



City of Kansas City, Missouri Job Class Specification

Job Title: ASSISTANT TO THE DIRECTOR (ADMINISTRATIVE SERVICES) **Department:** MULTI
Job Code: 1734 **Status:** EXEMPT **Grade:** EX-4

Summary

This is highly responsible administrative and managerial work assisting in the planning, design, direction and overall management of the business operations and enterprises of a department within municipal government.

Work involves responsibility for the supervision of all departmental administrative matters and, at the discretion of the director, for all supervision of special projects. An employee of this class works with almost complete independence and is responsible for the use of considerable initiative and judgment in carrying out the various assignments. Work consists of both administrative and technical responsibilities, and work tasks involve both formulation of long range plans and daily operational decisions. Important contacts are required with outside governmental officials, consultants, contractors, and the public in connection with various public works projects and activities. Work is judged by results of completed programs and through progress and final reports of work performed.

Duties and Responsibilities

- Assists with the development of policies through consultation with division heads on expansion, operation, maintenance activities, and programs.
- Confers with and advises division heads on problems and projects relating to design, construction, inspection, operations, and maintenance.
- Reviews budget estimates, and special departmental reports and proposals; prepares drafts of proposals, makes reports on completed projects and departmental programs.
- Assists in the formulation of long range programs of the department.
- Acts as the director by assignment.
- Confers with officials and other representatives of governmental agencies, consulting firms, and contractors on problems relating to projects being proposed or in progress.
- Speaks before professional and civic organizations on the various phases of the department's programs.
- Designs programs for the purchase, manufacture, and disposition of raw materials and final products.
- Performs related duties as required.

Technical Skills

Extensive knowledge of:
The principles and practices of 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.

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

Ability to:
Plan, organize, direct, and coordinate 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

Accredited Bachelor's degree and five (5) years experience in a variety of programs requiring professional administrative experience, including three (3) years overseeing or supervising more complex administrative projects or programs.

OR

High School graduation and nine (9) years experience in a variety of programs requiring professional administrative experience, including three (3) years overseeing or supervising more complex administrative projects or programs.

**Certificates/
Licenses/Special
Requirements**

Must pass a background as prescribed by the City.

**Supervisory
Responsibility**

Exercises supervision over all assigned personnel.

**Supervision
Received**

Supervision is received from the director or acting 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 at any time. The job description is not to be construed as a contract for employment.

Created

4/73

Revised

4/00, 1/04, 9/06, 1/08, 8/2022 , 01/2024, 11/24