

**DIRECTOR OF ADMINISTRATIVE SERVICES/
ASSISTANT TO THE CITY ADMINISTRATOR**

NATURE OF WORK

Performs highly responsible professional administrative work, providing for human resources, labor relations, general administrative service programs, and serving as second in command to the City Administrator. The position holder is responsible for varied assistance and advice in city administration, including, but not limited to, the following: coordinating all human resource functions, administering salary and classification plans and labor contracts, monitoring all city insurance programs, and providing analyses, studies and investigations which contribute to the resolution of administrative needs, management of the Community Development Block Grant program contract and coordination with the Muskegon Area District Library for the Norton Shores Branch Library. Assignments are received in general terms from the City Administrator. Incumbents must exercise considerable initiative, judgment and technical skill in performing the assignments. Assignments shall be reviewed through results obtained, conferences, and reports to the City Administrator.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Supervise employees of the Administrative Services Department. Oversee records, elections, purchasing, and other functions of the City Clerk.
2. Act as Human Resources Director and make recommendations to the City Administrator on personnel matters; carry out the personnel policies of the City by coordinating labor relations and personnel recruitment and selection; supervise the maintenance of personnel and medical records; and act as chief negotiator on the City's collective bargaining team; ensure compliance with all state and federal labor laws; administer salary and classification plans; and oversee administration of employee benefits.
3. Administer and monitor City risk management programs. Oversee safety programs and ensure compliance with MIOSHA and OSHA laws. Oversee administration of liability and property claims.
4. Conduct research for the drafting of ordinances, resolutions, notices and other official City matters.
5. Respond to citizen questions and concerns.
6. Act as legislative coordinator by monitoring county, state and federal legislative initiatives that affect the City.
7. Author and edit various communications (e.g. website, community newsletter, etc.).

8. Prepare correspondence, records and reports. Prepare department budget.
9. Assist in coordinating the activities of the various departments of the City.
10. Oversee the Community Development Block Grant contract with the City of Muskegon for services. Coordinate client cases, maintain corresponding records/reports and maintain compliance of strict federal regulations.
11. Staff liaison to the Muskegon Area District Library Director.
12. Act on behalf of the City Administrator in his absence.
13. Represent the City at various meetings.
14. Manage special projects.
15. Perform related work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGE,
SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Considerable knowledge of principles and practices of public administration and of relevant economics.

Considerable knowledge of municipal organization, methods and practices.

Considerable knowledge of basic laws, ordinances and regulations affecting the operation of municipal government.

Considerable knowledge in the fields of personnel and labor relations.

Ability to assemble data and to effectively organize and present information and recommendations.

Ability to analyze a variety of problems and to plan and carry out projects.

Ability to speak and write effectively.

Ability to work under limited supervision.

Considerable tact and judgment in dealing with the public, citizen groups and employees.

Ability to work effectively with others.

Ability to see and hear well to complete all duties.

Ability to work effectively with numbers to complete duties 1-3, 7, 8, 10, 12, 13, 15 and 16.

Ability to deal effectively with stress.

Degree obtained from a college or university of recognized standing, with specialization in business or public administration, preferably Master's Degree in Public Administration.

Minimum of five years general administrative experience involving a variety of management activities.

Possess a valid driver's license.

