

South Jordan City

Job Description

Title: Associate Director of Administrative Services
Org: 100240
Pay Grade: 23

Effective Date: 1/1/17
FLSA: Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Oversee city communications, emergency and risk management, facilities, and information services. Coordinate city volunteers and city marketing. Assist management of all department facets and operations, budget, and personnel within the assigned divisions. Oversee issues that cross department divisions and operations to ensure continuity and communication.

SUPERVISOR

Director of Administrative Services

POSITION(S) SUPERVISED

Facilities Coordinator	City Communications Specialist/PIO
Marketing Coordinator	Communication Center Manager
Emergency/Safety Manager	Risk Analyst
Chief Technology Director	Justice Court Administrator

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Assist the Department Director in the planning, development, and implementation of department-wide activities and operations.

Manage and oversee assigned division purchasing activities, budget, capital projects, and contracts.

Develop and manage the South Jordan University program, to promote and educate local residents about the City and its available services. Coordinate participation of City leaders and officials for South Jordan University. Develop innovative and creative strategies to expand the South Jordan University program to reach additional locations and residents.

Develop and maintain effective, problem solving relationships with City team members and the community,

Coordinate efforts with city departments and supervisors to resolve citizen complaints. Handle and protect sensitive information received by citizens.

Coordinate with staff the volunteers and residents on a variety of projects or initiatives as assigned.

Coordinate with city staff and Human Resources for the recruitment, screening, placement, and evaluation of volunteers. Develop and implement training programs for staff regarding proper supervision of volunteers. Prepare and circulate job descriptions for volunteer programs to be filled.

Conduct citizen surveys and gather public input regarding public perception of City services and programs and organize in a professional format for dissemination to pertinent City staff.

Respond verbally or in writing to inquiries and provide information for the public on services, facilities, and programs available within the City of South Jordan;

Perform a wide variety of complex administrative or program support for projects requiring research, compilation, tabulation and basic analyses of factual data as required.

Serve as liaison to various boards, councils, or committees.

May work weekday evenings, weekends, and holidays as necessary.

Represents the Director of Administrative Services in various meetings as assigned.

Implement additional programs or projects as assigned.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's Degree from an accredited college or university with major course work in business, public administration, finance, political science or other closely related field.

AND

B. Four (4) years' experience in management related experience ; two (2) years of which have been in a supervisory capacity

2. Special Qualifications:

Valid Utah Class D Drivers License.

3. Knowledge, Skills, and Abilities:

Knowledge of principles of public outreach, public administration, volunteer coordination, public speaking, communications (written and verbal), basic finance functions, basic mathematics, reporting techniques and report preparation. Must know and understand the general principles and best practices of project management.

Ability to operate a personal computer, Microsoft products, and planning and projects systems. Correct English usage, spelling, grammar and punctuation.

Ability to effectively establish, manage and coordinate the work of diverse working teams to include city departments, city officials, outside agencies, and the general public.

Ability to plan, implement, and manage city resources and programs in an effective manner. Ability to understand and interpret financial information and prepare clear and concise reports. Skill in developing and making public presentations. Knowledge of pertinent Federal, State, and local laws, codes, and regulations as related to job function and ability to interpret as needed.

Must be able to speak and interact with public comfortably. Ability to furnish and obtain information from other coworkers and departments; regular and frequent outside contact with persons of high rank, requiring tact and judgment; requires well developed sense and strategy and timing with regards to presentations to public; presenting data that will influence significant decisions, frequent contact with the public involving the carrying out of programs and schedules; ability to influence others to obtain the desired results.

4. Working Conditions:

Incumbent of the position performs in a typical office environment with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking, analytical abilities, and creative problem solving. Frequent local travel required in the normal course of job performance.

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

Job Class:	Municipal Exempt	EEO-4 Class:	Official/Adm
Location:	Community Services Programs	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	