

City of Paris Position Description

Position: Assistant City Manager (operations)
Reports to: City Manager / City Commission
Department: 1-132

Job Summary: Under general direction of the City Manager and responsible for daily administration and operation of city government and to perform related work and special projects as required.

Distinguishing Features of the Class: The work in this class involves the responsibility for and knowledge of State and local ordinances (including planning and zoning, subdivision regulations, business licenses, nuisances, taxes, etc.) Employees in this class work at the direction of the City Manager.

General Duties and Responsibilities: Essential:

- Assist the City Manager in planning, organizing, coordinating, maintaining, and supervising the day-to-day business of the city;
- Insure that all applicable policies and ordinances are executed and complied with;
- Assist the City Manager in the preparation and submission of tentative budgets, recommendations, reports, studies, plans, and other items or materials as may be required;
- Maintain liaison with various federal, state, city, and other agencies and organizations;
- Perform duties of the personnel officer as well as those of the purchasing agent;
- Be responsible for the preparation of grant applications and the administration of all such programs;
- Perform other work as is deemed necessary and required;
- Serve as interim City Manager in the absence of the City Manager.
- Counsel and advises city manager regarding issues, events, and plans of action.
- Performs related duties as assigned by the City Manager.

Training and Experience: Graduation from high school or equivalent supplemented by sufficient three years work experience in a related profession.

Special Knowledge, Skills and Abilities: Knowledge:

- Knowledge of federal, state, and local codes, laws and ordinances.
- Knowledge of various government, practices, methods and budgeting.

Skills:

- Skill in the use of office equipment.
- Skill in making mathematical calculations.
- Communication skills.

Abilities:

- Ability to read and accurately interpret plan specifications and other pertinent data and compare them with construction in progress and completion.

- Ability to interpret and accurately explain various ordinances, regulations and rulings and the reasons therefore.
- Ability to establish and maintain effective working relationship with contractors, building owners, residents, City officials and employees, and the general public.

ADDITIONAL INFORMATION

Instructions: Somewhat general. Many aspects of work are covered specifically, but must use own judgment some of the time.

Processes: Frequently required to refine existing work methods and develop new techniques, concepts or programs within established limits.

Review of Work: Work is generally reviewed through reports.

Analytical Requirements: Assignments frequently require decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Tools, Equipment and Vehicles Used: Vehicle, normal office equipment, tape measure, building code books, zoning maps, subdivision plats, blue prints.

Physical Demands: Work is performed both in an office sitting at a desk or table and outdoors regardless of weather conditions; lifting light objects weighing less than 25 pounds is a requirement of the job; must operate vehicle as a requirement of the job; must be in high places, confined spaces, and use stairs and ladders.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Heavy.

Interruptions: Frequent.

Availability: Must be able to attend meetings and to inspect projects at irregular hours, evenings, and weekends.