

HEWITT TEXAS

Job Title: Managing Director of Administration/Civil Service Director

Department: Administration

Location: City Hall

Reports to: City Manager

Date: 3/1/2018

Grade: 18	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Job Summary: The Managing Director of Administration assists with the daily operation of city government activities and support services under general supervision of the City Manager. Responsible for assisting the City Manager in developing, planning, and implementing goals and objectives of the City by providing high level administrative direction to City departments.

Essential Functions: Assume supervisory and management responsibility for all services and activities for the Human Resources Department, Civil Service, Risk Management, Parks, Streets, Drainage, fleet services, and building/facilities maintenance. Supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.

Manage and coordinate complex administrative projects and activities between City departments, public agencies, and private sector representatives. Oversee the coordination of new projects and programs between departments throughout implementation.

Consult with the City Manager and department heads on City needs regarding technology, the development of new programs, and the evaluation of existing programs. Recommend solutions to address new and ongoing administrative issues within departments. Complete research, reports, agendas, surveys, and other special projects as directed by the City Manager.

Administer departmental policies, programs, and practices. Coordinate the Civil Service program and maintain accurate records of Civil Service meetings and files. Prepare and post Civil Service Commission meeting agendas, maintain eligibility lists, administer Civil

Service exams, and oversee the day to day operations of Civil Service as required by Chapter 143 of the Texas Local Government Code.

Administer and monitor departmental budgets including allocating resources and approving expenditures. Direct and forecast funds needed for staffing, equipment, materials, and supplies. Review and approve Council agenda items and supplemental materials for presentation at City Council meetings.

Represent the City in meetings with citizens, businesses, elected officials, State and Federal agencies, and outside organizations. Respond to and resolve sensitive and sometimes confidential inquiries, complaints, and issues from both internal and external sources.

Attend City Council meetings and take necessary action regarding Council agenda items. Attend Parks and Beautification Commission Meetings. Attend and participate in professional association meetings. Stay abreast of new trends and innovations in the fields of public relations, public administration, policy developments, governance, civil service, human resources management, and technology. Perform other related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Ability to communicate effectively with different groups, departments, and organizations. Knowledge of contemporary leadership and management principles and practices. Knowledge of public administration and governmental operations. Knowledge of conflict mediation principles. Highly skilled in researching, writing, and public speaking. Ability to maintain effective working relationships and display a high level of professionalism.

Required Education, Experience, and Qualifications: Bachelor's degree in Public Administration, Business Administration, Political Science, or a related field. Five (5) years of supervisory experience, with a minimum of three (3) years of experience in public administration or a related field. Experience in areas of Civil Service, compensation, recruitment, and employee relations are required. Or an equivalent combination of education and experience. Possess a valid Class C Texas Driver's License.

Preferred Education, Experience, and Qualifications: Master's degree in Public Administration or a related field.

Physical Requirements:

Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input checked="" type="checkbox"/>	Light <input type="checkbox"/>	Medium <input type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Frequent sitting, talking, seeing, hearing, and manual dexterity.

Machines, Tools, and Equipment: Personal/Laptop computers, telephone, copy machine, fax machine, printer, digital camera, overhead projector, TV/DVD systems

Expected Hours of Work: Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand, including City Council meetings which are the 1st and 3rd Monday of every month, and regularly scheduled Parks and Beautification Commission meetings.

Work Conditions/Environmental Factors: Work is typically performed in a standard office environment. Occasional travel as required.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____