

## CITY OF RAMSEY POSITION ANALYSIS

**POSITION TITLE:** Assistant to the City Administrator

**DEPARTMENT:** Administrative Services

**POSITION TITLE OF IMMEDIATE SUPERVISOR:** City Administrator

**FLSA STATUS:** Exempt

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**PRIMARY OBJECTIVE OF POSITION:** This position supports the City Administrator and the operations of the Administrative Services Department as well as supporting other City work, such as in the Community Development Department, at the direction of the City Administrator.

Under the general supervision of the City Administrator, this position is responsible for leading various Administrative work, as well as research/analysis and special projects related to city functions or events.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage special projects that includes research, analysis, presentation, and recommendations.
- Coordinate the Administrative Services Department annual budget and conduct comparative research for the annual budget process.
- Research and draft development or operational policies, practices, procedures and recommendations.
- Oversee and facilitate, in cooperation with IT, the City's Citizen Request Management (C.R.M.) System.
- Lead the City's communications and marketing efforts.
- Create spreadsheets, presentations, graphs and written documents on behalf of the City Administrator.
- Research and prepare award and grant applications, proposals and presentations.
- Participate in City Council meetings and work-sessions.
- Assist the Human Resources Manager with the City's Bargaining Units through research and other related tasks.
- Serve as liaison with state, county, and local officials to exchange information and coordinate activities associated with this position.
- Assist with the administration of planning division activities, as needed.
- Assist with the administration of economic development activities, as needed.
- Develop proposals and present gathered information.
- Prepare citizen and customer responses on behalf of the City Administrator and Mayor.
- Fill-in for the Human Resources Manager as needed.
- Fill-in for the Economic Development Manager as needed.
- Maintain and foster an environment which upholds the City's core values, mission, and vision.

- Prepare and facilitate surveys utilizing consulting services where deemed appropriate. Create reports and survey history documents based on raw survey data.
- Perform other duties and assume responsibilities as apparent or assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of federal and state statutes, city codes, and other requirements affecting municipal government operations.
- Ability to interpret policy decisions and guidelines and to develop practical solutions and programs.
- Ability to resolve conflicts and negotiate solutions.
- Considerable ability to maintain confidential or proprietary information within the bounds of the law.
- Skill in analyzing facts, organizational procedures, and operational considerations.
- Ability to work independently, determine priorities, work collaboratively, and make appropriate decisions.
- Knowledge of computers and the ability to work with various software programs. Knowledge and ability to operate typical office equipment.
- Knowledge of data privacy as it relates to City release of information.
- Ability to exhibit tact, courtesy, good judgment and communicate effectively both verbally and in writing and maintain effective working relationships with state and federal agencies, private businesses, elected officials, committee members, vendors, consultants, co-workers and the general public.
- Ability to work normal working hours: Monday – Friday, 8:00 a.m. – 4:30 p.m., as well as the ability to work extended hours and attend evening meetings.  
Ability to attend work punctually and regularly

## **MINIMUM QUALIFICATIONS**

- Bachelor's Degree in public administration, political science, or related field.
- Two (2) year related municipal experience.
- Must successfully complete a criminal background check.
- Ability to perform the essential functions under working conditions as described herein.
- Ability to speak, read, write and comprehend the English language.

## **DESIRABLE QUALIFICATIONS**

- Academic and/or 4 years' practical experience in local government.
- Master's degree in public administration, Public Institutions & Non-profit Organizations, or related field.

## **REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:**

- Must possess and maintain a valid Minnesota Driver's License.

Drafted: February 2013 / This job description is subject to change without prior notice.

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	Very Important (Mandatory - you must do it to perform job)	Important (Usually required for the job but not mandatory)	Slightly Important (Sometimes needed to perform job)	Not Important (Do not need it to perform job)
1. Standing	X			
2. Sitting	X			
3. Walking			X	
4. Lifting			X	
5. Pushing/Pulling			X	
6. Carrying			X	
7. Climbing				X
8. Kneeling (bending leg at knee and resting on knee)				X
9. Crawling (moving about on hands and knees)				X
10. Crouching (bending at knees)			X	
11. Bending at waist			X	
12. Reaching (extending hands and arms in any direction)		X		
13. Handling objects (grasping, turning or otherwise using hands or hand)	X			
14. Repetitive hand motion	X			
15. Use of arm muscles over extended periods			X	
16. Use of leg muscles over extended periods			X	

