City of Seward
Job Description

Job Title: Executive Liaison

Range:	11.5-13.5	**Salary:**	$18.86-22.42 Starting, DOE
Department:	City Manager	**Approved by:**	Scott Meszaros
Reports to:	City Manager, Assistant City Manager, Community Development Director	**Date:**	July 25, 2019
Supervises:	N/A		
Position:	Regular, Full-Time		

Summary: Provides a wide variety of administrative and organizational assistance to the City Manager, Assistant City Manager and Community Development Director. The purpose of this position is to provide assistance to the city administration thus relieving the city manager and others from administrative work relating to the city while maintaining a high level of organization and attention to detail.

Essential Duties and Responsibilities:
Receives all calls and visitors for the City Manager.

Coordinates appointments for the City Manager and keeps a current calendar for the Manager and Assistant City Manager

Maintains confidentiality of department files, contract documents, bids and proposals as appropriate.

Provides a variety of organizational, administrative and program management coordination between administration and the boards and commissions, including but not limited to special and capital projects.

Drafts and coordinates placement of advertising and commission notices for public meetings. Facilitates parliamentary procedure, compiles the meeting agendas, assists with all phases of preparing the agendas and resolutions, compiles the packets for Port and Commerce Advisory Board meetings, assists Planning and Zoning and Historical Preservation Commissions as directed and attends daytime and evenings meetings and takes the minutes.

Provides assistance to the administration for fiscal and grant coordination of board and commission projects as assigned.

Provides assistance with the Emergency Operations Center (EOC) during emergencies.

Administers certificate of insurance distribution.

Distributes legal correspondences to appropriate departments, city manager and/or attorney.

_____	_____	_____	_____
Employee	Department Head	Personnel Officer	City Manager

Assists the city manager in screening city complaints.

Provides services for special projects as directed by the City Manager.

Reviews, processes and signs check requests, requisitions and other documentation as instructed by the City Manager, Assistant City Manager or Community Development Director.

Primary coordinator and editor for all agendas and resolutions (to include finance and attorney review) and maintain timely deadlines.

Reviews resolutions and agendas statements and creates packets to assure that they meet city, borough, state, and federal requirements for City Council, Planning and Zoning, PACAB and the Historical Preservation Commission and other commissions as assigned.

Completes and assists the City Manager and other departments in the preparation of the City's Capital Improvement Program and state and federal legislative requests. Assembles city wide priority list for city, state and federal legislative priorities.

Responsible for Administration's records retention.

Assists the city manager with coordinating and completing grant applications and maintains grant correspondences as assigned by the city manager.

Researches policy issues, develops and amends as necessary.

Helps to facilitate training as assigned by the city manager.

Performs duties as delegated in the City of Seward's Emergency Operation Plan and is expected to assist administration during an emergency.

Completes all levels of ICS training as required.

Drafts and proofreads administrative documents as directed by the City Manager, Assistant City Manager or Community Development Director in order to relieve Administration of some of the day-to-day functions.

Performs research projects and prepares reports as instructed by City Manager, Assistant City Manager or Community Development Director

_____	_____	_____	_____
Employee	Department Head	Personnel Officer	City Manager

Makes travel arrangements for the City Manager, Assistant City Manager, or Community Development Director, Planning Commissioners, Historical Preservation Commissioners, and Port and Commerce Advisory Board members, and completes travel expense reports prior to forwarding them to the Finance Department.

Assists in the Planner with staff support for Planning and Zoning Commission and the City Manager, Assistant City Manager, and Community Development Director with task-specific Advisory Boards through research and preparation of agenda statements, resolutions and ordinances on action agenda items. Ability to complete in depth research on legislative history and other topics as necessary.

Coordinates City Hall or other room reservations, as necessary and assures that meeting rooms are prepared appropriately prior to meetings.

Attends meetings, records official records of meetings, and performs necessary follow up to subsequent meetings.

May require some travel.

Completes other duties as assigned.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
Five years of progressively responsible experience in public contact, budgeting, cost accounting, use of computers and related areas and demonstrated excellent communication skills in person, via telephone and in writing. High School Diploma or GED is required.

Must be proficient in Microsoft Suite, demonstrating excellence in Excel and Outlook.

Progressive Development Plan:

Each year on the employee's anniversary date, the employee will be evaluated not only on his/her performance, but also on professional development. The city manager shall determine if the employee has received the required training and experience to allow for him/her to advance from a range 11.5 to a range 12.5, then from a range 12.5 to a range 13.5, remaining at the same step.

_____	_____	_____	_____
Employee	Department Head	Personnel Officer	City Manager

To progress to a range 12.5 requires the employee to have one year of experience as the Liaison in the above description and to have completed such training and formal education as prescribed by the City Manager or Assistant City Manager. (Parliamentary procedure training)

To progress to a range 13.5 requires the employee to have an additional year of experience as the Liaison in the above description and to have completed such training and formal education as prescribed by the City Manager or Assistant City Manager. (FEMA Training)

After the employee reaches a range 13.5 he/she shall remain at that range and receive annual step increases, if earned, in the regular sequence. If it is determined that the employee has not progressed to the next level, but has shown above satisfactory performance, he/she will be granted the regular one step increase.

Language Skills:
Ability to read, write, publicly speak and interact in a group setting and compose documents; to communicate with a broad spectrum of people, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Excellent written and verbal communications a must.

Mathematical Skills:
Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Reasoning Ability:
Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities:
Strong moral and ethical standards of conduct. Knowledge of office administration, ability to type, utilize a computer, prepare correspondence and reports and to set-up and maintain meticulous office files.

Knowledge of public meetings, parliamentary procedure, gathering data, communicating and corresponding with City departments to collect information accordingly.

Ability to maintain confidentiality of sensitive matters and files handled and maintained in the office.

Ability to handle multiple priorities, multi-task and carry out assignments independently to completion based on general policy guidance or statement of end result expected. Ability to communicate assignments and tasks and results to manager's office.

Ability to deal with the public, commissioners, city council, other city departments, public and private officials in a pleasant, tactful, and courteous manner.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, and crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

Public Relations:
Public relations shall be an integral part of each employee's job. Employees shall be courteous and helpful, and shall conduct themselves in a manner which is appropriate for an employee in public service. Must be able to multi-task and coordinate with various city departments, commissions and general public.

Work Environment:
The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low.