



CITY OF WEBSTER CITY JOB BAND DESCRIPTION

POSITION: Administrative Services Director

JOB – BAND CLASSIFICATION: Director

Definition:

Under general direction of the City Manager, is responsible for management of human resources activities; major areas covered are personnel, payroll and benefits, labor/employee relations, and risk management.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

Essential duties and responsibilities may include, but are not limited to the following:

- Devises, evaluates and administers human resources policies, programs, and practices by conducting a continual study of current policies and practices, enforcing rules and regulations, interpreting components of the policy, responding to inquiries, and recommending updates as needed.
- Develops and administers the city's position classification system and pay plans.
- Recruits, interviews, tests, and checks references on applicants for employment.
- Coordinates the hiring of new employees by consulting with the City Manager and appropriate department directors or division heads regarding recruiting results and hiring recommendations.
- Assists applicants by explaining employment opportunities and procedures and discussing test results.
- Coordinates, supervises and assists, as needed, preparation of bi-weekly payroll, and maintains records and reports as needed.
- Advises City Manager of legal requirements and government reporting regulations affecting Human Resource functions.
- Maintain confidentiality of work-related issues and City information.

- Coordinates employee insurance and benefit programs and recommends changes to the programs
- Manages worker's compensation claims.
- Helps negotiate and administer union labor contracts by collecting data through research, conducting surveys, calculating costs, reviewing past contracts, and responding to inquiries.
- Develops and administers the operations budget of City Manager's Office activity.
- Responds to oral and written inquiries covering a variety of human resource matters and topics.
- Assists in the establishment of standard recruiting and placement practices and procedures.
- Develops and maintains a comprehensive system of personnel records.
- Assists with development and implementation of goals, objectives and priorities for assigned areas.
- Develops and administers general training program and coordinates employee events.
- Provides public information such as verifying employment.
- Serves as clerk to Civil Service Commission.
- Report to worksite as assigned.
- Performs other duties of a similar nature or level as assigned.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Supervision Exercised:

Maintenance/Custodian (share with Fuller Hall)
 Environmental/Safety/GIS Coordinator
 IT Director
 Administrative Assistant/Payroll Specialist

Required Competencies:

Including but not limited to the following:

Knowledge of:

Principles of public employment, supervision and training;
Principles of compensation;
Principles of employee relations;
Budgeting techniques;
Applicable Federal, State, and local laws, rules and regulations pertaining to local government operations

Skills in:

Supervising employees;
Developing and delegating tasks and projects;
Problem solving;
Using computers and related software applications;

Ability to establish and maintain effective working relationships with fellow workers and the public;

Verbal and Written Communications;

Problem-Solving

Decision Making

Planning and Organizing

Team Work and Cooperation

Education, Experience & Technical Skills Required:

Bachelor's Degree with major course work in human resources, business management, industrial relations and a minimum of three years progressive, management-level experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties such as those listed above. Valid Iowa Driver's License.

Physical and Environmental Requirements:

Ability to sit for extended periods of time. Strength to push, pull, or lift up to 50 lbs. Eyesight sufficient to distinguish colors. Hearing sufficient to hear verbal and phone conversations. Reading, writing and speaking skills sufficient to fulfill requirements of position. Ability to work alone as well as in a group.

FLSA/Wage Hour Status: Exempt