

# CITY OF CHATTANOOGA

## Classification Specification Title: Administrative Manager

**Department: Public Works**

**Pay Grade: GS.13**

**Supervision Received From: Multiple**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Truck Driver,**

**Established: 6/29/07**

**Accounting Tech 2, Admin Supp Assistant 2, Admin Sup Spec., Revision Dates: 4/9/25;**

**Asset Mgmt Systems Coord, Inventory Coord**

**8/27/24; 10/20/23; 1/11/23**

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for managing and administering multiple divisions within Public Works, including but not limited to emergency operations planning, safety, procurement, and tool room operations. Typical responsibilities include supervising department clerical and administrative staff involved in personnel, payroll, procurement and accounting activities; consulting with department managers on various administrative issues, including personnel issues; administering department information systems; developing, recommending and implementing department policies and procedures. Work is performed with general direction, working from broad goals and policies.

### SERIES LEVEL:

The Administrative Manager is a stand-alone management classification in Public Works.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Supervise public works administrative and support staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; making hiring, termination and disciplinary recommendations.

Provide oversight and directs the implementation of administrative operations for multiple divisions within Public Works, including emergency operations planning, safety, procurement and tool room operations which includes: planning, coordinating, administering and evaluating programs, projects, strategic planning, processes, procedures, systems, standards and/or service offerings; ensuring compliance with federal, state and local laws, regulations, codes and/or standards; coordinating activities between multiple service areas; and, working to integrate and coordinate service areas.

Provide general oversight of the administrative, support and operational systems and functions that contribute to the overall business operations of the department, such as data and records management systems, automated information technology and operational systems, budgeting,

accounting and auditing systems, clerical support, program research, planning and implementation, human resources systems and internal/external communications.

Manage and administer programs to capture the collection of data, trains staff on departmental operations and on software applications used for the capture, collection and reporting of data; coordinates the installation of workstations and systems integrations; administers report distribution software and defines reports for on-line viewing and printing; and coordinates systems integration, updates, software and hardware installations.

Ensure legal, policy and technical systems standards, audit procedures and security are maintained.

Explain, justify and defend departmental programs, policies, activities, rules and regulations to interested parties. Oversees payroll, personnel file management, procurement, benefits, EEOC and ADA compliance for the division and serves as the primary advisor on all issues related to personnel actions within the division.

Administer the departmental classification and compensation plan which involves reviewing and revising job descriptions; performing reclassification analysis; ensuring compliance with applicable regulations and laws; recommending position assignments to appropriate salary ranges and making recommendations on classification issues.

Manage and direct the staffing function for the division which includes coordinating and conducting interviews and related processes; recommending and developing selection standards and employment procedures; determining staffing needs with departmental managers; completing background and reference checks on prospective employees and making recommendations on staffing issues.

Administer contracts for services provided by contractors.

Prepare, review, interpret and analyze a variety of complex and multi-faceted departmental information, data, contracts, forms, schedules, calendars, surveys, and reports; makes recommendations based on findings.

Respond to requests for information from employees, outside agencies, the general public, and/or other interested parties.

Serve as the project manager for the implementation and maintenance of the division's GIS application, including electronic service request processing and electronic filing. Collaborates with internal departments, applicable Boards and Commissions, task forces, advisory groups, the general public, external agencies, contractors, attorneys and/or other interested parties to coordinate activities, review work, exchange information, and resolve problems.

Prepare, update and maintain disaster recovery documentation. Manage tracking systems for monitoring claims and potential claims filed against the City; monitor reports identifying the status of claims and work with internal legal counsel to settle claims; represent the City in administrative hearings; investigate claims and prepare responses on behalf of the City.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Perform other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Business Administration or related field and six (6) years progressively responsible administration experience involving planning, directing or coordinating the operations of companies, public sector or private sector organizations to include managing daily operations, budgeting, staffing functions and planning the use of materials and human resources. Must have supervisory experience or any combination of equivalent experience and education.

**LICENSING AND CERTIFICATIONS:**

None

**KNOWLEDGE AND SKILLS:**

Knowledge of managerial principles and practices; public administration principles and practices; business administration principles and practices; information technology principles and practices; public relations principles; budgeting principles; contract development, administration and management principles; strategic planning principles; financial management principles; program development and administration principles and practices; negotiation principles; mathematical concepts; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies and/or procedures; policy and procedure development practices.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; analyzing issues and problems related to operations, services and management information to formulate project plans, develop complex programs, present and obtain consensus on recommendations, processes, goals and solutions; performing mathematical calculations; implementing public relations programs; preparing and analyzing reports; reading, comprehending and reviewing financial information; making program decisions based on financial considerations; adapting to rapidly changing administrative requirements; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of organizational goals; conducting negotiations; handling multiple tasks simultaneously; managing contracts; managing and administering budgets; collaborating with external agencies; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

**PHYSICAL DEMANDS:**

Positions in this class typically require fingering, grasping, talking, hearing, seeing, and repetitive motions.

**WORK ENVIRONMENT:**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of

force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.