

South Jordan City

Job Description

Title:	Director of Administrative Services	Effective Date:	10/9/16
Org:	100200	FLSA:	Exempt/Admin
Pay Grade:	27	Workers Comp:	Municipal

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Actively participate as a member of the Development, Growth & Sustainability Team in a manner consistent with the City’s Service Values, with the end of accomplishing the mission of the City; Monitor all activities of the City’s development and redevelopment to ensure the City grows develops in a manner of financial and operational sustainability; provide leadership and strategic planning for emergency planning, coordination with other local, county, state and federal agencies, workers compensation, property and liability insurance, and safety programs; monitor all activities of the City’s development and redevelopment to ensure the City grows and develops in a manner of financial and operational sustainability,

SUPERVISOR

City Manager

POSITION(S) SUPERVISED

Associate Director of Parks & Recreation
Associate Director of Administrative Services
Golf Professional/Manager

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Maintain a regular and dependable level of attendance and activity as expected of similarly situated professionals both in and out of Utah, and as otherwise agreed upon with supervisor.

Assure that all Department staff actively and meaningfully engage with other City Teams and Team members in the coordination and performance of all work and activities, in a manner consistent with the City’s Service Values, with the end of accomplishing the mission of the City.

Monitor and advocate the development of local and state enabling legislation as approved by the City Manager’s office and the City Council that would effectively support the development and sustainability of the City.

Formulate, develop, and carry out all Department work within applicable City policies and applicable law.

Lead Department by establishing vision, goals, objectives, and measurable outcomes.

Supervise subordinate personnel including hiring, performance management, coaching, and initiating corrective action.

Participate in the strategic planning initiatives of the City.

Ensure timely communication with the City Leadership Council, department staff, other departments, and, as appropriate, employees at large.

Establish and monitor Department budgets to accomplish goals and objectives.

Assist other divisions in matters related to Department responsibilities including emergency preparedness issues, education programs, and training, and recommend incentive and recognition programs.

Chair and/or participate on City ad hoc and standing committees as assigned; chair the Incident Review Committee.

Attend, participate, and make presentations at City Council meetings, keep residents informed about emergency preparedness issues, participate in interviews, write and distribute press releases, and develop public information announcements.

Develop, coordinate, organize and/or implement innovative plans and programs to prevent, prepare for, respond to, and recover from natural, technological, or terrorism related disasters.

Serve as the City's liaison on emergency management issues with the Federal Emergency Management Agency, the State of Utah, Salt Lake County, local municipalities & businesses, private organizations and volunteer groups.

Plan for and/or coordinate the development and maintenance of the City Emergency Operating Center facilities and equipment to ensure continuous readiness for immediate activation as needed.

Research, develop, and manage emergency management related grants and/or donations; develop, negotiate and manage contracts and/or other agreements.

Administer Worker's Compensation claims, encourage mitigation of costs and appropriate use of transitional duty; compile, disseminate, and analyze OSHA Reports.

Administer Drug Free Workplace policy, including CDL, reasonable suspicion, post-accident, and random drug testing.

Conduct investigation of liability claims, including responding to incident scenes, preserving evidence, taking photos and/or video, taking statements, locating witnesses, and obtaining cost and repair estimates. Manage claims processing, including validity and liability assessment, approving and/or recommending legal dispositions, and documenting caseload.

Develop, implement, and monitor cost-effective insurance programs to cover City-owned property, vehicles and employees, including surety bonds.

Complete assignments from the Office of the City Manager and perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelors Degree in emergency management, risk management, public administration or other related field. Masters degree in related field preferred.

AND

B. Four (4) years related professional experience, with at least two (2) years of supervisory experience.

2. Special Qualifications:

Valid Utah Class D Drivers License

Certified Emergency Manager (CEM) certificate issued by the International Association of Emergency managers (IAEM) preferred

Associates in Risk Management (ARM) preferred

Certificate of completion of a Public Information Officer course from an approved training institution is preferred

3. Knowledge, Skills, and Abilities:

Knowledge of management principles, methods and techniques, and application in a quality-oriented environment; background and objectives of Federal, State, County and local emergency management programs; applicable laws, rules, regulations and/or policies and procedures; tort law, insurance adjusting practices, risk management principles, and safety practices; principles, theories and practices of emergency management, communications, planning, budget development and management, legislative process, public relations and performance management; statistical sampling, modeling and analysis techniques; and research methods and techniques.

Ability to read, interpret and apply laws, rules, regulations, policies and/or procedures; evaluate information against a set of standards; make a decision or solve a problem by using logic to identify key facts, explore alternatives, and propose quality solutions; control or direct the operation of a program or function; coordinate the activities or tasks of people, groups and/or organizations; use effective methods and techniques to deal with and resolve complex issues in a legally defensible manner; be self-directed, maintain positive working relationships, and to communicate effectively, orally and in writing; compose and produce reports, documents and related material; and handle media inquiries from both print and broadcast.

Ability to operate a personal computer and Microsoft products.

4. Working Conditions:

Moderate physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, and walking. 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 and creative problem solving. Subject to extreme weather conditions. Occasionally will be in rain, floods, mud, etc. May be required to respond to incident scenes. Subject to extended exposure to computer monitors. Considerable exposure to stressful situations as a result of multiple and conflicting deadlines. human behavior and monitoring emergency situations. Frequent local travel may be required. 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

Job Class:	Municipal Exempt	EEO-4 Class:	Official/Adm
Location:	Administrative Services Admin	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	165