

JOB TITLE: DEPUTY CHIEF ADMINISTRATIVE OFFICER (DCAO)

EMPLOYEE NAME: TBD

SUMMARY:

- Reports directly to the CAO or the Mayor in the CAO's absence
- Plans, organizes, and coordinates general operations of all departments for municipal services in the absence of the CAO
- Provides general and specific staff assistance to the Mayor, the Chief Administrative Officer (CAO) and aggregate members of the Board of Mayor and Selectmen for personnel and technical matters
- Works under general guidance and direction of the Mayor and CAO

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Independently and/or in conference with the Mayor, the Chief Administrative Officer (CAO), Department Heads, along with the aggregate members of the Board of Mayor and Selectmen plan methods and procedures to meet operating needs and services as necessary
- Obtain and study records and reports to ascertain present conditions, and obtain information on which to base departmental programs
- Hold regular meetings with all Department Heads; prepare written reports to the Mayor and City Board on a monthly basis
- Attend meetings of the City Board, its committees, and advisory and administrative boards as directed by the Mayor
- Develop and coordinate the preparation of research information on municipal government operations and activities, then present operating information and administrative policies and views relevant to various subjects under consideration
- Confer with Department Heads concerning operational problems, plan and policy questions; interpret policies; coordinate with administrative and operating officials in the conduct of functional programs
- Review organizational and procedural aspects of the various departmental programs; assist in the preparation of recommendations on changes to facilitate improved economics or effectiveness
- Directly involved in the strategic planning process; in preparation, updating, and implementing such plans
- Conduct performance evaluations on Department Heads
- Advise the Mayor and City Officials and other departments, officials and agencies of the City with respect to any matter relating to the physical development of the City of West Point
- Attend and participate in meetings of the City Planning Commission
- Directly involved in the strategic planning process; in preparation, updating, and implementing such plans

JOB TITLE: DEPUTY CHIEF ADMINISTRATIVE OFFICER (DCAO)

EMPLOYEE NAME: TBD

- Conduct informational and public relations activities
- Make short and long-range plans for the City
- Work closely with the City Engineering Consultants and Building Inspection Department on zoning issues and ordinances
- Perform other duties as directed

SUPERVISORY RESPONSIBILITIES:

Carry out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include supervising Department Heads and recommending courses of action or solutions to specific problems; aiding in the interviewing process of new employees; planning, coordinating the assignment of work; addressing complaints and involvement in conflict resolution.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Graduation from an accredited four-year college or university
- Position can be supplemented by an advanced degree in public administration
- Must be experienced in progressively responsible public administration work (5 – 10 years preferred) and/or have an equivalent combination of education and experience that provides the following knowledge, abilities and skills:

LANGUAGE SKILLS:

- Ability to communicate effectively, orally, in writing, and electronically
- Ability to meet, speak, and deal effectively with public officials and the general public
- Ability to read, analyze and interpret financial reports and legal documents

JOB TITLE: DEPUTY CHIEF ADMINISTRATIVE OFFICER (DCAO)

EMPLOYEE NAME: TBD

ABILITY TO:

- Apply principles of logical thinking to a wide range of intellectual and practical problems
Analyze administrative operations accurately and present clear and concise recommendations
- Interpret administrative policies accurately and to gain the cooperation of Department Heads and employees in their effective enactment
- Work effectively with elected officials, officers of the City, Department Heads, representatives of other agencies, other city employees, and the general public
- Plan, assign, delegate, and direct work of administrative and supervisory personnel
- Represent the City effectively before the City Board, other governmental agencies and officials, organizations, and the general public

KNOWLEDGE OF:

- The organizational structure, operating methods and procedures of municipal government Principles of supervision and training
- Principles of budgeting and financial management
- Laws, ordinances, regulations, and statutes that govern the City of West Point
- Appropriate safety precautions and procedures
- Be able to read and understand basic engineering drawings for construction, to include plumbing, electrical, HVAC, mechanical, and landscape
- Understand or be able to research environmental law and potential project impacts

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. The job duties, associated with this position regularly works in an inside office environment. The employee will be required to be outdoors when commuting between City departments and job and meeting sites.

Salary Range for this position is \$60K - \$75K commensurate with qualifications and experience

MAJOR DUTIES AND RESPONSIBILITIES

JOB TITLE: DEPUTY CHIEF ADMINISTRATIVE OFFICER (DCAO)

EMPLOYEE NAME: TBD

MAJOR DUTY #1: General

Administration TASKS:

1. Assist strategic planning and budget initiatives for long term and day to day operations
2. Assist Mayor and CAO in the executive decision making process
3. Develop, monitor, and update City Personnel Policy in accordance with the CAO and Board of Mayor and Selectmen directives
4. Monitor policy compliance from reports and observation. Make recommendations as necessary for corrective actions
5. Coordinate critical communication links with department heads, the public, and media
6. Develop, monitor, and provide guidance as necessary to department heads for day to day operations
7. Provide input and follow-up to staff coordination meetings
8. Primary staff coordinator for legal actions with the city attorney or insurance counsel. Attend depositions to keep the CAO and Board of Mayor and Selectmen apprised of civil litigation affecting the City.
9. Perform duties of CAO in his absence
10. Plan, brief, and coordinate required economic and community development strategies or plans as directed by the CAO or Board of Mayor and Selectmen

MAJOR DUTY #2: Personnel Administration

TASKS:

1. Monitor hiring, disciplinary, and discharge actions. Make recommendations to CAO or Mayor and Board as required
2. Provide counsel or direction for department head concerns with reference to projects and City Policy

