

FINAL DRAFT CITY OF PATASKALAAn Equal Opportunity Employer
POSITION DESCRIPTION

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Employee Name:	Position Title: Assistant City Administrator
Dept.: Administration	Employment Status: Full-time
Reports to: City Administrator	FLSA Status: Exempt
Normal Hours: Varies	Civil Service Status: Unclassified
EEO Status: 01 – Official / Administrator	

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED) and five (5) years of recent work experience in municipal environment, including supervisory experience; Bachelor's degree from an accredited college or university with major course work in Business, Public Administration preferred; or related field or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid State of Ohio driver's license and must remain insurable under the City's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Calculator, computer, computer software (Microsoft Office and other applicable computer software programs), mobile phone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment, motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in or around crowds; has contact with potentially violent or emotionally distraught persons; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

(1) Assists the City Administrator in supervision of all departments and municipal employees that the City Administrator may direct (e.g., schedules and assigns tasks; assists with the hiring of job applicants; recommends and adjusts pay assignments; evaluates performance; receives and adjusts employee complaints; approves and recommends the approval of leave requests; develops and modifies policies and procedures; transmits policy or procedure changes through established chains of communication, etc.); may participate in personnel or labor relations activities; has access to other employees' personnel files; may serve as a member of management's collective bargaining negotiating team; has unlimited access to financial data used in the payroll and benefit budgeting process; has access to financial data used in monitoring department revenue/income.

(2) Acts as the Facility Manager for all buildings owned by the City; acts as a point of contact for tenants to address problems and answer questions. Oversight of daily maintenance and troubleshooting at any facility

Date Adopted _____

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that needs assistance, primarily 621 & 623 W. Broad St., but other sites could access the individual as needed (e.g., plumbing and restroom issues; general electrical/lighting; HVAC concerns (Heating and Cooling); Oversight and Administration of minor exterior building maintenance; minor interior building maintenance; exterior building aesthetics including signage; snow and ice removal; ceiling tile replacement; elevator repair, etc.); Point of contact for all marketing of any vacant spaces at 621 W. Broad Street and negotiates or re-negotiates leases; manages cleaning services, including window and carpet cleaning for three (3) city-owned buildings; manages large-scale projects and any interior large-scale renovations; responsible for maintaining the security system and other alarms throughout the buildings (e.g., tests and acts as point of contact for Security System; tests fire alarms/tornado alarms/active shooter; acts as point of contact for Fire Extinguishers, Med Box and AED (Defibrillators), etc.).

(3) Assists the City Administrator in seeing that all laws and Ordinances are faithfully followed; attends council and other board meetings; formulates and reviews policies, procedures, and legislation; implements and enforces municipal ordinances, charter provisions, and other laws and regulations; assists the City Administrator with preparing contracts, ordinances and resolutions and ensures all programs and regulations meet standards of existing legislation; responds to oral and written inquiries and complaints from the general public and elected official.

(4) Assists the City Administrator in providing leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed; assists with negotiating economic development packages for potential development projects.

(5) Assists the City Administrator with monitoring revenues and expenditures in assigned areas to assure sound fiscal control; assists in preparing annual budget requests; assists in assuring effective and efficient use of budget funds, personnel, materials, facilities, and time.

(6) Fosters positive relationships with the public; meets and holds meetings with the citizens, private groups, and other members of the community; prepares and delivers speeches and presentations; coordinates public information; works with outside governmental and non-governmental agencies.

(7) Attends meetings and serves on committees, as directed; attends training, workshops, and seminars, as directed; maintains required licensure or certification, if any.

(8) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

(9) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(1) Performs other duties as assigned.

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MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge / Skills / Abilities:

- Knowledge of budgeting and finance
- Knowledge of City/department goals and objectives and policies and procedures
- Knowledge of workplace safety practices and procedures
- Knowledge of personnel rules and regulations
- Knowledge of supervisory principles and practices
- Knowledge of public relations
- Knowledge of government structure and process
- Skill in word processing, computer operation and use of modern office equipment
- Ability to apply management principles to solve problems
- Ability to exercise independent judgment and discretion
- Ability to communicate effectively; prepare and deliver speeches and presentations; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints
- Ability to travel to and gain access to work site

POSITIONS DIRECTLY SUPERVISED:

Department Directors.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

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