RUTHERFORD COUNTY, TENNESSEE
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: **Deputy to the Mayor**

FLSA STATUS: **EXEMPT ADMINISTRATIVE**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to work under the direction of the County Mayor to assist him/her with all duties in every capacity and act in his/her absence. Responsibilities include providing advice, consultation, information, and recommendations to the County Mayor and all departments; studying County operations and identifying improved processes, procedures, and services; developing long and short term goals for individual departments as well as the County as a whole; planning, organizing, directing and assisting with the daily operations of the County; serve as a liaison between the County Mayor, County elected officials and all departments, boards, and commissions. This is an appointed position and serves at the pleasure of the Mayor.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Reviews programs, projects, processes, procedures of work performed by employees and make recommendations to improve upon the delivery of services, increase efficiency or improve the effectiveness of operations.

Meets with elected officials, directors, department administrators, managers, and other government personnel to address concerns; makes determination/recommendation of action to take and authorizes appropriate action or refers extremely sensitive and controversial matters to the Mayor.

Serves as chair or participant on special task force committees, i.e., retirement, personnel, and policy as requested.

Assists Mayor in preparing, researching, and presenting of the fiscal budget to County Commission.

Reviews comprehensive pay plan proposals submitted by Human Resources to County Mayor and recommends appropriate action.

Substitutes for the Mayor in his/her absence in all administrative matters and procedures; approves documents for Mayor's signature.

Reviews and authorizes all administration travel requests requiring executive level approval for consistency with policies and procedures.

Reviews resolutions on the County Commissioner's agenda; attends meetings of the County Commission and special meetings as assigned.

Monitors various county contracted services, projects and programs as designated by the Mayor.

Designs, writes, and prepares various studies and reports of a highly confidential nature involving County policy and procedures.

Provides general daily management of the Mayor's office operations; oversees purchasing, finance, budget preparation, and personnel matters.

Participates in streamlining and coordinating programs, departments, or service offerings impacting a large area and range of services, which includes planning, coordinating, administering, and evaluating programs, projects, processes, policies, procedures, goals, and/or service offerings; coordinating administrative services; ensuring compliance with federal, state, and local laws, regulations, codes, and/or standards and providing guidance to senior administration.

Supervises County office staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.

Ensures that all current and planned future County government services and operations are consistent with the vision of the Mayor.

Responds to requests for information/interpretation on County operational/administrative issues and presents the position of the Mayor as necessary.

Reviews and gives recommendation to develop County Administrative Policies for Human Resources presentations.

Acts as liaison between the County Mayor and County departments, boards, and commissions; serves as liaison between the county and other governments in developing regional initiatives concerning economic development.

Provides recommendation on financial and operational goals for County departments.

Reviews the overall performance of County departments and directors and addresses the need for development and improvement.

Addresses questions and concerns from County Commission and the media regarding general County department services and operations.

Serves as the personal representative of the Mayor and often chairs specific task forces and meetings.

Promotes and markets County initiatives; provides information to internal and external sources regarding the status of various projects.

Responds proactively to the needs, requests or complaints of citizens, employees, businesses, organizations, County departments, etc., and responds or makes recommendations to the Mayor for appropriate actions.

Prepares, for the signature of the Mayor, regular and special correspondence and reports of a complex or sensitive nature, that set policy interpretation of precedents, or that are of a comprehensive nature; reviews and edits correspondence from others and forwards to the Mayor for his/her signature; reviews the routing of correspondence for situations which would violate protocol and disrupt organizational integrity and administrative channels.

Reviews and recommends legislation; coordinates efforts with State Legislative delegation to influence outcome of legislation.

Participates in reviewing proposed documents which may have a legal/financial impact on the County.

Compiles, analyzes, and evaluates data for special administrative reports.

Conducts investigations and analyzes to provide the Mayor with information on which to base decisions.

Maintains reports and disseminates information as necessary.

Advises and assists the County Mayor and Commissioners regarding policies, research, analysis, and evaluations and formulates recommendations for their decisions.

Represents the Mayor and establishes positive working relationships with outside groups and organizations including state and local agencies; participates in outside community and professional groups and committees.

Assists in crisis situations and serves as member of emergency response team.

May act as a department head when vacant positions exist as directed by Mayor.

Devotes full time to the duties of the office and the best interest of the County.

Assists the County Mayor in the preparation and presentation of programs, reports and speeches to keep the public informed concerning County government.

Works to comply with all contractual agreements as entered into by the Rutherford County Commission.

Handles requests for public information from media in a timely manner complying with all applicable laws and promoting transparency in County government.

Provides strategic planning and regional initiatives; overviews new programs; manages state and federal government relations.

Provides website content management; assists in developing, implementing, and maintaining a robust social media strategy.

Drafts and examines contracts and legal documents as requested by County departments or agencies; attends various legal proceedings and hearings as assigned.

Coordinate and monitor construction costs and progress for assigned County projects.

Maintains a comprehensive, current knowledge and awareness of applicable laws and regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a county vehicle in performing field reviews or other work activities.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Performs other related duties as required or assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree required in area of Management, Finance, Business Administration or Business Law; Master's Degree preferred in Public Administration, Business Administration or Business Law with five (5) to ten (10) years experience in a corporate or government background; or any equivalent combination of education, training, knowledge, and experience which provides the requisite knowledge, skills, and abilities for this position. This position requires a broad knowledge base, extensive experience, supervisory skills, demonstrated leadership skills, ability to relate to people and a good working knowledge of governmental operations. Must maintain primary residency in Rutherford County.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; ability to perform mathematical operations with fractions; ability to compute discount, interest, profit and loss, ratio and proportion; ability to calculate surface areas, volumes, weights, and measures; ability to perform mathematical operations involving basic to moderately complex algebraic principles and formulas, and basic geometric principles and calculations; ability to utilize principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/ PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, traffic hazards, bright/dim light, or animal bites/attacks.

PHYSICAL DEMANDS ANALYSIS

1. **STANDING AND WALKING**
   Tasks: presenting information
   Surface: carpet/smooth
   Maximum Continuous Time: __2__

2. **SITTING**

Tasks: working at desk; conducting or participating in meetings
Maximum Continuous Time: __4__

3. **LIFTING/CARRYING**
Objects: banker boxes during archiving/legal proceedings

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs		X			
26-50 lbs					Occasionally
51-75 lbs					Occasionally
76-100 lbs					X
>100 lbs					X

4. **REACHING**
Tasks: for files or telephone
Hands Used: RIGHT X LEFT BOTH

5. **WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	___90___**% of time**
Outside	___10___**% of time**

6. **OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash	X	

7. **HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		75%
Grasp	X		5%

Fine Motor i.e: writing, twisting hands or wrist, etc	X		20%

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

	YES	NO	Don't Know
1. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?	✓		
2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?	✓		
3. Is the employee paid the equivalent of at least $455 per week on a salary basis?	✓		

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

_____ Employee's Signature

_____ Supervisor's Signature

_____ Date

_____ Date