

Bachelor's degree (Master's degree) from a four-year college or university in public administration or a related field; and, six or more years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of public administration.

Municipal budgeting procedures and multi-funded financing operations.

Administrative principles and practices, including goal setting and program budget development and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal, and local laws, rules, and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

Computer applications related to the work.

Skill in:

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks and to understand, interpret, and communicate complicated policies, procedures, and protocols.

Communicating clearly and effectively, orally and in writing.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Speak effectively and respond to questions before groups of employees, officials, and the general public.

Deal with the public and elected officials in an effective and diplomatic manner.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Adapt to change and to actively influence and motivate a variety of people in changing situations.

Define problems, collect data, establish facts, and draw valid conclusions.

Interpret a variety of technical instructions with abstract and/or concrete variables.

Perform duties while intermittently sitting, standing, or walking.

Working Conditions:

The work is performed primarily in an office. Off-site visits are occasionally needed.