

Job title

Assistant to the City Administrator

City/Town of

City of Westminster

Category

Administration

Position hours

8-5 Monday through Friday, with some evening work to attend meetings

Employee status

Full time

Job duties

- Responsible for the management and coordination of complex research and special projects across the organization including but not limited to feasibility studies, capital project management, and similar items as assigned by the City Administrator.
- Utilizes research methodologies, statistical techniques and the compilation of empirical data to perform budget analyses for designing, planning and developing operating budgets.
- Responds to constituents' questions and comments in a courteous and timely manner.
- Researches complex issues for public explanation.
- Works with senior management to maintain accurate, timely schedules of major projects for City Council and public consumption.
- Coordinates routine risk management activities including liability insurance claims, and workers compensation insurance services. May serve on a management committee to review more complex claims and evaluate ways to mitigate risk.
- Develops a portion of a capital improvements program, budget and reporting system in conjunction with various departments or as directed by the City Administrator.
- Assist with the development of long-range budget plans in coordination with departmental staff and senior management.
- Coordinates and assists in the application and development of grant programs within all departments.
- Assists the City Administrator with preparation of Council agenda research.
- Attends meetings of the City Council and other meetings as directed by the City Administrator.
- Completes a variety of reports, and documents by operating a computer and entering data into various programs
- Performs other duties as assigned by the City Administrator.

Qualifications

- Graduation from an accredited college or university with a Master's degree in Public Administration. At the discretion of the City Administrator, significant additional experience may be recognized in lieu of the Master's degree.
- Knowledge of the principles and methods of public administration.
- Knowledge of the organization, functions, and problems of municipal government;
- knowledge of the principles and methods of public finances;
- ability to analyze administrative problems and present recommendations;
- ability to speak and write effectively; ability to establish and maintain effective working relationships with other city employees and the general public.
- Valid SC Driver's License

Pay info

\$49,098.58-\$63,828.10

EOE Disclaimer

The City of Westminster is an Equal Opportunity Employer and embraces diversity. We encourage women and minorities to apply.