MAJOR DUTIES AND RESPONSIBILITIES

JOB TITLE: DEPUTY CHIEF ADMINISTRATIVE OFFICER (DCAO)

EMPLOYEE NAME: TBD

MAJOR DUTY #3: Function as a designated Public Information Officer (PIO) on behalf of the Board of Mayor and Selectmen during crisis or declared emergency situations

TASKS:

1. Complete the FEMA 100-400 series public official certification training
2. Successfully complete the FEMA PIO Certification training
3. Participate in Emergency Management Agency training exercises and strategic planning for actual emergency situations
4. Respond and function as a designated PIO for actual crisis and declared emergency situations

MAJOR DUTY #4: PTS System Deputy Administrator

TASKS:

1. Coordinate and/or assign and maintain all user permissions for the City's PTS software supporting law enforcement, incident, jail, and municipal court records
2. Coordinate monthly system reports from the Court Clerk and City Accountant for the CAO and Board of Mayor and Selectmen
3. Coordinate/approve computer report designer with resident computer server access for the West Point Police Department and Municipal Court

MAJOR DUTY #5: Assistant Airport Manager, McCharen Field, West Point, MS

TASKS:

1. Formulate strategic plan to include budget for infrastructure maintenance, expansion, and property use
2. Coordinate grant request for state and federal funds
3. Coordinate civil engineering plan and oversight supporting operations
4. Inspect coordinate corrective actions for facilities and lighting
5. Responsible to MDOT and the FAA for grant compliance and safety issues
6. Responsible for issue and revocation of Notices to Airmen through the Federal Aviation Administration's contracted Flight Service Station
7. Responsible to airport users and tenants for advisories concerning restrictions or closings due to hazardous conditions
8. Responsible for formulation of lease and hangar rental agreements
9. Monitor fiscal benefit to the community and advise the CAO and Board of Mayor and Selectmen if contrary to municipal interest

MAJOR DUTIES AND RESPONSIBILITIES

JOB TITLE: DEPUTY CHIEF ADMINISTRATIVE OFFICER (DCAO)

EMPLOYEE NAME: TBD

MAJOR DUTY #6: Emergency Service Address Mapping and Database Coordinator

TASKS:

1. Develop and maintain comprehensive database for all emergency service addresses in the county.
2. Coordinating ortho-photography with Global Positioning interface database not only complimenting emergency response, but future economic development, infrastructure design, location, to be displayed with computer layered pictorial reference.

MAJOR DUTY #7: Primary Staff Representative for Economic and for Workforce Development

TASKS:

1. Serve as alternate primary staff member and liaison with the WPCCCGA and LINK for economic development
2. Serve as staff representative and member for the East Mississippi Community College (EMCC) Workforce Development Council

MAJOR ADDITIONAL DUTIES AND RESPONSIBILITIES

JOB TITLE: GENERAL MANAGER, WEST POINT WATER & LIGHT DEPT.

EMPLOYEE NAME: TBD

MAJOR ADDITIONAL DUTY #1 General Administration

TASK: General Administration: Same as DCAO for the General City

MAJOR ADDITIONAL DUTY #2 Personnel Administration

TASK: Personnel Administration: Same as DCAO for the General City

MAJOR ADDITIONAL DUTY #3 Direct Supervision of the WPES Operations Chief for daily operations in the absence of the CAO

TASKS:

1. Ensure adequate residential, commercial, and industrial electrical services are routinely provided within our service area
2. Ensure adequate residential, commercial, and industrial potable water services are routinely provided within our certificated areas
3. Ensure adequate residential, commercial, and industrial wastewater treatment and discharge are provided in accordance with the Mississippi Department of Health (MDH) and Mississippi Department of Environmental Quality (MDEQ)

MAJOR ADDITIONAL DUTY #4 Direct Supervision of Building Department

TASK: Responsible for administrative oversight of Building Department Employees, Subdivision Regulations and Zoning Ordinance Regulation formulation, application, decisions, and advice to the Planning Commission, the CAO, and the Board of Mayor and Selectmen

MAJOR ADDITIONAL DUTY #5 Direct Supervision of the Internet & Technology Department

TASKS:

1. Ensure the staff has the talent and resources to maintain the integrity of the City of West Point Local Area Network (LAN) and associated computer hardware and software is adequate for day to day operations
2. Ensure the associated servers and other communications means are protected with adequate firewalls and other virus protection software to avoid outside breach of private or confidential information

MAJOR ADDITIONAL DUTIES AND RESPONSIBILITIES

JOB TITLE: GENERAL MANAGER, WEST POINT WATER & LIGHT DEPT.

EMPLOYEE NAME: TBD

Knowledge, Skills, and Abilities apply to all primary and major additional duties

KNOWLEDGE:

1. Reading comprehension and advanced writing and oral communication skills
2. Math skills, including addition, subtraction, multiplication, division, book keeping, including basic accounting (read balance sheets, income statements, budget reports, etc.)
3. Basic civil and business law
4. Basic psychology
5. Building codes
6. Basic knowledge of municipal corporations
7. Leadership principles to include moral and ethics standards
8. Basic community and economic development strategies
9. Keen knowledge of departmental policy
10. Be able to read and understand basic engineering drawings for construction, to include plumbing, electrical, HVAC, mechanical, and landscape
11. Understand or be able to research environmental law and potential project impacts

SKILLS:

1. Use office computer software programs including text, database, presentation, and some art programs
2. Formulate, draft, or review policy or procedures

ABILITIES:

1. Apply business management principles
1. Basic vehicle operator license
2. Use other office equipment printers, copiers, and facsimile machines
3. Maintain ethical standards
4. Meet deadlines
5. Maintain confidentiality