



City of Tempe

COMMUNITY HEALTH AND HUMAN SERVICES ADMINISTRATIVE MANAGER

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	640	<i>Department</i>	Community Health and Human Services
<i>Supervision Level:</i>	Manager	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Management Assistant
<i>Safety Sensitive / Drug Screen</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS
Receives general supervision from supervisory or management staff.
Provides direct supervision to assigned staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Four (4) years of administrative or program management experience in a public agency, including two (2) years of supervisory responsibility.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university with major course work in public administration, business administration or related to the core functions of this position.
<i>License / Certification:</i>	Possession of a valid driver’s license.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values. To develop, plan and implement goals and objectives for the division that align with the department’s goals and objective; to recommend and administer department wide policies and procedures; to coordinate assigned activities; to provide highly responsible and complex administrative assistance and serve a technical advisor to the Community Health and Human Services Director.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Work closely with Community Health and Human Services Director to provide strong, visionary, and innovative management and leadership for the Community Health and Human Services Department in accordance with the City's Mission and Values.
- Select, train, motivate, track, assign and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies.
- Participate and work closely with the Community Health and Human Services Director and Deputy Community Health and Human Services Directors in all reorganizations as part of organizational development coordination and budgetary guidelines.
- Assist and advise the Community Health and Human Services Director on various management issues; assist in the development, planning and implementation of goals and objectives; recommend and develop department policies and procedures.
- Represent the Department on various taskforce projects, boards and committees.
- Coordinate response to and resolve a variety of requests and complaints for employees, other municipalities and the general public.
- Research and present surveys and reports and other necessary correspondence to the Community Health and Human Services Director on a variety of business management and leadership processes.
- Supervise and perform extensive research for special projects; collect information on operational and administrative challenges; synthesize information and make recommendations on policy issues; present issues to the Community Health and Human Services Director and Deputy Community Health and Human Services Directors.
- Participate in professional development activities to stay apprised of new management issues, practices and industry issues.
- Provide pro-active performance planning utilizing performance management tools.
- Act as liaison between the Community Health and Human Services and the Human Resources Department on employee recruitment, retention, and discipline issues.
- Assist department managers, supervisors and employees with interpreting personnel policies and procedures, human resources guidelines, and MOU agreements; to ensure departmental connectivity and consistency.
- Act as primary point of contact for the department for complex personnel issues; investigate work-related employee complaints and concerns; gather information and documentation relating to investigations; coordinate and provide guidance to the Community Health and Human Services Director on corrective/disciplinary actions within the department.
- Provide department coordination of annual operating and capital budget preparation and administration.
- Act as liaison between the Community Health and Human Services and the Financial Services Department on budget-related issues.
- Assist with preparing financial analysis to council committees, management and

policymakers.

- Advise management and business operations on budget impacts, policies, and procedures and assist them in the maintenance of proper budgetary controls.
- Provide oversight of department business plan and asset management plan.
- Assist business operations with researching and establishing benchmarks, best practices, and peer comparisons.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 2023