



## City of Kansas City, Missouri Job Class Specification

**Job Title:** ASSISTANT DIRECTOR FOR ADMINISTRATION      **Department:** MULTI  
**Job Code:** 1747U      **Status:** EXEMPT      **Grade:** Unclassified

### Summary

This is highly responsible administrative and professional work as the Assistant Director for Administration, assisting the director in the planning, directing, monitoring, and overall management of administrative areas of the department and reporting to the Director.

Work involves responsibility for the supervision of a wide variety of administrative tasks. Work involves the application of sound management practices in the construction, modification, improvement, and implementation of operating department policies and regulations. An employee of this class is expected to execute programs fully with almost complete independence and is responsible for the use of considerable initiative and independent judgment within the framework of established policies. The Director reviews work through conferences, observations, and evaluation of reports and results obtained.

### Duties and Responsibilities

- Assists the director or designee in coordinating department functions through administrative and technical subordinates.
- Participates in preparing and administering the department budget, interviewing prospective employees, and establishing employee programs and other department policies.
- Assists the director in the formation of long-range programs for the department.
- Assists the director in planning, organizing, directing, supervising, and coordinating the activities of professional, technical, clerical, and other personnel engaged in research and development work.
- Meets with division heads involving problems and projects relating to design, construction, inspection, operation, and maintenance and sets strategy, manages change, improves processes, redesigns organizational structures, clarifies roles and accountabilities, and realigns/shifts cultures as relevant.
- Reviews issues, problems, and reports from division heads and alerts the director or deputy director of problem areas.
- Assist the director in addressing conflict and settling disputes through evaluative, facilitative, and transformative methods.
- Represents and responds to ,complex inquiries and complaints from the general public, executives, elected officials, and other sources and alerts the Director of problem areas.
- Develops directives for department management.
- Performs related duties as required.

**Technical Skills** Extensive knowledge of: The principles and practices of business and public administration as applied to the development and management of municipal programs. The materials, methods, and techniques utilized in the construction and maintenance of municipal projects and programs. The federal, state, and municipal policies, programs, laws, ordinances, and charter provisions.

Considerable knowledge of: Municipal planning, design, and administration. The principles and practices of modern administration and management, including departmental personnel and budget administration.

Ability to: Plan, organize, direct, coordinate, and interpret extensive municipal activities and programs. Do extensive responsible research, analysis, and report writing. Establish and maintain satisfactory relationships with other municipal officials, employees, contractors, consulting firms, and the general public. Express ideas clearly and concisely, both orally and in writing.

**Education and Experience** To be determined by the Department head.

**Certificates/ Licenses/Special Requirements** Must pass a background check as prescribed by the City.

**Supervisory Responsibility** Supervision is exercised over professional, technical, and administrative personnel.

**Supervision Received** Work is performed under the general supervision of the Department Director.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description anytime. The job description is not to be construed as a contract for employment.

**Created** 9/2022

**Revised** 01/2024