

City of Jonesboro

Chief Operating Officer

Job Description

Exempt: Yes
Department: Mayor's Administration
Reports To: Mayor
Location: City Hall
Date Prepared: November 05, 2009
Date Revised: October 14, 2010

GENERAL DESCRIPTION OF POSITION

This position is responsible for assisting the Mayor with the overall management of the city for the areas under their direct supervisor. This position works in conjunction with the other 4 executive members of the Mayor's management team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist the Mayor with managing the overall administration of the City. This duty is performed daily.
2. Meet with department heads supervised to monitor and encourage departmental productivity. This duty is performed irregularly.
3. Responds to inquiries from the general public and resolves citizen complaints within designated areas. This duty is performed irregularly.
4. Researches and prepares reports for presentation to the City Council and the Mayor. This duty is performed weekly.
5. Attends department and City Council meetings to gather information and make recommendations to the Mayor. This duty is performed weekly.
6. Serves as department representative at citizen forums and on special committees and task force. This duty is performed weekly.
7. Assist with the preparation of the city budget by assisting department heads supervised with the preparation of the budget. This duty is performed annually.
8. Monitors expenditure levels and works with all department head's to meet and exceed budget expectations. This duty is performed monthly.
9. May perform duties of the Mayor in his/her absence. This duty is performed irregularly.
10. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as advanced accounting, marketing, business administration, finance, etc. Equivalent to four years of college, plus 3 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Annual Budget Authority: \$ 10,000,000
Funds, Property & Equipment Responsibility: \$ 20,000,000

SUPERVISORY RESPONSIBILITIES

Directly supervises 8 subordinate supervisor(s) who supervise(s) a total of 85 employee(s). Departments supervised by this position include MPO, CDBG, JETS, Parks, Sanitation, Planning, Building Maintenance, and Inspections .. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to write speeches and articles for publication that conform to prescribed style and format; Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a division of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

Highly intense mental demand. Continual involvement with strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING

General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

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Probable errors would normally not be detected in succeeding operations and would definitely have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Continuous contacts frequently involving difficult negotiations which require a well-developed sense of strategy and timing. Involves contacts with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced: Database

Intermediate: Accounting, Presentation/PowerPoint, Spreadsheet

Basic: Alphanumeric Data Entry, Contact Management, Word Processing/Typing

ADDITIONAL INFORMATION

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to sit, talk or hear; frequently required to use hands to finger, handle, or feel; and occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.