



City of Tempe

COMMUNITY DEVELOPMENT ADMINISTRATION MANAGER

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	546		<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Development		<i>Salary / Hourly Minimum:</i>	\$80,164
<i>Supervision Level:</i>	Manager		<i>Salary / Hourly Maximum:</i>	\$108,221
<i>Employee Group:</i>	SUP		<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified		<i>Market Group:</i>	Management Assistant II+
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Reports to and receives general direction from the Community Development Director.
May exercise direct supervision over professional, paraprofessional, technical and/or administrative staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Four years of responsible professional administrative or program management experience in a public agency, including two years of supervisory responsibility.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university in public administration, business administration or other major related to the core functions of this position. A Master's degree is preferred.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. To perform a variety of complex and highly responsible professional duties involved in the study, planning, development and implementation of the Community Development Department's administrative/budget systems, programs, policies, procedures and practices; to provide highly responsible and complex administrative

support and serve as a technical advisor to the Community Development Director and other management staff.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Work closely with the Director and management staff to recommend and implement goals and objectives for special programs, projects and systems; participate in the department's short and long-term planning; advise and assist with departmental succession planning efforts; establish schedules and methods for program operations; supervise the implementation of policies and procedures.
- Supervise and prepare, administer and monitor department budgets; supervise/coordinate the budgeting process; maintain and monitor budget controls for the department; prepare and/or approve budgetary transfers as required; prepare cost estimates for budget recommendations and submit justification for budget items; monitor and control expenditures; advise managers and other administrative personnel on budget problems, policies, and procedures.
- Provide direct supervision to any assigned staff to include training, motivating, tracking and overseeing work; provide leadership to employees in team building, responsible decision-making and problem solving; Provide pro-active performance planning to employees directly supervised through utilizing available City performance management tools and communication resources for transparent documentation.
- Participate and work closely with the Director and Deputy Directors in all reorganizations as part of organizational development coordination and meeting budgetary guidelines.
- Assist and advise the Director on various management issues; assist in the development, planning and implementation of goals and objectives; recommend and develop department policies and procedures.
- Supervise and perform extensive research for special projects; collect information on operational and administrative problems and perform comprehensive analysis; synthesize information and make recommendations on policy issues; prepare comprehensive administrative, operational, and statistical reports or manuals as required; present issues and recommendations to various committees, the Mayor, and/or the City Council; supervise and prepare quarterly and annual reports as required.
- Represent the Department on various taskforce projects, boards and committees.
- Respond to and resolve a variety of requests and complaints for employees, other municipalities and the general public.
- Participate in professional development activities to stay apprised of new management issues, practices and industry issues.
- Provide pro-active performance planning utilizing performance management tools.

- Perform related duties as assigned.
- Physically present to perform the duties of the position.

When assigned to the Administration area:

- Provide department oversight, direction and information to deputy directors, managers, supervisors, and employees pertaining to recruitment and selection; compensation/classifications and employee relations issues; assist department management, supervisors and employees with interpreting personnel policies and procedures, human resources guidelines, and MOU agreements to ensure departmental connectivity and consistency; work with Human Resources on interpreting, applying, and/or suggesting changes to related policies and procedures.
- Supervise and review, respond to and resolve a variety of requests or complaints from employees and/or the general public requiring interpretation of regulations, policies and procedures; research background and confer with management and legal counsel to determine the City's position on the issue; communicate with parties involved; coordinate/implement solutions to resolve problems.
- Provide department orientation to new employees in conjunction with the Director, deputy directors, managers and/or supervisors.
- Provide department oversight of annual operating and capital budget preparation and administration.

When assigned to the Finance area:

- Act as liaison to the Municipal Budget Office and Internal Services Department – Finance division, on budget-related issues.
- Advise management and business operations on budget impacts, policies, and procedures and assist them in the maintenance of proper budgetary controls.
- Maintain, monitor, and audit all Department cost centers, using a monthly report to management to inform and recommend necessary actions, and prepare annual budgets for the Municipal Budget Office.
- Administer the Rio Salado Community Facilities District (CFD).
- Administer the Downtown Tempe Enhanced Services District (DTA).
- Provide oversight of department business plan and asset management plan.
- Assist business operations with researching and establishing benchmarks, best practices, and peer comparisons.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- May operate city vehicles;
- Work in a stationary position for considerable periods of time;
- Operate computers, calculators and other office machines using repetitive hand/eye movement;
- Utilize required software programs as needed to accomplish work responsibilities;
- Extensive reading and close vision work;

- May require working extended hours;
- Work alone for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective July 2016