

CITY OF KENT
POSITION DESCRIPTION

Position Inventory Number: AD02

Classification Specification: CHIEF ADMINISTRATIVE OFFICER

Salary Range: Executive Level 1 – Management Benefit Level A+

Position Description (Working Title): Chief Administrative Officer

Incumbent: _____

Location: Administration

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GENERAL PURPOSE:

Under the direction of the Mayor, the incumbent is responsible for the efficient and economic administration of City government through effective management of available human, financial and material resources.

Work is characterized by executive level work with the Mayor and City Council in the development of short and long-range goals and objectives for providing municipal services; to direct and motivate the Executive/Senior Management group in the development and implementation of action programs to obtain results through the effective utilization of human, financial and material resources; to integrate interdepartmental activities as required; to report periodically on operations and recommendations for appropriate courses of action and improvements. The incumbent is required to exercise keen judgment, imagination and foresight in making administrative and management decisions and in meetings with state and federal administrative officials and legislators.

Work is performed according to the policy directives of the Mayor and City Council and serves at the pleasure of the Mayor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serves as the Mayor's Chief of Staff; organizes, directs, and motivates the leadership team in a manner that will assure the accomplishment of city objectives; assists in the selection and performance evaluation of directors by the Mayor; makes recommendations to the Mayor on resolving management performance issues.

Assists the Mayor to ensure the effective administration of city government by coordinating programs among the major departments so that the most effective degree of unified action may be attained.

Recommends to the Mayor an effective organizational structure to assure continuity of managerial and specialized skills capable of accomplishing city government objectives and the Mayor and Council's goals.

Under the Mayor's direction, develops, recommends, and implements plans and policies to effectively attain long and short-range goals and objectives of the City of Kent.

Confers with the City Attorney to assure that city laws and ordinances are carried out; assure compliance with applicable federal, state and local laws, codes and regulations.

Facilitates an effective relationship with the Mayor and the City Council to ensure the establishment of objectives and the successful pursuit of their policy leadership role.

Maintains an awareness of significant developments affecting the City of Kent, apprise the Mayor, Council and appropriate department heads and facilitates timely and appropriate action; reports to the Mayor and City Council on operations and recommends appropriate courses of action and improvements.

Ensures the financial soundness and integrity of the city to assure its capability to meet commitments and continue to provide the high quality of service to the community; ensures long-range economic and financial planning for the City of Kent to provide optimum expansion of facilities to meet growth requirements and projects; recommends expenditures for the City of Kent's annual budget to provide a sound basis within which to operate and in order to control costs; prepares and submits the proposed budget to the Mayor for Council approval.

Provides leadership and direction to ensure effective and fiscally sound labor negotiations; ensures effective labor/management working relations; serves as the Mayor's designee in the resolution labor grievances and disputes; ensures compliance with state and federal labor laws.

Provides for public relations and community relations; plans and develops policies to contribute to the goodwill and support of the city government.

Delivers presentations to community interest and civic groups to further understanding between the city administration and the public.

Assures that the City of Kent maintains a position of leadership through the effectiveness of its city government by keeping abreast of trends and developments in city management, ensuring that the basic needs of the public are anticipated and satisfied.

Be responsible for the coordination of community and economic development for the city; meets with city officials and potential developers to develop long-range economic development strategies and capital improvement plans; directs development of financial plans for the future; directs development of revenue projections and evaluates new revenue opportunities. Evaluates and recommends public – private partnership opportunities.

Meets with local and regional government officials, private industry representatives, local business owners and others to negotiate contracts and agreements concerning a variety of issues including, but not limited to, property acquisition.

Coordinates intergovernmental activities with the Mayor, City Council, City officials, government agencies and the community; meets with state and federal administrative officials and legislators to present the City's viewpoint on pending administrative or legislative actions relating to daily operations and long-range planning.

Ensures direction, control, and measurement of results necessary to planned growth while maintaining an efficient balance between the quality and cost of city government.

Become familiar with, follow, and actively support the City's vision, mission, values and adopted behaviors.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of municipal administration, including program planning, direction, coordination, evaluation and technical city operations and functions
- Organization, finances, infrastructure, programs and services of municipal government
- Effective and result-oriented management principles and practices
- Applicable laws, codes, regulations, policies and procedures including, but not limited to, local governmental finances, labor and employment laws, property acquisition
- Governmental functions, services, authorities, responsibilities and issues
- The City's political environment and sensitivities, ability to function effectively in that environment
- Communities dealing with the impact of growth on City's resources
- Capital improvement programming and funding methods
- City organization, operations, policies and objectives
- Oral and written communications

SKILLED IN:

- Effective organization and expression of ideas through use of oral and written communications
- Effective presentation of information to top management, community groups, City task forces, committees, boards, and the public
- Effective use of interpersonal skills in a tactful, patient and courteous manner
- Conducting efficient and effective meetings
- Effectively defusing disputes and building consensus and cooperation amongst groups with diverse and competing interests
- Short and long-range strategic planning

- Application of modern principles and practices to effectively direct, manage and motivate personnel
- Effective development and maintenance of organizational and financial stability

ABILITY TO:

- Develop and recommend goals and objectives, plan for needs and improvements in City administration, integrate department programs, effectively lead and motivate personnel, and evaluate accomplishments and recommend improvements
- To present ideas and data clearly and concisely, both orally and in writing
- Exercise keen judgment, imagination and foresight in making administrative and management decisions
- Plan for the financial strength of the city through the development of programs for generating income, controlling expenses and efficient utilization of resources
- Develop and manage the City's budget
- Establish and maintain effective working relationships with the Mayor and City Council, Executive/Senior Management group, city staff, employee groups, representatives from the public and private sector, and the public.

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in Public or Business Administration or a closely related field. Master's degree and experience in Public Administration is highly preferred; and

Experience: Seven (7) years of municipal management experience including five (5) years of managerial experience in a position equivalent to deputy chief administrative officer in a similar sized organization, which would demonstrate the incumbent's experience in financial administration, accounting, personnel management, or similar experience.

Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State driver's license
- Must be able to successfully pass the City's pre-employment driver's records check

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer and related software, telephone, fax and copy machine, and calculator.

May also be required to operate a City vehicle to travel to off-site meetings.

