



Job Description

Assistant City Administrator

Pay Grade: 15

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: A minimum of five (5) years of experience in municipal government is required. Relevant education, certifications, or specialized training may be considered in lieu of a portion of the required experience..

Minimum Education Requirements: Bachelor's degree or higher in Public Administration or related field. Work experience may be substituted for Education requirements.

Direct Supervisor: City Administrator

Supervisory Responsibility: Yes

Primary Work Location: Office Setting

Certification: Valid State of Missouri driver's license.

Job Summary: Provides professional, strategic assistance to the City Administrator, City departments, City boards and commissions on a wide variety of administrative tasks. May functionally serve as a Department Director as needed. Serves as the Acting City Administrator in the Administrator's absence. Plan, direct, evaluate, and ensure the effective delivery of all municipal government services and functions to the residents of the City of Nixa, MO.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Performs highly responsible administrative and management duties assisting the City Administrator in the administration of City government.
- Provides advice to the City Administrator, department heads, and other city management staff in accomplishing the City's goals and addressing a wide variety of complex daily operational challenges.
- Assists the City Administrator with the development of the City's annual budget, specifically taking responsibility for reviewing and evaluating budget requests for the assigned departments.
- Exercises considerable independent judgement in planning, implementing, overseeing, and reviewing major city projects as assigned by the City Administrator.
- Prepare periodic operational and financial reports as required to the City Administrator.
- May serve as staff liaison to public boards and commissions.
- Participate in community events and partnerships, serves on community boards, committees, or groups, and speaks at events and local meetings.
- Supervise, direct, and evaluate the work of the various City department heads as assigned.
- Participate in all meetings of City Council as directed by the City Administrator.
- Provides assistance and information to citizens, businesses, and prospective businesses.
- Present new or modified policies and programs for approval as required.
- Implements City Administrator's directives regarding policy and procedure, advises and recommends changes, facilitates and coordinates any approved changes.
- Provides leadership development to facilitate succession planning and the professional development of City Staff.



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- Effectively perform as a member of the team in carrying out the City's organizational development plan philosophy.
- Perform other tasks and duties assigned by supervision.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Occupational hazards and safe working practices.
- Knowledge municipal operations, policy administration, contract negotiations, strategic planning, supervision, project management, budget management, decision-making processes, legislative processes, organizational culture, leadership development, problem solving and working with the media.
- Knowledge of Federal and State of Missouri laws, regulations, and guidelines relating to all aspects of municipal operations.
- Knowledge of the City of Nixa codes, ordinances, regulations, and policies regarding municipal operations and enforcement requirements.
- Proficient in a range of computer software programs used within the organization, including but not limited to Microsoft products.

Skills

- Good oral and written communication.
- Establish and maintain effective working relationships with staff, elected officials, members of the public, outside agencies and organizations.
- Provide leadership to various department heads and in coordinating the activities and services of the various departments.
- Organize, prepare and maintain accurate records and reports.

Abilities

- Stooping, climbing, bending.
- Work indoors with heating and cooling regulated; may be exposed to extreme weather conditions, dust, and/or pollen.
- Work varied schedule including some evenings and weekends.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Work independently under general supervision.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date