

CLASS TITLE: DEPUTY COUNCIL ADMINISTRATOR

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for assisting the Council Administrator in the administration, coordination and management of the City Council Staff to ensure the effective and efficient operation of the City Council and the ongoing evolution of that government body and performs other assigned duties including but not limited to managing administrative functions relating to the central operations of the Council Office, and performs other related assigned duties.

ESSENTIAL TASKS:

- Provides appropriate advice, guidance and management of actions, initiatives and activities in support of the maintenance of the City Council as a legislative institution regarding ethical, charter, budgetary and other legislative and official duties, providing counsel on key issues to individual councilors and the Council as a whole
- Assists the Council Administrator in overall planning, assigning, supervising, and reviewing the work performed by the Council staff, and assumes the Council Administrator's duties in the Administrator's absence, including resolving interdepartmental issues, assisting in the preparation and monitoring of the City Council's annual budget, purchasing and administrative functions
- Manages and directs the daily interaction and orderly work flow between City Councilors and Council Staff, including official actions and activities related to regular weekly City Council meetings and Standing Committee meetings, special and investigative and task forces and Councilor district meetings
- Drafts legislation for the Council as a whole or individual Councilors including ordinances and resolutions and assists councilors in developing collaborative solutions
- Conducts specialized research for the City Council and individual Councilors on programs, policies, initiatives, operations, and legislation.
- Receives inquiries from the public and reports back on the status to the public and/or the City Council
- Makes detailed professional presentations to the Council, Mayor and City department heads, drafting reports and summary documents, and serving as liaison between the Council, City departments and the public on relevant issues, including responses to citizen inquiries and speaking points
- Represents the City Council on city-wide/interdepartmental projects and/or work groups in a project manager, liaison, and/or staff capacity, including city-wide citizen information and engagement efforts
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in public or business administration, governmental affairs, related social science field; Master's degree or law degree preferred, and seven (7) years of progressive, responsible administrative experience, including two (2) years of major municipal government operations experience, or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Demonstrated knowledge of the operations of a large governmental or public administrative agency; considerable knowledge of research methods and report presentations; working knowledge of the financial, budgetary and legislative function of a municipal government; some knowledge of City-wide operations with municipal government experience; some knowledge of City and state rules and regulations, budgetary preparation and economical principles; and working knowledge of computer systems and applications. Ability to effectively communicate verbally and in writing; ability to supervise others; ability to diplomatically solve problems; and ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing and pulling up to 5 pounds; may be subject to walking, standing, sitting, reaching, bending, handling and feeling; and vision, speech and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1002

EEO Code: E-01

Pay Code: CS-84

Group: Clerical and Administrative

Series: General Administrative

Effective Date: October 7, 2020