RESOLUTION NO. 2018-11R

A RESOLUTION OF IVINS CITY, UTAH, CREATING THE POSITION OF ASSISTANT CITY MANAGER AND APPOINTING WALLY RITCHIE TO THAT POSITION

WHEREAS, by Resolution 2015-14R Wally Ritchie was appointed as Acting City Manager and Kevin Rudd was appointed as alternate Acting City Manager to act in the event the city manager was unavailable; and

WHEREAS, after Kevin Rudd's retirement, Resolution 2017-11R appointed Wally Ritchie as Acting City Manager with Benny Sorensen appointed as alternate Acting City Manager; and

WHEREAS, in light of Wally Ritchie representing Ivins City at meetings of the Utah League of Cities and Towns and/or Utah City Management Association it is desirous to create the position of Assistant City Manager, as many other cities in Utah have done, and appoint Wally Ritchie to that position;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF IVINS CITY, STATE OF UTAH, AS FOLLOWS:

The Ivins City Council does hereby adopt the attached job description for Assistant City Manager and appoints Wally Ritchie as Assistant City Manager; Benny Sorensen will continue as alternate Acting City Manager in the event the City Manager and Assistant City Manager are unavailable.

Effective Date: This Resolution shall become effective immediately upon adoption by the City Council.

PASSED AND ADOPTED BY THE IVINS CITY COUNCIL, STATE OF UTAH, ON THE ____ DAY OF MAY, 2018, BY THE FOLLOWING VOTE:

	AYE	NAY	ABSTAIN	ABSENT
Dennis Mehr	_____	_____	_____	_____
Cheyne McDonald	_____	_____	_____	_____
Jenny Johnson	_____	_____	_____	_____
Miriah Elliott	_____	_____	_____	_____
Ron Densley	_____	_____	_____	_____

_____
Chris Hart, Mayor

ATTEST:

_____
Kari Jimenez
City Recorder

IVINS CITY JOB DESCRIPTION
ASSISTANT CITY MANAGER

DEPARTMENT:	ADMINISTRATIVE SERVICES	FLSA: EXEMPT
DIVISION:		REVISED: 5/2018

GENERAL PURPOSE:
The Assistant City Manager's purpose is provide support to the City Manager by overseeing administrative staff and services, including information technology; representing the City and performing the duties of City Manager in his/her absence; performing duties of a Department Head, or another appointed position, except City Treasurer; participating in the development and administration of City budgets; providing the City Manager and City Council with accurate and timely information for decision-making and policy direction; and participating in meetings with management staff to identify and resolve challenges.

SUPERVISION RECEIVED:
Works under the direct supervision of the City Manager.

SUPERVISION EXERCISED:
Provides direct supervision to the administrative services staff; has authority to hire non-appointed administrative staff and to make recommendations regarding hiring appointed positions; has authority to issue written warnings with corrective action plans and to make recommendations on more serious forms of discipline up to and including terminations of administrative staff.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. Represent the City and perform the duties of City Manager in his/her absence.
2. Provide support to the City Manager by overseeing administrative staff and services, including information technology.
3. Participate in meetings with management staff to plan, strategize, and resolve challenges.
4. Serve on professional committees and/or boards, particularly with the ULCT and/or ULGT.
5. Participate in and contribute to the development and administration of the annual City budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; direct and approve expenditures of assigned departments; and direct the preparation and implementation of budgetary adjustments as necessary.
6. Provide the City Manager and the City Council with accurate and timely information for decision-making and policy direction.
7. Meet regularly with City Manager to discuss issues and objectives, to discuss current activities and challenges, and to help develop solutions to challenges.
8. Maintain regular contact with City Manager and keep him/her apprised of various situations and issues.
9. Develop and/or assist in the implementation of new programs or enhancements to existing programs; provide recommendations for organizational structure.
10. Perform duties of another appointed position, other than City Treasurer.
11. Other duties as assigned.

QUALIFICATIONS:

Education and Experience:

1. Must have Bachelor's Degree in accounting, finance, business administration, public administration or related field; MBA, MPA, or JD preferred.
2. Five (5) years full-time successful work experience in municipal government or public-sector management including at least three (3) years of supervisory or management responsibility at the department head level.
3. Must be willing to live within a 30 minute response time of City Hall.

Knowledge:

1. English – Knowledge of the English language, including proper structure, spelling, grammar, and punctuation.
2. Administration and Management – Knowledge of general business and management practices.
4. Operations – Municipal government operations relating to staffing, budget and program execution.
5. Principles and practices of administrative management, effective leadership methods and supervisory skills.
6. Clerical – Knowledge of administrative and clerical procedures and systems, such as word processing, bookkeeping, managing files and records, and other office procedures.
7. Computers/Office Machines – Knowledge of proper use of computers and office machines.
8. Computer Software – Knowledge of, and proficiency in using, Microsoft Word, Microsoft Excel and various types of accounting software (Pelorus); knowledge of, and proficiency in using, Microsoft PowerPoint also helpful.

Skills:

1. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
2. Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
3. Time Management – Efficiently managing one's own time.
4. Writing – Communicating effectively in writing as appropriate for the needs of the audience.
5. Typing / 10 Key ~50 words per minute and use a 10-key accurately preferred.
6. Speaking – Talking to others to convey information effectively.
7. Organization - Setting up and maintaining paper and electronic filing systems for records, correspondence, and other materials; keeping the office organized and filing documents in a timely manner.

Abilities:

1. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
2. Oral Expression – The ability to communicate information and ideas in speaking so others will understand.
3. Speech Recognition – The ability to identify and understand the speech of another person.
4. Speech Clarity – The ability to speak clearly so others can understand you.
5. Written Expression – The ability to communicate information and ideas in writing so others will understand.

6. Problem Sensitivity – The ability to recognize when something is wrong or is likely to go wrong.
7. Selective Attention – The ability to concentrate on a task over a period of time without being distracted.
8. Number Facility – The ability to add, subtract, multiply, or divide quickly and correctly.
9. Near Vision – The ability to see details at close range (within a few feet of the observer).
10. Wrist-Finger Dexterity – The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.

WORKING CONDITIONS:

1. Office environment, light physical effort which may include sitting or standing for extended periods while operating assigned equipment.
2. Infrequent lifting of light weights up to 15 pounds.
3. Moderate exposure to stress as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.