

Sample Job Descriptions: Assistant Chief Administrative Officer

Assistant Town Administrator

The Town of Wellington is a Colorado town, regulated by state statutes, located in northeast Larimer County. The legislative body consists of a mayor and 6 trustees, all elected at large for 4-year terms. Perched at an elevation of 5201 feet, the climate is semi-arid with 4 distinct seasons and a 145-day growing season. The summers are warm and pleasant with cool nights and the year round humidity is 35%. Incorporated in 1905, Wellington has a current population of about 7,500 residents and prides itself on its small town community spirit. The Assistant Town Administrator reports directly to the Town Administrator and will assist him with planning, organizing, coordinating, maintaining and directing the overall operations and activities of the Town. He/she serves as the Town Administrator in his absence and acts as a liaison with outside organizations and agencies. He/she will also be responsible for the coordination of external/internal services and intergovernmental affairs for the Town and will be instrumental in developing and articulating policy and strategic initiatives to key stakeholders.

Representative specific duties of the Assistant Town Administrator include:

- Provision of direct leadership for assigned operating departments including: human resources, grants administration, library and recreation,
- Project management of assigned capital projects,
- Negotiation and resolution of significant and controversial issues,
- Coordination of regional intergovernmental relationships,
- Active participation in the development of the Town budget,
- Development of the Town's strategic plan in support of Town goals,
- Presentations at Board meetings to communicate program/project status.

The successful candidate will possess demonstrated management and leadership skills, excellent communication skills, high integrity, and the ability to promote and lead excellence in city services.

A bachelor's degree in public administration or related field is required. A master's degree will be given special consideration. Additionally, a minimum of 5-7 years of progressively responsible experience at a senior level in policy development, planning, municipal administration or related area, including supervision in the public or private sector. The approved hiring range for the position is \$70,000 to \$80,000 and is negotiable depending on qualifications (DOQ), with an excellent benefit package.

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Deputy County Manager

The Durham County Government, is seeking a Deputy County Manager. The Deputy County Manager will assist the County Manager in administering and coordinating County programs and activities and will act for the County Manager in his absence. The Deputy County Manager will work to ensure that the policies and guidelines mandated by both federal and North Carolina state statutes are implemented. The Deputy will also work the County Manager in recommending an annual budget, making recommendations on appropriate matters of business, representing the County in dealing with various agencies and performs other duties assigned by the County Manager. The Deputy County Manager will also be responsible for leading the performance management program, "Managing for Results (MFR)."

Durham County Government is a \$564 million organization powered by approximately 1,800 employees and 27 departments that deliver primarily human services to the community. Among departments, the Department of Social Services, Health Department, Emergency Medical Services, Library, Elections and Tax Administration have the most frequent public interaction. The County's law enforcement function is the Sheriff's Office. With a wide array of services, Durham County Government is at the heart of a rapidly growing and diverse area offering residents and visitors exciting opportunities to live, work and play.

Qualifications:

The ideal applicant will be an experienced manager who is well versed in the management of an organization's operations, including, finance, personnel and strategic planning. The chosen candidate will have a record of recommending policies and implementing practices to achieve organizational goals. The selected individual must also possess the proven ability to attract, develop, motivate, and retain employees. Proven experience in public engagement is also necessary. The successful applicant will have at least ten years of progressive leadership experience in public administration, business, or a related field. The next Deputy Manager will be skilled in partnership building and be able to manage within a public agency environment with numerous governmental policies and procedures. This enthusiastic, collaborative, results-oriented leader will bring outstanding communication, interpersonal and consensus building skills. Experience in performance management programs is required.

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Deputy City Manager – Community Enhancement

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the second largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona's Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

You have high expectations for yourself and your career. So does the City of Flagstaff. Imagine what we will achieve together. As the Deputy City Manager, you will actively support and uphold the City's stated mission and values. As the second ranking chief administrative officer for the City, you will report and provide support to the City Manager, including extensive liaison, administrative and managerial duties while collaborating in shaping the vision of the city.

