

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: Director of General Government/Administration

Department: General Government/Administration

Supervisor: Mayor and City Commissioners

Supervises: All Assigned Department Personnel

Grade: 42

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates, administers, manages and evaluates all activities and programs of General Government Departments.

General Duties and Responsibilities

Essential:

1. Provides supervision and direction working daily with Division Superintendents, Supervisors and Police and Fire Chiefs in the operation of each department; approves plans and programs in the maintenance of each; approves department purchases; monitors training programs for all departmental personnel.

2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; makes recommendations on compensation; takes disciplinary action in accordance with the City's personnel policies.

3. Reviews policies, budgets, operations and procedures for each area of responsibility.

4. Maintains the integrity, professionalism, values and goals of the City by assuring that all ordinances, rules and regulations are followed, and that accountability and public trust are preserved.

5. Assist with obtaining, coordinating, and administering federal and state grants and loans.

6. Implements and executes directive of the City Commission.

7. Attends regular and special Commission meetings.

8. Ensures preparation and maintenance of records, reports, etc; ensures that reports are forwarded as required in a timely manner.

9. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors, and City Staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.

10. Coordinates activities with other governments, departments, and/or agencies; represents city at conferences, training programs and meetings with other agencies.

11. Exercises authority of General Government Director for General Government Administration, Street, Cemetery, Police and Fire Departments.

Non-essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Bachelors degree in public Administration, Business or equivalent field, with two years experience directly related to General Government functions in a Leadership Capacity.

Special Knowledge, Skills and Abilities.

Knowledge:

1. General knowledge of the principles, practices and techniques of Police, Fire, Public Works and Cemetery administration.
2. General knowledge of federal, state and local laws, administrative regulations, and ordinances relating to police activities.
3. General knowledge of fire fighting principles, methods and techniques used in fire suppression, inspection and prevention.
4. General knowledge of public works activities and programs including the construction, alteration, servicing, maintenance and repair of the buildings, public streets and roads, alleys, bridges, catch basins, curbs, gutters, sidewalks and walls.
5. General knowledge of equipment, methods, and procedures used in the operation and maintenance of the cemetery and city owned property.
6. General knowledge of public budgeting principals.

Skills:

1. Public relations skills.
2. Written and verbal communication skills.
3. Administrative/management/supervisory skills.
4. Organizational skills.
5. Analytical skills.

Abilities:

1. Ability to plan, organize, direct, coordinate and evaluate the work of others.
2. Administrative, analytical, and management abilities.
3. Ability to prepare and maintain and/or ensure the preparation and maintenance of required records efficiently and accurately.
4. Ability to ensure compliance with federal and state laws and administrative regulation, and local ordinances, in the preparation and maintenance of required municipal records.

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5. Problem solving abilities.
6. Ability to communicate effectively, orally and in writing.
7. Ability to deal tactfully but firmly with the public.
8. Ability to establish and maintain effective working relationship with elected city officers, engineers, representatives of federal and state agencies, and the general public.
9. Ability to operate a personal computer utilizing a variety of business software.

ADDITIONAL INFORMATION

Instructions: Very general; must use own judgment most of the time.

Processes: Frequently refines existing work methods and develops new techniques, concepts and programs within established limits.

Review of Work: Work is reviewed through written and verbal reports to the Mayor and/or Commission.

Analytical Requirements: Assignments involve continual analysis of figures, data trends, and results of all kinds which directly affect the policy of the city. Duties are of a complex nature, requiring judgment for which there is no precedent.

Physical Requirements of the Job: Work is generally performed in an office at a desk or table, but some work must be done outdoors regardless of weather conditions; must lift light objects (less than 25 pounds) as a requirement of the job.

Tools and/or Equipment Used: Must operate vehicle as a requirement of the job; normal office equipment (calculator, computer, typewriter, copier, telephone, etc.).

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid drivers license issued by the Commonwealth of Kentucky.

Availability: Must be able to attend evening meetings. Must be able to respond in emergency situations at all hours.

Certification Requirements: None.

Additional Requirements: None.

Overtime Provision: Exempt

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Adopted 11-10-14

Amended 11-09-2020