

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

Class Title: Chief Operations Officer

Class Code Number: 1400

Position Designation: Management/Contract

Division: City Manager

General Purpose of Position

Under executive direction, assists the City Manager in planning, organizing and directing the activities of all City departments; coordinates activities among and with other departments; provides highly responsible and complex administrative support to the City Manager and City Council; assists in directing the administrative activities of the City on behalf of the City Manager; coordinates activities with outside agencies and organizations.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over administrative, professional, management, technical and clerical staff.

ESSENTIAL FUNCTIONS

Class specifications are intended to present a descriptive summary of the range of duties and responsibilities performed by employees in the classification. Specifications are not intended to reflect all duties performed within the classification.

- Directs, manages and assumes responsibility for all assigned department services and activities; directs organization, staffing and operational activities.
- Directs, oversees and/or prepares complex and comprehensive analyses of a wide range of municipal policies involving organization, procedure, finance and services.
- Coordinates activities with those of other departments and outside agencies and organizations.
- Implements directives and policies from the City Manager; meets and coordinates with Department Directors in order to coordinate and direct programs and projects; assigns projects and programmatic areas of responsibility.
- Monitors and evaluates the efficiency and effectiveness of City-wide service delivery methods and procedures including City Franchise Agreements; assesses and monitors administrative and support systems; identifies opportunities for improvement; directs the implementation of changes.
- Represents the City in labor relations matters, participates in meet and confer sessions with various employee organizations.

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- Oversees the budget preparation process including coordination and presentation of the City's annual budget, capital improvement budget, annual financial management review, and resource allocation plan and other financial forecasts, including review of expenditures and revenues; implements mid-year adjustments.
- Directs the monitoring and approval of expenditures.
- Supervises assigned staff, including instructing, recruiting, selecting and allocating employees; maintains standards; recommends salary increases and disciplines; writes performance appraisals.
- Responds to and resolves difficult and sensitive complaints and inquiries from the public; prepares draft responses; reviews with City Manager as appropriate.
- Represents the City at meetings, organizations, clubs and may speak on behalf of the City at these meetings as requested.
- Oversees the City's personnel management functions, including recruitment, collective bargaining, classification, compensation, training and development, benefits administration.
- Oversees risk management.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal government.
- Serves as Acting City Manager as required.
- Performs various related essential duties as required.

QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's degree from an accredited college or university in public administration, business administration, or a related field is required.

Experience: Six years of increasing responsible administrative experience in the public sector including three years of administrative and supervisory responsibility.

License/Certificate: Valid Class C California Driver's License required.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

Knowledge of:

- Principles and practices of personnel administration, public sector finance, community development functions and public administration.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Advanced principles and practices of municipal government budget preparation and

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administration.

- Methods and techniques of public administration research, analysis and report preparation.
- Personal computers and applicable software.
- Principles and practices of human resources and labor negotiations.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles of supervision, training and performance evaluation.

Ability to:

- Provide effective leadership and coordinate the activities of the municipal organization.
- Interpret and apply City policies, procedures, laws and regulations.
- Analyze problems; identify alternative solutions, implement recommendations in support of goals.
- Facilitate group participation and consensus building.
- Supervise, train and evaluate assigned staff, including directing department managers in policy implementation.
- Assist in developing, administering, coordinating and monitoring a municipal budget.
- Prepare and present accurate, concise reports to City Council and make presentations in public forums.
- Operate modern office equipment including computer equipment and software.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Recommend the discipline or discharge of staff.
- Evaluate and develop improvements in operations, procedures, policies or methods.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of sitting. Light lifting (up to 25 lbs.) is required occasionally. This position requires manual manipulation of a keyboard, phone and other standard office machines. The position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

WORK ENVIRONMENT

Most of the work for this position will be performed indoors in an office and involve exposure to moderate levels of noise. Infrequently, outdoor work (observations, interviews, etc.) will be required. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work may involve exposure to wind, rain, snow and high levels of noise.