

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Assistant Chief Administrative Officer Revision Date: 07/2018
EEO Category: Exempt
Status: Exempt (Exec)
Control No: 20108

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category I position under the general direction of the Chief Administrative Officer (CAO) performing a variety of professional and administrative functions. Represents the City in various situations and maintains relationships with persons inside and outside the City. Supervises any departments, functions, divisions, or personnel as assigned by the Mayor or CAO. Assists the CAO in his/her duties of overseeing the operations of the City.

III. Essential Duties:

- Works with department heads in planning, organizing, directing, and following through on programs designed to improve operations.
- Meets with various citizens, vendors, attorneys and other professionals and coordinates with various departments to resolve municipal problems and complaints.
- Under the direction of the CAO, represents the interest of the City before federal, state, and county agencies and community organizations.
- Helps develop policies and procedures designed to facilitate the effective and efficient conduct of governmental business.
- Prepares for and gives oral presentations to the Cabinet, City Council, and public.
- Provides supervision for any departments, functions, divisions, or personnel as assigned by the Mayor or CAO.
- Prepares the annual budgets for the CAO and the Non-Departmental section. Monitors these budgets during the budget year and approves expenditures.
- Under the direction of the CAO, coordinates the efforts of the Budget Committee and the preparation of the Tentative and Final Budget.
- Attends various meetings such as council meetings, board meetings, and community meetings which the CAO is not able to attend.
- Signs certain purchase orders, personnel action forms, credit card receipts, and Council disclosure forms as delegated by the CAO.
- Serves as the Acting CAO in the absence of the CAO.

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

Education: Requires a master's degree in public administration, business management, accounting or related field.

Experience: Requires five years of directly related work experience in municipal administration with progressively increasing responsibilities.

Certificates/Licenses: A valid Utah Driver's License is required for travel to meetings and conferences.

Probationary Period: Not applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

Knowledge of: Principles of management, supervision, planning, budgeting, accounting, governmental finance and personnel principles and practices.

Responsibility for: Supervision of personnel; working with departments on studies, audits and projects to enhance City performance. Great responsibility for the care, condition and use of materials and making decisions that affect the activities of people.

Communication Skills: Communicate effectively verbally and in writing; maintain contacts with departments, furnishing and obtaining information requiring tact and judgment to avoid friction; frequent contacts with executives on matters requiring explanations and discussions; outside contact with public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules requiring the influencing of others to obtain desired result; regular and frequent outside contact with persons of high rank requiring tact and judgment to deal with and influence people; requires a well developed sense of timing and strategy; constant contact with elected officials and leaders of other organizations.

Tool, Machine, Equipment Operation: Requires regular use of office equipment, including a personal computer, printer, copier and telephone system. Requires frequent use of a personal or city vehicle.

Analytical Ability: Organize, establish, and delegate meaningful goals; prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees, Department Heads, and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and presentations; balance multiple conflicting priorities and make decisions that are subject to criticism and interpersonal conflict.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls and frequently communicates with others. Moderate physical exertion is present due walking, stooping and kneeling. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines; frequent contact with high-profile individuals.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____