Council. Coordinates accounts payable and accounts receivable functions and monitors all budget line items.

Performs secretarial duties to assist the Mayor and Council such as making travel arrangements, coordinating calendars, arranging for City representation at meetings, and overseeing advisory boards. Maintains accurate and up to date files.

Meets with citizens and business owners, government officials, and others to listen to their concerns and/or elicit their ideas to improve City operations. Documents conversations and if needed, refers issues to appropriate person and ensures that all issues are addresses. Maintains records of issue, steps to address it, and outcomes.

Represents and speaks on behalf of the Mayor, and also represents and speaks on behalf of the City Council as directed. Communicates instructions and information to citizens and city staff. Sits on committees and/or attending committee meetings representing city interests and performs related functions.

Maintains advisory board and current ad-hoc committee membership lists, term expirations, vacancies, historical data, liaison appointments, and committee officers, and distributes to departments and the City Council annually or as needed.

Coordinates and prepares the Mayor's newsletter by collecting articles from departments, maintaining files on selected subjects, editing articles, and distributing the newsletter. Ensures the newsletter is produced and printed in time for inclusion with monthly utility bills.

Manages and oversees, through the Public Information Officer, the City's external and internal communication and public relations efforts. Maintains positive relationships with media. Assists as necessary by seeking out issues, and writing, editing, and issuing news releases.

Prepares, coordinates, and carefully monitors correspondence from the Mayor and Council. Ensures correct grammar and punctuation. Monitors activities to ensure that notes of congratulation, condolence, etc. are prepared promptly and correctly.

Performs a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines. Performs multiple tasks simultaneously, including handling interruptions, and returns to and completes tasks in a timely manner. Performs time management and scheduling functions, meets deadlines, and sets task priorities.

Prepares and presents periodic reports, as requested.

Manages and oversees, through the Clerks, the City Council agendas and minutes, the City's official records, records retention policy, licensing and City elections in accordance with State Code.

Manages and oversees, through the Economic Development staff, the City's economic development efforts. Maintains positive relationships with the business community, Pocatello Development Authority, Bannock Development Corporation, Regional Economic Development Initiative and State of Idaho Department of Commerce and Labor.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Operational issues and functions of a political office in a municipality;
- Administrative and secretarial techniques in a modern office environment;
- Time management and calendaring;
- Municipal budgeting and related monitoring techniques;
- Public relations/marketing skills, methods and materials, including social media;
- City, state, and other applicable codes, statutes, and regulations, including all codes applicable to Clerk functions;
- Economic development recruitment/retention principles and techniques as well as available incentives;
- Personnel management, including hiring and disciplinary practices and techniques;
- English composition, grammar and punctuation;
- Operation of modern office equipment and job-related software.

Skill and ability to:

- Maintain confidentiality of all matters at all times;

- Organize, coordinate and facilitate effective office management;
- Hire, train, supervise, and evaluate the work of employees;
- Operate a personal computer, including job-related software and applications;
- Maintain operational records, logs, and documentation and prepare and present periodic reports;
- Create and implement an annual budget, including monitoring spending;
- Oversee public relations/marketing initiatives;
- Oversee official City records, City Council agendas and minutes, licensing and elections in accordance with State Code;
- Oversee economic development and redevelopment initiatives;
- Resolve conflicts with internal and external customers;
- Maintain a professional demeanor at all times;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion;
- Understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor's degree in public administration, business management, political science or related field is required;
- Five (5) years of office management with progressive authority and responsibility, preferably in a political environment;
- Two (2) years supervisory experience is required;
- Demonstrated writing, editing and communication skills.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require sitting for long periods, accessing stored file boxes and file cabinets and moving and organizing physical file materials. The employee must occasionally lift 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.