

**CITY OF OBERLIN JOB DESCRIPTION**  
**Assistant City Manager / Human Resources Administrator**

**Title:** Assistant City Manager /  
Human Resources Administrator

**Department:** Human Resources Department

**Supervisor:** City Manager

**Subordinate(s):** Administrative Support Staff

**Civil Service Status:** Unclassified

**Bargaining Unit:** None

**FLSA Status:** Exempt

**Exempt Category:** NA

**Pay Grade:** 7

**Schedule:** Regular business hours, evening meetings and other hours as needed.

*This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.*

**General statement of main duties:** The Assistant City Manager/Human Resources Administrator (ACM/HR) assists the City Manager in researching, analyzing, developing, implementing and coordinating various projects/ programs and resolving problems across the City's organizational structure, and oversees the Human Resources Department. The ACM/HR provides support to all City Council appointees and City managers on human resources issues and concerns. The ACM/HR researches, develops and implements various human resources programs/policies. The ACM/HR performs administrative duties relevant to major duty areas, may serve as Acting City Manager in City Manager's absence and supervises the administrative staff. The ACM/HR shall function with a high degree of independence and utilize sound professional judgment, demonstrate planning and organizational skills, and establish priorities, programs and acceptable performance levels for his/her functional area. The ACM/HR shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The ACM/HR shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

**Minimum Qualifications:** Requires a bachelor's degree (master's degree in public administration or business administration desirable), and at least five to seven (5-7) years of previous experience in a position involving interdepartmental project/program management and human resources administration, or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. The position requires a valid state of Ohio driver's license. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

**Primary Job duties:** *(Essential functions are identified by an ' \* ' )*

**1. Management Support**

- a. Communicates and demonstrates support for the City's mission, vision and values\*
- b. Communicates effectively with the City's management team, employees, City Council, volunteers and the community\*
- c. Works cooperatively with all employees toward the common goal of providing high quality services\*
- d. Employs human relations skills in customer service, problem-solving, decision-making and stewardship to demonstrate support for the City's mission, vision and values\*

**2. City Manager Support**

- a. Assists City Manager in researching, analyzing, developing and implementing organizational projects, issues, structures, programs and procedures\*
- b. Initiates action to improve departmental and City operations, employee performance, morale and work methods\*
- c. Researches topics, collects data, collates information, prepares reports and presents findings to City Manager and other parties as directed\*
- d. Attends various meetings on behalf of the City Manager; represents the City Manager's position to the public and various public/private entities\*
- e. Coordinates and directs interdepartmental efforts\*
- f. Implements City Manager's directives, initiatives and policy interpretations\*
- g. May serve as Acting City Manager in City Manager's absence\*
- h. Assists in planning and coordinating preparation of annual budget\*
- i. Directs staff in preparation of City Council meeting agendas and follow-up actions resulting from Council meetings \*
- j. Drafts correspondence, reports, public notices, legislation and other documents as directed by City Manager\*

**3. Human Resources Administration**

- a. Ensures proper employee selection, counseling, development, mentoring and evaluation of staff to achieve a cohesive work unit consistent with the City's mission, vision and values\*
- b. Creates superior work culture through an emphasis on training and mentoring to develop leadership, management and technical skills in all employees\*
- c. Reviews, develops, implements and administers human resources policies and procedures\*
- d. Ensures compliance of employment practices with relevant local, state and federal regulations and professional standards\*
- e. Assists Council appointees, managers and employees with issues of concern; conducts evaluations, and provides guidance and support as needed \*
- f. Serves as City's liaison with providers of various human-resources related services\*
- g. Attends grievance or disciplinary meetings or hearings as needed\*
- h. Conducts periodic training and information sessions for employees regarding changes in policies, procedures and pertinent regulations\*

- i. Meets with individual employees to hear and respond to concerns, questions, complaints regarding the City's policies, procedures, administration or management\*
- j. Serves as administration representative to Civil Service Commission and other boards or commissions as assigned\*
- k. Attends meetings and training as needed or directed to maintain current awareness of job requirements\*
- l. Collaborates with Finance department to ensure effective compensation and benefits administration\*

**4. Supervision**

- a. Assigns tasks, reviews work, trains and evaluates administrative support staff\*
- b. Coordinates scheduling and work assignments of administrative support staff\*
- c. Performs other duties as may be assigned or required

**Required Knowledge, Skills and Abilities:**

- Knowledge of general management practices and principles including strategic planning
- Knowledge of municipal operations, finance and services
- Knowledge of local government practices and procedures including public sector procurement procedures
- Knowledge of human resources policies/procedures, programs and professional standards
- Knowledge of local, state and federal employment regulations
- Ability to establish and maintain effective work relationships with supervisor, co-workers, City officials and representatives of private/public entities in the community
- Ability to research, collate and present information effectively
- Ability to prepare effective written documentation and reports
- Ability to coordinate complex, inter-departmental programs and procedures
- Ability to make effective public presentations
- Ability to investigate, analyze and effectively resolve problems and conflicts
- Ability to multi-task and perform with evolving priorities
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment

**Work Environment and Equipment Utilized:** Standard office equipment is utilized routinely in the job, and the work is performed in a typical office environment with adequate lighting, ventilation and temperature controls.

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Employee Signature/Date

*Rebecca Kopcienski* 6-24-08  
\_\_\_\_\_  
Human Resources Signature/Date

*E. [Signature]* 6/24/08  
\_\_\_\_\_  
Appointing Authority Signature/Date

*E. [Signature]* 6/24/08  
\_\_\_\_\_  
Supervisor Signature/Date

*[Signature]* 6-24-08  
\_\_\_\_\_  
Law Director Signature/Date

Reviewed by Civil Service Com. 4/9/2008  
Reviewed by City Council 6/16/2008