

I. <u>Position Title:</u> Chief Administrative Officer	<u>Revision Date:</u> 08/2014 <u>EEO Category:</u> Exempt <u>Status:</u> Exempt (Executive) <u>Control No:</u> 20101
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II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category I position under the direction of the Mayor and City Council, oversees the operations, future plans and budgets of all city departments.

III. Essential Duties:

- Coordinates the operations of City departments in accomplishing global city objectives and policies.
- Advises directors regarding establishment of goals and future plans for all City departments.
- Defines and evaluates the operational performance of City departments.
- Implements management control systems.
- Develops policies and procedures designed to facilitate the effective and efficient conduct of governmental business.
- Attends City Council meetings and recommends measures deemed expedient.
- Prepares appropriation and tax levy ordinances for consideration by City Council.
- Directs, prepares, and administers the annual City budget.
- Represents the interest of the City before federal, state, and county agencies and community organizations.
- Recommends the appointment and removal of department heads.

IV. Marginal Duties:

- Performs other duties as required or assigned.

V. Qualifications:

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

Experience: Requires ten years directly related work experience including at least six years supervisory and municipal administration background. May substitute up to 2 years additional experience for 2 years education.

Certificates/Licenses: Valid Utah Driver License is required for occasional 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 all City department heads and directors; great responsibility for the care, condition, use of materials, and for making decisions that affect the activities of people.

Communication Skills: Contacts with other departments, furnishing and obtaining information as well as 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. Communicate effectively verbally and in writing.

Tool, Machine, Equipment Operation: Regular use of a City automobile, office phone system, 10-key adding machine, computer and printer.

Analytical Ability: Organize, establish, and delegate meaningful goals; 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 because of moderate stooping and kneeling required. 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. Considerable exposure to stress and fatigue caused by personal accountability for high impact decisions; balancing multiple conflicting priorities, and decisions that are subject to criticism and interpersonal conflict; regular evening and weekend work is required to attend meetings and meet deadlines; constant attendance is required.

The above statements are intended to describe the general nature and level of work being performed by 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 Approval: _____

DATE: _____

Personnel Dept. Approval: _____

DATE: _____