



Ensure timely communication with elected officials, Departments, and employees at large.

Establish and monitor assigned budgets to accomplish goals and objectives, including status reviews to encourage annual sharing between Departments to facilitate meeting of City-wide needs and accountability.

Chair and/or participate on City standing and ad hoc committees as assigned.

Attend, participate, and make presentations at City Council meetings.

Complete assignments from the City Manager.

Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. Bachelor's Degree from an accredited school in a related field.

AND

B. Five (5) years of progressively responsible experience as a manager in municipal management;

2. Special Qualifications:

Valid Utah Class D Driver License

Master's Degree in a related field preferred.

3. Knowledge, Skills and Abilities:

Knowledge of:

Operations, services, and activities of a municipality.

Principles and practices of public administration.

Principles and practices of municipal budget preparation.

Principles and practices of public sector human resources management.

Principles and practices of program development and administration.

Principles of supervision, training, and performance evaluation.

Rules and regulations governing public meetings.

Rules and regulations governing public records.

Ability to:

Interpret and apply City policies, procedures, laws, and regulations relating to assigned duties.

Independently perform difficult administrative support services.

Provide responsible assistance to the City Manager.

Understand the organization of the City and outside agencies as necessary to assume assigned responsibilities.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Operate computer and City utilized software.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

4. Working Conditions:

Moderate physical effort, comfortable working conditions, and handling of light to moderate weights.

Intermittent sitting, standing, and walking. Common eye, hand finger and dexterity are needed. Mental

application utilizes memory for details, verbal instructions, emotional stability, critical thinking and

creative problem solving. Travel required in normal course of job performance. May be required to

respond to incident scenes. Subject to extended exposure to computer monitors. Considerable exposure to

stressful situations as a result of human behavior and deadlines. May be required to work non-traditional hours.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Clerical Exempt</b>	<b>EEO-4 Class:</b>	<b>Official/Admin.</b>
<b>Location:</b>	<b>Chief of Staff Admin</b>	<b>EEOP Class:</b>	<b>Official/Admin.</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>100</b>