

City of Redmond**Classification Description**

Job Title: Chief Operating Officer	Reports to: Mayor
Former Job Title: N/A	Department/Division: Executive
Union: Non Represented	Bargaining Unit: N/A
Supervisory: Yes	FLSA: Exempt
Date Reviewed:	EEO:

Summary

Under the direction of the Mayor, performs a variety of managerial, professional and administrative support for the Mayor and City Council in internal and external operations of the City. Directs and coordinates the activities of the senior leadership group and integrates interdepartmental activities. Coordinates between the Mayor, City Council, governmental agencies and the community. Assures the effective and efficient utilization of City resources, applies extensive knowledge of the principles and techniques of government management, administration and operations.

Distinguishing Career Features

The Chief Operating Officer serves as the administrative head of the City and independently manages and directs City operations in compliance with ordinances and directives of the City Council. Has broad latitude for actions and decisions, but work is subject to review and direction by the Mayor through discussions and analysis of recommendations and reports. Works closely with other cities and government agencies to ensure overall operations of the City are directed toward common City goals and objectives.

Essential Duties and Responsibilities

- Performs general management of the City by providing general policy direction, including review, update and implementation of policies and procedures to ensure cross departmental consistency.
- Assists the Mayor in all his/her executive and administrative duties.
- Manages and directs assigned departments through effective planning, staff management, resource allocation and sound fiscal practices.
- Creates a citywide culture of customer service, accountability and integrity.
- Evaluates the performance of various programs and personnel; coordinates and participates in activities of City management team, assists in selection and performance evaluation of administrators by the Mayor, makes recommendations to the Mayor regarding resolving management performance issues.
- Drafts documents, correspondence, ordinance, proclamations, etc., as required to carry out the business of the City and conducts research projects of a complex

nature.

- Assists the Mayor and Finance Director with review and preparation of the City's budget for the Mayor's and Council's approval; monitors budget and informs the Mayor of significant changes, impacts or issues, recommends alternatives to resolve budgetary issues.
- Represents the Mayor and the City at meetings and is in contact with citizens, city officials, community leaders and other agency representatives. Attends meetings of the City Council, commissions and boards. Facilitates committees or work groups by City and community leaders.
- Confers with City Attorney to assure that City laws and ordinances are carried out; assure compliance with applicable federal, State and local laws, codes and regulations.

Qualifications

- Knowledge of and Skills in

- Knowledge of the principles and techniques of government administration, including principles of management, program planning, direction, coordination, evaluation of city operations and functions.
- Knowledge of municipal organization and infrastructure operations.
- Knowledge of budget forecasting and financial management, personnel and labor relations.
- Knowledge of applicable laws, codes, regulations, policies and procedures.
- Knowledge of legislative and administrative source materials, research methodology and statistics.
- Knowledge of effective supervisory principles and practices.
- Skills in exercising sound judgment in evaluating situations and making decisions.
- Skills in preparing and analyzing comprehensive reports.
- Skills in effective, clear, persuasive oral and written communications to individuals and groups; skills in effective use of interpersonal skills in tactful, patient and courteous manner.
- Skills in conducting efficient and effective meetings.
- Skills in facilitating and collaborating with senior managers to determine effective and efficient approach to delivering services and solving citywide issues.

- Abilities to

- Ability to exercise keen judgment and thoughtful consideration in making administrative and management decisions.
- Ability to articulate and promote the City's strategic positions and core values to diverse audiences, and to respond to changing community needs.
- Ability to establish and maintain effective and productive working relationships with elected officials, business and community leaders, advisory boards, news media and public.

- Ability to provide leadership, counsel, motivation and constructive performance reviews to senior staff as designated by the Mayor.

- Physical Abilities and Working Conditions

- Work is primarily performed in a typical office environment
- Dexterity to utilize computer and other standard office equipment
- Frequent communication with City employees, citizens, elected officials
- Night meetings and travel required
- Move items weighing up to 20 pounds on occasion
- Noise level is moderately quiet

- Education and Experience

- Bachelor's degree in Public Administration, Business Administration, Law, or related field, and five years of responsible management experience preferably in municipal government, or an equivalent combination of education and experience to provide sufficient evidence of successful performance of the essential elements of the job such as those listed above
- Master's degree in public administration or related field is desirable
- Experience with performance management, change management, lean or similar organizational development experience
- Experience working with diverse community
- Excellent interpersonal, oral and written communication skills and ability to analyze and articulate complex issues

- Licenses and Certificates

- Valid Washington State driver's license
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This class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, and skills required of the job.