

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: CHIEF ADMINISTRATIVE OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform executive management work for assigned administrative departments including: engineering and planning, financial management, human resources, information technology, and environment, health and safety. Work involves developing strategic plans, goals and objectives; directing department operations and programs through subordinate managers and staff; evaluating effectiveness and implementing corrective changes; directing budget development and the use of resources; and advising the Chief Executive Officer, the Board and other District managers on issues pertaining to administrative departments. Classification typically reports to the 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.

Directs the staff, resources, operations and programs of assigned administrative departments, including: engineering and planning, financial management, human resources, information technology, and environment, health and safety; directs the development of work plans, goals and objectives for Administrative departments; directs and approves staff assignments; allocates resources.

Reviews and evaluates the performance of assigned departments; assesses departments' effectiveness and efficiency; identifies best business practices; modifies policies and procedures; assures safe work practices; assures compliance with regulatory requirements; identifies and directs corrective actions; and implements strategic, policy, and administrative changes to maximize use of resources, achieve goals and objectives and better serve the District and its customers.

Coordinates District goals, objectives and activities as a chief officer of the District; advises the Chief Executive Officer and Chief Operations Officer on administrative issues and assists in developing long term strategic direction; coordinates plans and operations with administrative department directors, managers and executives of government agencies, municipalities, contractors and community organizations; attends Board meetings; presents agenda items; and advises the Board, Bureau and District committee on items relating to the administrative departments.

Analyzes management issues and problems; prepares reports of findings and recommendations; and reviews reports and recommendations prepared by subordinate staff.

Supervises subordinate managers and staff employees; conducts staff meetings; appoints candidates from approved eligibility lists; assigns work; establishes performance expectations; enforces safe work practices; conducts performance reviews; reviews and approves performance appraisals; counsels employees; administers union contract language, oral and written warning and suspension.

Directs the development of the operating and capital improvement program (CIP) budgets of the administrative departments; presents budget recommendations to the Board of Finance; directs assigned departments' expenditures and ensures compliance with fund allocations; approves fund transfers for consideration by the Finance department and the Board of Finance.

Approves capital improvement program activities; and reviews project development.

Approves bond sale preparation; and oversees year –end financial closing and related financial management activities.

Assists in the implementation of the District's Affirmative Action Plan and diversity efforts; directs the development and monitors the implementation of training programs; and evaluates employee grievances.

Oversees information technology implementation; directs information technology programs; and ensures their support of District strategic plans and operations.

Reviews and signs regulatory reports; monitors environment and safety compliance; and negotiates compliance issues with regulatory agencies.

Conducts meetings with Town Managers; and directs the processing of public inquiries and complaints.

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

Bachelor's degree in engineering, business, public administration or a related field, with Master's level course work in the field; Master's degree preferred; or a related field; supplemented by minimum ten (10) years of progressively responsible public management experience four (4) of which must be supervisory and/or managerial experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must have a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data and/or information involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

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 synthesis data and information, as well as reference, descriptive, design, advisory, and consulting data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

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: Tasks 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.