JOB OVERVIEW

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Assistant to City Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Administration</td>
</tr>
<tr>
<td>Location</td>
<td>City Hall</td>
</tr>
<tr>
<td>Reports To</td>
<td>City Administrator</td>
</tr>
<tr>
<td>FLSA Category</td>
<td>Exempt</td>
</tr>
<tr>
<td>EEOC Category</td>
<td>Officials and Administrators</td>
</tr>
<tr>
<td>Pay Group</td>
<td>27</td>
</tr>
<tr>
<td>Pay Range</td>
<td>$57,408 - $83,242</td>
</tr>
</tbody>
</table>

GENERAL JOB DESCRIPTION

Initiates, plans, coordinates, and implements responsible and complex management analyses, services, and activities. Assists the City Administrator’s Office in the handling of complex, multi-dimensional management issues requiring a high level of originality and independent judgment. Conducts and/or oversees studies on operational, administrative, and legislative issues. Advises City Administrator regarding management and administrative issues and provides highly complex and responsible assistance to various departments in completing special and ongoing projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Assist with interdepartmental and intergovernmental programs and provide technical and administrative assistance to departments and other appropriate agencies. May direct interdepartmental teams on complex projects; coordinates and provides leadership on matters having interdepartmental application and interprets and/or develops recommendations regarding appropriate City policies and rules.

Assist with preparation of the annual budget/capital improvement program, provide responsible budget preparation, analysis, and monitoring support. Make recommendations for action and assist in policy and procedure development, analysis, and implementation; assist in developing, analyzing, and monitoring departmental budgets.

Plan and organize operational, administrative, or management studies or projects. Conducts special analyses, identify problems, determine analytical techniques and informational gathering processes, and obtain required information for analysis.

Collect statistical information and update program performance measures, operating and budget transfers, revenues, and expenses. Analyze alternatives and make recommendations regarding
performance measures, staffing, productivity, policy, and procedure modification. Prepare reports of study conclusions and recommendations and present report to the City Administrator.

Assist with the organization and management of various community outreach and citizen participation programs. Administer the City’s social media platforms, including composing and distributing monthly community newsletters and press releases.

Evaluate City programs and develop and recommend new regulations as necessary. Analyze current and historical administrative trends, coordinating activities with the City Administrator’s Office and departments. Periodically review City regulations and recommend revisions or deletions as appropriate.

Draft documents for the City Administrator’s Office, City Council, or other City staff, including, but not limited to, resolutions, ordinances, requests for proposals and/or bid forms and specifications, contracts, grants, meeting agendas, and agenda requests.

Support the City Administrator’s Office with citizen participation efforts and City Council communications.

Research, compile and summarize information on designated topics and prepare and disseminate documents related to such topics; develop meaningful presentations and recommendations.

Assist departments in the application and management of various City grants.

Responds to citizen complaints and requests for service.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in various fields associated with the provision of City services.

Attend work on a regular and dependable basis.

Interact in a professional and respectful manner with City staff, elected officials, other agencies, and the public.

During emergency conditions, all City employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situations, and are expected to perform emergency service duties, as assigned.

Perform all other duties as assigned.

**EDUCATION & EXPERIENCE**

Bachelor’s degree in public administration, business administration or related field required.

Minimum two (2) years increasingly responsible administrative and analytical experience preferably within a local government environment.

*An equivalent combination of education and experience sufficient to successfully perform the essential functions of the job will be considered when hiring for this role.*
PREFERRED EDUCATION AND EXPERIENCE

Currently enrolled in a master’s degree program or completed a master’s degree program in public administration, business administration or related field preferred.

LICENSES & CERTIFICATES

Possession of valid driver’s license.

KNOWLEDGE, SKILLS & ABILITIES

Ability to serve the public and fellow employees with honesty, ethics, and integrity.

Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.

Knowledge of City policies and procedures.

Ability to communicate and interact effectively with members of the public and co-workers.

Skill in effective oral and written communication.

Skill in the use of standard office equipment and software.

Ability to exercise sound judgment in making critical decisions.

Skill in resolving customer complaints and concerns.

Skill in completing assignments accurately and with attention to detail.

Ability to analyze, organize and prioritize work while meeting multiple deadlines.

Ability to process and handle confidential information with discretion.

Ability to establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.
The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.