CLASS TITLE: DEPUTY COUNCIL ADMINISTRATOR

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for assisting the Council Chief of Staff in the administration, coordination and management of the City Council Staff to ensure the effective and efficient operation of the City Council and performs other related assigned duties.

ESSENTIAL TASKS:
- Provides appropriate advice, guidance and management leading to the maintenance of the City Council as a representative institution, providing advice and counsel on key issues to individual councilors and the Council in its role as Tulsa’s legislative body
- Assists the Council Administrator in guiding the Council in the performance of its charter mandated and related duties, especially its City-wide budget, legislative responsibilities and conduct of official business
- Assists in the investigation of inquiries made by City Council members regarding the efficiency, economy and effectiveness of administrative practices, methods, systems and controls
- Manages and directs the daily interaction and orderly work flow between the City Councilors and Council Staff, including official actions and activities related to the regular weekly City Council Meeting and Standing Committee, special and investigative and task forces and Councilor district meetings
- Assists the Council Administrator in planning, assigning, supervising, and reviewing the work performed by the Council staff, and assumes the Council Administrator duties in his/her absence including resolution of interdepartmental issues
- Performs research pertaining to policy analysis for the City Council and makes recommendations involving policy development, budgetary matters and program review, development and initiation, and manages policy development projects
- Acts as policy and staff liaison between the Council, City administration, Committees/subcommittees, and/or the public
- Makes detailed professional presentations to the Council, Mayor and City Department Heads
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with a Bachelor’s degree in public or business administration, public relations or a related field (law school preferred) and seven (7) years of responsible administrative experience including two (2) years of municipal government or non-profit management experience and preferably with related policy research, development and/or analysis; or an equivalent combination of training and experience per Personnel Policies and Procedures Section 128.

Knowledge, Abilities and Skills: Good knowledge of the principles and practices of business and office administration; and considerable knowledge of research methods and techniques and methods of report presentation, good knowledge of the Oklahoma Open Meetings Act and the Oklahoma Open Records Act. Ability to collect, organize and present complex information; ability to analyze and interpret pertinent laws, ordinances and regulations; demonstrated ability to write comprehensive reports; ability to express oneself clearly and concisely, both verbally and in writing; ability to maintain various computer operating systems and related software; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting up to 10 pounds; occasional carrying up to 5 pounds; may be subject to walking, standing and sitting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires some travel to various City locations to attend community meetings and requires some evening work.
Class Code: 1002
EEO Code: E-01
Pay Code: CS-84

Group: Clerical and Administrative
Series: General Administrative

Effective Date: November 21, 2018