

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Administrator</b>
<b>Class Code Number</b>	<b>1100</b>
<b>FLSA Designation</b>	<b>Exempt (Executive)</b>
<b>Pay Grade and Range</b>	<b>42</b>
<b>Effective Date</b>	<b>September 2010</b>

### General Statement of Duties

Plans, organizes and directs the operations and activities of the City and Borough government of Sitka; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to serve as the chief administrative officer for the City and Borough. The work is performed under the direct supervision of the City Assembly but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of all Department Heads within the City and Borough Government and subsequent responsibility for all personnel within the municipality. An employee in this class performs the duties of other employees in the City and Borough Administration as is necessary or requested by the City and Borough Assembly. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State and Federal officials, business organizations and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (Illustrative Only)

- Plans, directs, administers and supervises the work of directors of all City and Borough administrative departments as established by the City and Borough Charter and applicable ordinances;
- Appoints and removes the heads of administrative departments according to City and Borough administrative needs, the City and Borough Charter and all applicable ordinances;
- Oversees all City and Borough department heads, communicating policies and procedures of the City and Borough Assembly and ensuring professionalism, efficiency and effectiveness in all operations;
- Ensures proper custody of municipal property, funds and assets;
- Directs and supervises the construction, maintenance and operation of the Municipal Public Works;
- Prepares a proposed annual City and Borough budget and capital improvement plan and submits all figures to the City and Borough Assembly;
- Monitors the budget and reports to the City and Borough Assembly on the financial condition and the needs of the municipality;

- Provides information to the City and Borough Assembly on the activities and operations of the municipality;
- Plans and organizes administrative actions to implement the policies of the City and Borough Assembly;
- Responds to requests for information from the citizens of Sitka, listens to complaints and seeks to resolve conflicts involving any aspect of City and Borough operations;
- Represents the City and Borough's interest in issues involving State and Federal governmental agencies and/or legislative bodies;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisors and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

<b>Required Knowledge, Skills and Abilities</b>
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- Comprehensive knowledge of the principles and practices involved in municipal and government management;
- Comprehensive knowledge of municipal budgeting practices and procedures;
- Comprehensive knowledge of organizational structure and function;
- Thorough knowledge of the legislative processes involved in local government;
- Thorough knowledge of the function and purpose of all City and Borough departments, divisions, sections and offices;
- Ability to interpret, communicate and implement the policies of the City and Borough Assembly;
- Ability to perform short and long range planning functions for the direction of the various functions within municipal government;
- Ability to make decisions involving the allocation and distribution of resources among various different functions within municipal government;
- Ability to analyze, interpret and compile complicated financial data;
- Ability to make presentations in public involving municipal operations;
- Ability to organize, coordinate, consolidate, combine and/or dissolve municipal functions as necessary;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

<b>Acceptable Experience and Training</b>
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- Graduation from an accredited college or university with a Bachelor's Degree or equivalent in Public Administration, Business Administration or a closely related field; and
- Extensive experience in a senior management position, preferably in the public sector; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

<b>Required Special Qualifications</b>
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None

<b>Essential Physical Abilities</b>
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- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review materials in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment.

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