

CITY OF DAPHNE

ORDINANCE 2017-33

An Ordinance to Establish a New Job Description to the City's Job Classification Plan: Operations Director

WHEREAS, the City Council has considered the personnel needs in the Executive Department; and

WHEREAS, there is a need for the creation of an Operations Director position; and

WHEREAS, the Archer Company did prepare a job description for such position and recommended the position be classified as a Grade 30.

NOW, THEREFORE BE IT ORDAINED by the City Council of the City of Daphne, Alabama, that the position of Operations Director is hereby created and such position shall be placed at a Grade 30 in the Job Classification Schedule.

APPROVED AND ADOPTED by the City Council of the City of Daphne, Alabama, this 1st day of May, 2017.



Dane Haygood, Mayor

ATTEST:



Rebecca A. Hayes, City Clerk

CITY OF DAPHNE, ALABAMA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: OPERATIONS DIRECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate special projects and conduct research and analysis of various City functions, services, and operations. This classification provides professional level administrative and management support to the Mayor at the highest level of local government, serving as a direct liaison for the Mayor and providing operational and strategic analysis in support of City programs and services. Work at this level is of a responsible, technical or professional level relative to a supporting role in the management of the City, but without supervisory or managerial responsibilities; positions in this class will not exercise any independent authority over the department directors, however, incumbents will be expected to work cooperatively with key City officials to plan and implement various programs and services. All authority and autonomy inherent in this classification is at the discretion of and delegated by the Mayor.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Conducts operational research, productivity analyses and management studies to assist in the management of city operations, programs, and services: compiles and/or monitors various administrative and statistical data pertaining to operations; researches information pertinent to task or project; analyzes data and identifies trends; and prepares or generates reports.

Assists the Mayor with the development, planning, and implementation of goals and objectives to meet the operation needs of the City: conducts analysis in support of strategic and long-range planning for city operations; participates in planning efforts at the local and regional level; keeps director apprised of developments at the state and federal level that impact the department; monitors pending legislation for impact on operations; oversee compliance with new legislation.

Assists in formulating and implementing City Administrative policies and procedures: makes recommendations for changes in policies and procedures to improve operations, provide more responsive service, and/or optimize the use of resources; develops recommendations for changes in policies and procedures; and provides technical assistance and information to management to aide decision making.

Coordinates special projects for the city, including city-wide initiatives, management studies, introduction of new programs, and various professional services: assists in defining the scope of the project; identifies and recommends proper allocation of financial, material, and human resources committed to the project; formulates solutions and resolves problems; facilitates implementation of the project; and provides administrative support to the project as needed.

Serves as a liaison between the Mayor and department heads, various civic or governmental organizations and committees, taskforces, boards, and commissions: represents the Mayor at various meetings, functions, and events; confers regularly with officials from the state, authorities, and commissions; provides information about city operations; participates in discussions and decisions; maintains positive relations with the media; and keeps the Mayor apprised of activities.

Assists the Mayor with functions related to financial management: assists with the preparation of the annual budget; tracks and monitors expenditures against the approved budget; compiles and evaluates operational data and cost histories; conducts detailed cost analysis; makes recommendations to improve cost and operational effectiveness.

Oversees professional contractors and/or consultants providing services for projects: participates in the evaluation and selection of contractors/consultants; interfaces with and monitors the contractors/consultants to ensure timely and quality completion of project; facilitates cooperation with the project throughout the organization; and provides information and support as needed.

Administers grants for various state and federally funded programs as assigned: compiles and submits grant applications; researches funding sources and program opportunities; assists departments with grant activities; monitors and ensures compliance with all requirements for awarded grants.

Responds to complaints and questions from citizens related to city or department operations, activities, or other issues: provides information, researches problems, and initiates problem resolution; works with supervisors and managers to ensure effective coordination and cooperation across units; makes site visits as necessary to assess potential problems; and corresponds with citizens, staff, and affected third parties as appropriate.

Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.

Prepares, completes, receives, and processes various forms, reports, correspondence, and other documents; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public/Business Administration or a closely related field, Master's Degree preferred; supplemented by five (5) years of progressively responsible professional or management experience in local government operations and/or training that includes; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Daphne, Alabama, is a Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.