



Office of Human Resources  
Administrator III - CI2899  
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### General Statement of Duties

Performs a variety of comprehensive, technical administrative activities that have city-wide impact within a specialized, functional area(s) which requires a thorough foundation in the principles and practices of the functions area(s), exercises overall responsibility for the functional area(s), and provides authoritative advice to top level managers and elected officials on matters of key importance to city goals, programs, and mission.

### Distinguishing Characteristics

This class performs a variety of comprehensive and technical administrative activities that have city wide impact and provide advice to top level managers and elected officials. This class is distinguished from the Administrator II class that performs a variety of comprehensive and technical administrative activities within a specialized, functional area which requires a thorough foundation in the principles and practices of the functional area(s) in order to ensure efficient and effective administration and provide administrative direction to department(s) leaders in strategic efforts associated with the functional area. The Administrator III class is distinguished from the Administrator I class that performs a variety of specific administrative activities/projects of limited scope in a specialized, functional area which requires a thorough foundation in the principles and practices of the functional area in order to maintain and improve the efficiency and effectiveness of the function and provide supportive, interpretive, and advisory information to higher level administrators, managers, and/or other stakeholders. The Administrator III is distinguished from a Manager II class that directs and manages an operational and/or functional area(s) by developing objectives while implementing strategies and managing plans, programs, and projects.

The Administrator III is distinguished from a Program Manager that performs professional and supervisory work over program staff, provides leadership, program direction, and long range and short term planning for the program area(s), directs program design, policy development, and performance criteria for program operations, and makes budgetary and resource allocation decisions. Additionally, a Program Manager is responsible for a program in a specialized area with specific components that include its own policies, procedures, goals, objectives, budget, and tasks that distinguish it from the main body of a department/agency. A program may complement the core goals and objectives of an agency/department but it is separate from the functional areas that support the core goals and objectives; whereas, an Administrator III is responsible for a core business function(s).

Administrators are focused on the functional area not on supervising or managing staff; consequentially, an administrator may perform lead work or supervisory duties. However, administrative positions exist to serve as a technical expert within the functional area and require a high degree of specialized knowledge.

In general, the Administrator III class has city-wide responsibility or department wide responsibility with city-wide impact/implications and reports to an executive level position. The Administrator II class has department level responsibility and may have some city-wide responsibilities of defined scope. The Administrator I class has division level responsibility and may have some departmental responsibilities of defined scope. Additionally, an Administrator III and an Administrator II have responsibility of the entire functional area and the Administrator I has responsibility for a portion of the functional area.

\* Some functional areas are clarified in specific classes and series within the classification plan. In those cases the specific classes are to be used.

#### Administrator Definition:

An Administrator serves as a technical expert and resource in a specialized, functional area by resolving complex, technical issues and designing systems, processes, guidelines, rules, and standards that are critical and directly impact the on-going operations and policies in the functional area.

**Essential Duties**

Acts as a chief representative and key resource person within the functional area for the city, represents the functional area to city departments, elected officials, and outside agencies, and serves on special committees where decisions, commitments, and conclusions have considerable impact on the operations of critical governmental activities.

Develops and maintains effective working relationships with a broad spectrum of key officials outside of the organization in order to effectively gain necessary executive, legislative, and related support for management decisions on priorities and goals.

Reports on functional area(s) accomplishments to cabinet members, elected officials, and others within the highest level of government and justifies critical and far reaching changes.

Defines the functional area's organizational structure, manages the development and implementation of goals, objectives, policies, and priorities, and evaluates functional area performance in meeting goals and objectives.

Explains, justifies, and defends the functional area's policies and activities and negotiates and resolves sensitive and controversial issues.

Manages and participates in legal, fiscal, and procedural monitoring activities, evaluates the effect of unforeseen developments on plans and activities, and presents to top level management suggested changes in function direction and redirection.

Administers the financial operations of a functional area(s) including developing the annual operating budget, monitoring financial activities, developing required budget reports, and preparing fiscal reports showing the financial status of operations for the review by departmental managers.

Directs the development of contracts within the functional area including drafting RFP for professional/services contracts, evaluating proposals, selecting successful bidder, administering the contracts, and monitoring contracts for compliance and expenditures.

By position, performs some or all of the elements of supervision or lead work including work planning, instruction, and review, handling grievances and disciplinary actions, hiring and dismissing employees, and evaluating employee performance.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Financial Management – Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.

Organizational Awareness – Knows the organization’s mission and function and how its social, political, and technological systems work and operates effectively with them including the program, policies, procedures, rules and regulation of the organization.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### **Knowledge & Skills**

Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.

Knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.

Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

### **Level of Supervision Exercised**

By position, performs lead work or supervises employees within the functional area.

### **Education Requirement**

Bachelor's Degree in Business Administration or a related field based on a specific position(s).

### **Experience Requirement**

Three (3) years of experience at the type and level of an Administrator II in a specialized functional area.

### **Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

None

### **Working Environment**

Pressure due to multiple calls and inquiries.  
Subject to many interruptions.

### **Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

**Background Check Requirement**

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** I-820

**FLSA Code:** Y

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**