



CITY OF PATASKALA, OHIO POSITION DESCRIPTION

POSITION TITLE:	Assistant City Administrator
STARTING HOURLY PAY:	Salary \$105,000
POSITION TERM:	Full-Time
DEADLINE:	Noon Monday January 22, 2023
DEPARTMENT:	Administration
POSITION REPORTS TO:	City Administrator
FLSA STATUS:	Exempt
CIVIL SERVICE STATUS:	Unclassified

JOB DESCRIPTION:

General Purpose of Position

This position assists the City Administrator in supervision of all departments and municipal employees that the City Administrator may direct. The position also 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. 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

Essential Functions/Key Tasks

(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 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.

(10) Performs other duties as assigned.

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

TRAINING AND EXPERIENCE

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 CERTIFICATIONS

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

PERFORMANCE-RELATED JOB SKILLS

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

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.

PHYSICAL REQUIREMENTS NOT OBVIOUS FROM ESSENTIAL FUNCTIONS

- 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.

Posted: Thursday, December 29, 2022.

All applications will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

The City of Pataskala is an equal opportunity employer

