

**Job Title:** Deputy City Administrator – Finance and Administrative Services

**Department:** Administration

**Reports To:** City Administrator

**Grade:** 31

**Range:** \$105,980.26 – 153,662.88

**Position Summary:** Performs complex, supervisory, administrative, technical, and professional work in support of general City operations. Specific work includes support and oversight of finance and budgeting, human resources, municipal court, worker's compensation and risk management and procurement, sustainability initiatives, organizational improvement, community outreach, public relations, and internal and external communications.

**Examples of Work (Essential Functions):**

- Determines work procedures, prepares or oversees preparation of work schedules, and expedites workflow.
- Evaluates and formulates short- and long-range plans to meet needs in all areas of responsibility.  
Enforces and maintains compliance with all Federal, State, and local laws and ordinances.

Human Resources, Worker's Compensation and Risk Management

- Oversees human resource functions including recruitment, compensation, pay for performance, retirement planning and contributions, and employee relations.
- Facilitates organizational improvement efforts including supervisor training, wellness activities and interdepartmental initiatives.
- Works with consultants and staff to develop an employee benefit program for all levels of benefits.
- Coordinates with consultants and staff to minimize risk for workers and community and oversees the City's worker-safety program.
- Coordinates participation in the Kansas Eastern Regional Insurance Trust for workers' compensation pool.
- Coordinates annual renewal process for workers' compensation including developing payroll information for premiums, analyzing premiums and renewal, and providing recommendations to City Administrator and governing body.
- Solicits property and liability insurance to the City and prepares recommendations, and coordinates insurance coverage for City buildings and vehicles.

Budget and Finance

- Assists in oversight to assure that the operations of departments are performed within budget; performs cost-control activities; monitors expenditures; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Assists in preparation of capital improvement planning and asset planning schedules.

- Negotiates purchasing agreements and develops purchasing policies and procedures to ensure the best prices that are consistent with quality requirements and delivery schedules.
- Oversees and works with departments on requests for proposals, bids, quotes, and contract language, assuring policies are followed and insurance coverages are appropriate.
- Oversees the cash receipts, cash disbursements, accounting, closings, reconciliation of accounts, accounts payable, and payroll functions.
- Serves as the debt administrator by tracking all debt proceeds and spending, tracking the payments made on outstanding debt, and preparing the annual debt service budget, including required federal reporting.
- Undertakes special financial studies as requested and provides general guidance to elected officials, City Administrator, department directors, and managers on financial matters.
- Monitors and provides projections for City revenues including property tax, sales tax, and franchise fees.

#### Municipal Court

- Provides support and oversight to Municipal Court.
- Develops annual budget, monitors expenses and forecasting of ticket revenue.
- Monitors evolving technology needs for the Court and supports implementation of updated processes and procedures.

#### Sustainability Initiatives

- Provides staff support to the Sustainability Commission and the Climate Action Plan Task Force.
- Coordinates and reports on cross-departmental work in support of Mission's Climate Action goals.

#### Communications and Public Relations

- Defines and oversees a specific social media and communications strategy and evaluates analytics and reporting methods to gauge success of communication strategies.
- Directs and oversees design, layout, navigation, and overall content on the City's official website to maintain a strong marketing presence and keep content current.
- Coordinates the development and production of leaflets, newsletters, articles, advertisements, and periodicals for external and internal communications.
- Coordinates public information dissemination, performing a full range of media, community relations, marketing/branding and information activities on behalf of the City and the City employees, coordinating events, programs, community initiatives, and other promotional campaigns.
- Establishes and maintains media contacts; prepares press releases; assists with dissemination of news materials.
- Prepares remarks and correspondence for the Mayor, Councilmembers, and City Administrator as requested.
- Represents the City as a liaison at regional groups such as the First Suburbs Coalition, regional climate action groups, the Chamber of Commerce, and others.

- Oversees the Mission Market, supervising market staff and working with community members, vendors, and other staff.
- Directs cross-departmental work in support of Mission's status as a Community for All Ages.
- Works with outside consultants, bond counsel, auditors, and legal representatives on a broad range of topics.
- Performs all other related tasks as required.

**Examples of Work (Marginal Functions):**

- None.

**Certificate, License:** Valid driver's license.

**Required Education and/or Experience:**

Six to ten years related experience and/or training; or a Master's degree or equivalent; or equivalent combination of education and experience. Degree in public administration, business administration, finance, or closely related field. Supervisory experience or executive-level work.

**Preferred Education and/or Experience:**

Ten or more years related experience and/or training; and a Master's degree or equivalent; or equivalent combination of education and experience.

**Abilities, Knowledge, Skills:**

- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources.
- Ability to communicate effectively orally and in writing and establish and maintain effective working relationships with associates, customers, contractors, vendors, other governmental agency representatives, City officials, and the general public.
- Ability to maintain confidentiality and respond effectively to the most sensitive inquiries or complaints.
- Ability to formulate comprehensive operational policies and procedures, and ability to prepare technical reports.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and governing bodies.
- Ability to meet the public and discuss problems and complaints, respond effectively to sensitive situations or inquiries.
- Ability to read and interpret codes, ordinances, legal descriptions, and other related documents.
- Ability to work independently and meet established deadlines.
- Ability to write clear and concise reports, memoranda, directives, and letters.

- Knowledge of principles and processes for providing customer service, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of principles, techniques, and objectives of public information and journalism as applied to the municipal government.
- Knowledge of the City's municipal code, governmental regulations, statutes, laws, executive orders, and agency rules that affect the functions of municipal government.
- Knowledge of economic and accounting principles and practices, the financial markets, banking, capital projects programming and planning, project administration and reporting of financial data.
- Knowledge of economic development and redevelopment.
- Knowledge of governmental regulations, resolutions, ordinances, statutes, laws, legal codes, court procedures, precedents, executive orders, and agency rules that affect the functions of municipal government.
- Knowledge of municipal finance practices.
- Knowledge of the principles and practices of public administration, municipal government, personnel and budget administration.
- Knowledge of web usability best practices, website navigation design and flow, content classification, and content management methods and systems.
- Skill in operating a personal computer, laptop, other department office equipment; using applicable department software, using Microsoft products, using web-based systems, and performing data entry.
- Ability to analyze complex problems and develop comprehensive plans from general instructions.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Skill in the use of proper English, spelling, grammar, and punctuation.
- Ability to reliably and predictably carry out duties.

**Supervision:** Responsible for the overall direction, coordination, and evaluation of a department or function. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are normally quiet to moderate. The worker is not subject to adverse environmental conditions. Position involves working nonstandard business hours.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SIGNATURE and APPROVAL**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administration

\_\_\_\_\_  
Date

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.*