CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Deputy Administrator** **E-PLAN SG:E-A-1**

DEPARTMENT: **Executive** **CS:N FLSA:N EEO4/SOC:OA/11-9199**

JOB SUMMARY:

This position is a key strategic partner to the Mayor. Serves as principal assistant in the administration of the City, providing executive leadership, supporting operations and developing and implementing City policies and procedures. Initiates, leads and/or coordinates efforts to achieve strategic organizational priorities and objectives. Assists the Mayor in cross-departmental planning, budgeting, organizing, and directing City government to provide timely, effective, efficient and equitable systems, programs and services. Represents the Mayor at meetings and events, to the media, during periods of absence, and by communicating the Mayor's policies, priorities, programs and objectives. Plans, organizes, directs, coordinates and evaluates the efforts of assigned staff, teams and projects. Works with internal and external stakeholders to accomplish the key work, mission, strategic goals and vision of the Mayor and the City as a whole. Provides leadership in efforts to ensure the City's Accessibility, Diversity, Equity and Inclusion (ADEI) commitments are incorporated in City policies, procedures and initiatives and actively contributes to an inclusive City government. Represents the City with excellence by maintaining a professional approach and demeanor in all activities. A high level of discretion and sensitivity is required, along with the ability to perform well in rapidly changing circumstances.

SUPERVISORY RELATIONSHIPS:

Reports to the Mayor and serves as a member of the City's leadership team. Work is performed under general guidance and direction of City policies, procedures, contracts and other pertinent local, state and federal regulations. Supervises assigned staff, either directly or through managers. Provides direction to staff and staff teams Citywide. Reflects ADEI commitments in guiding and overseeing the work of staff and consultants.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Works with the Mayor to identify community and organizational priorities.

2. Develops strategies and directs efforts to achieve the City's policy and administrative goals.

3. Leads internal teams and forward-looking initiatives; provides leadership on priority cross-departmental initiatives, seeking appropriate opportunities to resolve challenges and achieve organizational objectives.

4. Serves as member and coordinator of the City's leadership team. Serves as sounding board for Mayor, City Council, Executive team, Department Heads and other City employees.

5. Assists the Mayor, Finance team and Department Heads in development of the budget

and subsequent budget adjustments as well as developing sustainable funding strategies for priority initiatives.

6. Serves as chief administrator of the City in the Mayor's absence: maintains the continuity of operations; addresses concerns from community members, staff or departments; acts on personnel and administrative matters, including action to protect the health and safety of employees and the public in an emergency. Engages the Mayor Pro Tempore as necessary and appropriate.

7. Responsible for selecting, directing, coordinating and evaluating the efforts of assigned staff. Establishes performance standards, assigns and supervises work, and conducts and/or reviews performance evaluations. Interprets and applies personnel policies and applicable collective bargaining agreements. Documents and implements disciplinary actions, works in conjunction with Human Resources concerning personnel matters.

8. Initiates, reviews and advises on City-wide and departmental-level policy proposals for the Mayor.

9. Initiates, reviews and presents legislative proposals for Council consideration and action.

10. Coordinates between the Mayor, City Council, City leadership team, other agencies and the community to direct government relations efforts at the local, state and federal level.

11. Serves on various committees and task forces. Assists the Mayor and City Council in their roles on various local and regional committees.

12. Oversees Citywide communications and community relations. Serves as a spokesperson for media requests and other inquiries.

ADDITIONAL WORK PERFORMED:

1. Performs other related duties of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- The structure, functions and operations of City government including familiarity with relevant municipal processes, personnel, regulations, policies and procedures.
- Organizational, political and community dynamics and principles and practices of leadership, management and supervision.
- Applicable local, state and federal laws, rules, regulations, policies and procedures related to areas of assignment.
- Fiscal management including budget preparation, grant administration, service and intergovernmental contract negotiation and administration, expenditure control and record keeping.

Skill in:
- Excellent management skills including leadership, project management and supervisory skills; decision-making, planning and organizing; interpersonal sensitivity, adaptability/flexibility, stress tolerance, and time management.
- Problem analysis and decision making to accurately analyze situations and adopt an

effective course of action, to review and make recommendations on complex personnel and performance issues, policy development and interpretation, and resource allocation issues.
- Strong computer skills and adept at learning and using a variety of technology systems to accomplish the work of the City.
- Excellent customer service and interpersonal skills to work with the public, staff, elected officials and media using courtesy and tact in sensitive or high-pressure situations.

Ability to:
- Demonstrate a commitment to and desire to surpass standards of excellence, reach challenging goals, and continuously improve work.
- Establish and maintain effective working relationships within the Executive department, Department Head team, with City Council and other City officials, staff and employees, outside agencies and elected officials, organizations, the news media, and the general public.
- Lead, direct, coordinate and facilitate assigned City staff, projects, programs and policy implementation.
- Effectively plan and present, both orally and in writing, programs, reports and recommendations to leaders, employees and the public.
- Plan and perform effectively in an atmosphere of ambiguity and in a fast-paced, rapidly changing environment.
- Demonstrate a high level of discretion and sensitivity.
- Demonstrate an ability to work cooperatively within diverse groups and across the organization to achieve group and organizational goals.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other standard office equipment;
  - Frequently communicate accurate information and ideas with others;
  - Move between work sites;
  - Occasionally transport objects weighing up to twenty-five (25) lbs.

WORKING ENVIRONMENT:

Generally works in an office environment with extensive time spent at a computer workstation. Work involves frequent interaction with City leaders, staff and the public. Must be available to the Mayor and leadership team on short notice. Requires ability to perform duties outside standard office hours and frequent attendance and participation in local evening and weekend meetings and events. May require occasional travel to professional seminars and meetings outside the local area.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor’s degree in Public Administration or related field required. Graduate degree preferred.
- Significant governmental and public process experience in an executive staff or leadership role.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential

functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check.
- Requires evening and weekend work to attend meetings, respond to emergent issues, and meet time-sensitive deadlines.
- Certification of National Incident Management System ICS 100, 200, 300, 400 and 700 training is required following hire.

PREPARED BY: KSH/MA 3/96

REVIEWED BY:_____
Kim Lund
Mayor

REVISED BY: K. Linville
B. Heinrich
L. Klemanski
7/2014

B. Heinrich
A. Sullivan
6/2021

J. Keller
K. Lund
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