

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ADMINISTRATIVE OFFICER/SPECIAL ASSISTANT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to serve as secretariat to the District Board and its various Bureaus, Committees and Commissions. Acts as a liaison with District Council. Directs the production and maintenance of administrative, legal, real estate and clerical records as well as headquarters building security services. Classification typically reports to Chief Executive Officer.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Performs personnel management tasks; interviews and recommends applicants for selection; assigns work; establishes performance expectations; provides training and employee development; provides guidance and advise regarding difficult issues; enforces safe work practices; evaluates employee performance; counsels employees; administers union contract language, oral and written warning and suspense; and recommends higher level discipline and other personnel actions, such as reclassifications.

Advises CEO, District Counsel, and senior staff on administrative requirements of Board decisions and actions.

Advises Commissioners, Counsel, CEO and senior staff on procedural matters.

Monitors payment to vendors and ensures timely payment.

Controls department expenditures within approved funding allocations; approves fund transfers for consideration by Finance department.

Coordinates District goals, objectives, and activities as a member of the management team.

Determines operating policies and procedures and recommends District administrative and governing policies.

Fulfills statutory requirements relative to public hearing notifications, freedom of information requests, Charter and Ordinance updates and notifications relative to the annual audit.

Maintains liaison with District Counsel and the District Board.

Plans and directs security services for the District Headquarters building.

Prepares and develops operating and capital budget and presents budget requests.

Researches and analyses District legal and historical issues, compiles reports, and makes recommendations.

Responds to information requests from District Counsel, Commissioners, CEO and senior staff.

Reviews, edits, and corrects or writes minutes of all Board, Bureau or Committee meetings.

Serves as District Clerk; attends all Board, Bureau and Committee meetings and public hearings.

Updates the District Charter to reflect legislative action by the General Assembly; updates Ordinances and by-laws based on Board actions.

Writes agenda memos for Board, Bureau or Committee action; reviews all agenda memos prepares by others; oversees preparation and distribution of meeting agenda packages.

Manages Assessment Program relative to construction of sewer and water main extensions.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelors degree in Public Administration or related field with a minimum of ten (10) years of progressively responsible experience including four (4) years at the senior management level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.