We will rely on you to exercise considerable initiative and independent judgment in leading and managing your assigned divisions. Responsibilities include managing Division Directors and other employees, serving as a visible leadership presence in developing and supporting division directors and employees, fostering succession planning, and developing and evaluating performance of assigned department personnel, programs, categories, or services.

As the Deputy City Manager, you may represent the City with other local, state, federal or tribal governments, as well as act as a liaison to the University's President's office and other entities with which a cooperative or negotiated relationship is desired. You will work with citizens, neighborhoods, and the public on programs and projects as appropriate.

As one of the City's two Deputy City Managers, you will also lead in innovation as Chief Operating Officers; each having responsibility for half of the City's operations and services.

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The Community Enhancement Deputy City Manager oversees Police, Fire, Human Resources, City Clerk, Public Works, Risk Management, Mayor and Council Staff. The Utilities, Safety and Service Deputy City Manager oversees Community Development, Economic Vitality, Information Technology, Management Services, Utilities and Real Estate. Department assignments can change with organizational structure.

This position is FLSA exempt.

MINIMUM REQUIREMENTS:

- Bachelor's Degree in Public or Business Administration or a related field.
- Ten years of administrative and professional high-level experience related to budgeting, strategic planning, and communication with Council or a similar governing board.
- 5 years of supervisory experience.
- 5 years of computer experience including Microsoft products and the Internet.

DESIRED EXPERIENCE:

- Master's Degree in Public Administration, Business Administration, Management or a related field.
- 10 years of supervisory experience.

ADDITIONAL REQUIREMENTS:

- Must possess, or obtain upon employment, a valid Arizona driver's license.
- Regular attendance is an essential function of this job to ensure continuity.
- All head of departments shall be residents of the City during the tenure of office per City Charter Article IV, Section 1 (d).

Sample Job Descriptions: Assistant Chief Administrative Officer

Assistant City Manager

The City of Greensboro is seeking candidates for Assistant City Manager (ACM) – General Government. This is an executive opportunity in the City Manager's Office.

The ACM reports to the City Manager and serves as a key member of the Executive Team along with the ACM - Infrastructure, ACM - Public Safety, and ACM - Community Services.

This ACM position is responsible for leading the City's General Government Results Area and the following departments and core functions:

- Budget & Evaluation, Finance & Administrative Services, Human Resources, Information Technology, as well as the Internal Audit Division and City Manager's Office staff.
- Participate in orchestrating strategic City priorities by engaging with a wide variety of staff, elected officials, citizens, citizen groups, and the business community.
- Respond to media inquiries, Mayor and Council concerns and issue and community needs.

The City of Greensboro operates under a Council/Manager form of government and has approximately 3200 employees. The successful candidate will oversee a wide range of activities and special projects within the departments listed above. The ACM must demonstrate previous success as a strong collaborative partner and respected leader with executive level skills in strategic visioning, innovation, problem solving, decision-making, execution of business plans, financial acuity, talent development, negotiation, motivation, public speaking, public administration, resource allocation, and achievement of broad organizational goals and objectives.

The incumbent for this position must proactively plan, direct, prioritize, monitor, and evaluate the efficiency and effectiveness of people, technologies, programs, and service delivery methods and procedures, identify opportunities for improvement, and direct improvements in the operations of his/her departments. The ACM has responsibility for creating, modifying, presenting and explaining City programs, policies and services, and negotiating to resolve sensitive, significant and controversial issues.

A successful candidate must have past experience that illustrates a high level of understanding and performance in areas that include personnel, municipal operations, creative leadership, and the ability to establish and maintain effective working relationships with internal and external clients.

This job is Exempt and is not subject to the overtime provisions of the Fair Labor Standards Act. The City of Greensboro is an Equal Opportunity Employer.