

Adopted: November 2010, Revised: _____

Class Title: Administrative Manager

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Mangages and oversees the administrative functions of the Executive Department. Serves as a resource to the the City Manager and Executive Department staff regarding a variety of high level administrative duties and public contacts.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Develops, monitors, and evaluates goals, objectives, and procedures for administrative aspects of the Executive Department; plans and manages office information technology systems; in coordination with Exeutive management staff determines technology needs and establishes databses for document tracking and dissemination; leads re-engineering efforts to improve office business practices and implements new procedures and processes; oversees the payroll, purchasing, and accounts payable functions for the department.
2	S	Supervises administrative support staff in the City Manager’s office; reviews and evaluates performance; plans and coordinates workloads and schedules, evaluates work performed, determines training needs, and recommends various personnel actions.
3	S	Acts as resource and provides informal training to top clerical/administrative staff throughout the organization, including the establishment of templates for city-wide use; reviews incoming work from others and makes appropriate changes; drafts routine correspondence on own initiative.
4	S	Acts as Secretary to the City Manager which includes, but is not limited to staffing City Council Committees, arranging travel, scheduling appointments, and following up on referrals to staff throughout the organization; based on professional judgment, uses City Manager’s digital signature for certificates, awards, and other documents; plans and performs logistical set ups for meetings involving executive staff, elected officials and high level persons outside the City.
5	S	Serves as department liaison to City Officials and external departments and agencies; assists with problem resolution and inquiries from employees, City Officials, the public, and others.
6	S	Performs related work, as required.

Unclassified Service (Positions in the unclassified service are not classified civil service positions, and are not within the jurisdiction of the Civil Service Commission (CSC). Any references herein to the Civil Service Commission (CSC) or to “classification” are solely to permit use of a standard form, and do not mean that any positions with this title are in the classified service.)

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over two years experience in office administration or a related field.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read City codes, reports, various agency information, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write responses to the public, policy and procedure explanations, reports, memoranda, and general correspondence.
Managerial	Managerial responsibilities include planning and managing assigned programs and activities of the department.
Budget Responsibility	Has no budgetary responsibility
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Office equipment, presentations
Sitting	C	Computer, desk work, telephone, meetings
Walking	O	Inter-office
Lifting	O	Paper, notebooks, office supplies
Carrying	O	Paper, notebooks, office supplies
Pushing/Pulling	O	Office supplies, file cabinet drawers
Reaching	O	Office supplies, telephone, overhead bins
Handling	O	Paper, notebooks, office supplies
Fine Dexterity	C	Computer keyboard, writing, telephone keypad
Kneeling	R	Retrieving files
Crouching	R	Retrieving files
Crawling	N	
Bending	R	Retrieving files, lifting papers, boxes, and books
Twisting	R	Retrieving files
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer monitor, reading, meetings
Hearing	C	Communicating with personnel and general public, on telephone
Talking	F	Communicating with personnel and general public, on telephone
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, scanner, copy machine, fax machine, telephone, slide projector, standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)