

CITY OF WASILLA

JOB DESCRIPTION

DEPUTY ADMINISTRATOR

DEFINITION:

Under the general direction of the Mayor, assists in the administration of the municipal government and administers the personnel functions for the City. Responsible for providing service which meets the Municipal Code, procedural and policy requirements in such areas as recruitment, applicant pay, agency and functional organization, employee development, as well as directing the clerical and administrative functions essential to the processing and documentation of the personnel related actions.

TYPICAL RESPOSIBILITIES:

Assists the Mayor in the planning, preparation and implementation of the annual City budget and capital improvement program.

Supervise or coordinate the work of Directors of the City departments as directed by the Mayor.

Plans, directs, administers and /or supervises projects or programs as directed by the Mayor.

Represents the City administration for various public purposes, such as speaking engagements or organization memberships as directed by the Mayor.

Consults with, advises and makes recommendations to the Mayor and department directors concerning the nature, operation and effectiveness of personnel policies, standards, rules and procedures; develops and maintains effective working relationships with managers, supervisors and other employees.

Analyzes needs and makes recommendations for improvements in the personnel program evaluating and implementing changes, perform special assignments of a confidential nature as directed by the Mayor.

Assists departments in resolving labor problems and disputes; plans and participates in management meetings to promote harmonious working relationships.

Analyze job descriptions and supplemental documents; prepare examining devices including written test items and test batteries; collects job and employee performance data; identifies training resources and training needs.

Administers the personnel system and directs the employees engaged in maintenance of employee records to facilitate efficient processing of all personnel transactions; responsible for ensuring that information on employees is maintained in compliance with civil rights laws and regulations.