

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Deputy Administrator

DEPARTMENT: Executive

E-PLAN
SG:E-A-1
CS:N
FLSA:N
EEO4CODE:OA

JOB SUMMARY:

This position is the principal assistant to the Mayor in the administration of the City's operations and development and implementation of City policies. Initiates, leads, and/or coordinates efforts to achieve organizational objectives.

SUPERVISORY RELATIONSHIPS:

Reports to the Mayor and serves as a member of the City's Executive team. Work is performed under general guidance and direction and the guidance of City policies, procedures, contracts and other pertinent local, state and federal regulations. Supervises administrative support staff and other assigned staff.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Works with the Mayor to identify community and organizational issues needing to be addressed. Develops strategies and directs efforts to achieve the Mayor's policy and administrative goals relating to those issues. Initiates policy research and program evaluation activities with the approval of the Mayor.
2. Serves as member and coordinator of the City's Executive management team. Serves as sounding board for Mayor, City Council, Executive team, and other City employees. Assists the Mayor, Finance team and Department Heads in development of the biennial budget and subsequent budget adjustments.
3. Provides leadership on interdepartmental initiatives, seeking appropriate opportunities to resolve challenges and achieve organizational objectives through interdepartmental efforts.
4. 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.
5. Confers with departments to convey policies and practices, and gather information required as a basis for action by the Mayor. Initiates and reviews departmental level policy proposals for the Mayor, suggesting changes or further research where necessary. Initiates and reviews legislative proposals. Reviews City policy and procedure development process in the Executive Department.
6. Coordinates between the Mayor, City Council, City officials, governmental agencies and the community. Meets with community members concerning City issues and meets with

state and federal officials and legislators to represent the City's viewpoint on policy matters. Directs government relations effort at the local, state and federal level.

7. Serves on various community and regional committees and task forces as necessary. Cooperates with elected officials and staff of neighboring communities on common concerns. Assists the Mayor and City Council in their roles on various regional committees. Serves as a spokesperson for issues receiving media attention.
8. Assists the Mayor and Department Heads in keeping the City Council informed and in preparing items to be considered by the City Council.

ADDITIONAL WORK PERFORMED:

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

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Working knowledge of the City organization, structure, processes and personnel. Familiarity with governmental and community institutions, organizations, procedures and processes.

Skill in:

- Management skills including leadership/supervisory skills, and decision-making, planning and organizing, interpersonal sensitivity, management control, 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.

Ability to:

- Establish and maintain effective working relationships within the Executive department, with City Council and other City officials, staff and employees, outside agencies and elected officials, organizations, the news media, and the general public.
- Direct, coordinate and facilitate assigned City projects, programs and policy implementation.
- Effectively plan and present, both orally and in writing, programs, reports and recommendations to the Mayor, City Council, Department Head team, community groups and the public.
- 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 office machinery such as a keyboard, mouse, phone, and fax machine;
 - Frequently communicate accurate information and ideas with others;
 - Occasionally transport objects weighing up to twenty-five (25) lbs.

WORKING ENVIRONMENT:

Work is performed primarily in an office environment with the majority of time spent at a computer workstation. Attendance at night meetings is required. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- B.A. 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 REQUIREMENT:

- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Employment contingent upon passing a criminal background check.
- Certification of National Incident Management System training is required within 6 months of hire, and at a level commensurate with local government employees who are charged with this responsibility.

PREPARED BY: KSH/MA 3/96

REVIEWED BY: _____
Seth Fleetwood
Mayor

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

B. Heinrich
6/2021