

## **CLASS TITLE: COUNCIL ADMINISTRATOR**

**PURPOSE OF THE CLASSIFICATION:** Under Council direction is responsible for the administration, coordination and management of the City Council Staff to ensure the effective and efficient operation of the City Council and the ongoing evolution of that government body 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 recommendations in the performance of its charter mandated and related duties and on key issues to individual councilors
- Investigates inquiries made by City Council members regarding the efficiency, economy and effectiveness of administrative practices, methods, systems and controls
- Manages administrative operations of the City Council office in an efficient manner including the daily interaction and orderly work flow between the City Councilors and Council Staff and all official actions related to the regular weekly City Council Meeting and Standing Committee Meetings, as well as purchasing and budget duties
- Recruit, direct and evaluate the work of staff ensuring adequate training and compliance with City policies and Council directives especially regarding Human Resources issues including discipline, compensation and performance reviews and ensures proper staffing for the Council office
- Ensures that regular communication is maintained with the City Council
- Coordinates and supports actions, initiatives and activities with regard to the City Charter, Tulsa Revised Ordinances, the Council's adopted "Rules and Order of Business", Oklahoma statutes, code of ethics and conduct, community perception, media coverage and conflict-of-interest standards
- Prepares and monitors the City Council annual budget
- Coordinates policy development and legislative monitoring efforts
- May arrange news conferences, interviews and other public contact programs for the City Council and ensures appropriate media releases for the City Council when necessary
- Coordinates and prepares various written special reports for the City Council as required, including Vision Tulsa publication
- Receives inquiries from the public and reports back on the status to the public and/or the City Council
- Manages TGOV as the Chairman of the TGOV Coordinating Committee
- Supervises Council staff members
- 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 related field, and eight (8) years of progressive, responsible administrative experience, including four (4) years of major municipal government or executive level non-profit management experience, preferably some state or federal government experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the operations of a large governmental or non-profit agency; considerable knowledge of research methods and report presentations; considerable knowledge of the financial, budgetary and legislative functions of a municipal government or non-profit agency; considerable knowledge of the Oklahoma Open Meetings Act and the Oklahoma Open Records Act; good knowledge of City-wide operations with municipal government or non-profit experience, good knowledge of human resources practices, good knowledge of City and state rules and regulations, budgetary preparation and economical principles; and working knowledge of computer systems and applications. Ability to effectively communicate verbally and in writing; ability to supervise others; ability to diplomatically solve problems; and 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 steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing and pulling up to 5 pounds; may be subject to walking, standing, sitting, reaching, bending, handling and feeling; and vision, speech and hearing sufficient to perform the essential tasks.

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

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting.

**Class Code: 1000**

**EEO Code: E-01**

**Pay Code: CS-92**

**Group: Clerical and Administrative**

**Series: General Administrative**

**Effective Date: February 21, 2018**