



INTEROFFICE MEMORANDUM

TO: Mayor and City Council

FROM: Jade Riley

DATE: October 30, 2009

SUBJECT: Update on hiring of Administrative Assistant in Mayor's Office

CC: Amanda Brown, Financial Services and Human Resources

I wanted to provide you with some additional information regarding hiring an Administrative Assistant within the Mayor's Office as outlined in my October 19th memo (attached).

Initially, I was requesting that Council approve increasing the current vacant FTE from .73 to full-time. After further discussions, however, we have developed a strategy to achieve this result without any change in citywide FTE allocation.

The revised proposal seeks to reallocate resources between the Mayor's Office and the Department of Finance & Administration. The Mayor's Office would repurpose a vacant 0.73 FTE with PCN and budget from the Assistant Ombudsman position, and DFA would transfer 0.27 FTE without the PCN or associated budget from an existing vacant 1.0 FTE position in the City Clerk's office. The remaining budget necessary to complete the position in the Mayor's Office (approximately \$25,000) would come from the workforce contingency controlled by Human Resources. Because DFA is not eliminating the position, its budget would remain in its department. The net effect of this transfer would be budget-neutral and would not result in an FTE increase. This is an approach used by departments citywide to adjust to changing customer demands, workloads and economic conditions.

While the above reallocation of resources does not require Council approval, I would appreciate feedback by Tuesday, November 3rd regarding this approach before moving forward with filling the position.



INTEROFFICE MEMORANDUM

TO: Mayor & Council
FROM: Jade Riley
DATE: 10/19/09
SUBJECT: Staffing adjustments within Mayor's Office
CC: Financial Services, Mayor's Office

On October 1, 2009, the Assistant Ombudsman position became vacant. As you know, the approved Fiscal Year 2010 budget called for this position to transition from full-time to part-time (.73 FTE) due to the significantly decreased caseload in the Office of the Community Ombudsman over the last several years, as documented in the Ombudsman's *2008 Annual Report* presented to the Council last March.

The Ombudsman's Office currently makes use of an on-call, part-time investigator to assist at times of heavier than normal caseloads. Given the vacancy in the Assistant Ombudsman's position, it seems wise to take greater advantage of this more flexible, cost-effective approach to staffing investigations.

Therefore, the Mayor in consultation with Council leadership has determined to repurpose the vacant FTE into an Administrative Assistant (job description attached). For the last several years, Mayor and Council have inquired about the need for additional administrative support within the office. While the need was clearly evident, it did not seem appropriate to add a new FTE while making cuts within other areas of the city. This proposal seeks to address those administrative needs in a financially prudent manner by reallocating resources within the Mayor's Office – an approach used throughout our departments to adjust to changing customer demands, workloads and economic conditions.

We anticipate that this staffing adjustment will result in a budgetary change of approximately \$25,000 but not an overall General Fund increase, as any additional resources would be transferred from the currently approved Workforce Planning Account. This includes funding to increase the position from .73 FTE to 1.0 FTE as well as for part-time investigators and front

desk assistance in the Ombudsman's Office. The exact total may vary depending upon the final salary and benefits of the incumbent for the position.

Requested Council Action

This position is currently being advertised; however, interviews will not proceed until staff receives Council approval. Staff will schedule an Interim Budget Change request for next week to authorize the status change to full-time and the budgetary transfer.

Job Title: Admin. Assistant, Mayor's Office

Location:

Reference #:

Opening Date

Closing Date

Who May Apply

This position is currently open to all interested persons.

Supplemental Applications

If you answered "Yes" to any of the Criminal History Questions of the employment application, you are required to complete and submit the Criminal History Explanation supplemental.

Hours per Week

40, Monday through Friday 8 a.m. – 5 p.m.

Position Type

Regular

Responsibilities

Performs varied and independent work in the Mayor's Office including administrative functions for Senior Staff; coordinates projects; assists with constituency management; does general research regarding management and financial best practices. Performs other duties as assigned.

Essential Functions of The Job

Provides administrative support for Senior Staff of the Mayor's office including scheduling, filing and general duties; responsible for the Executive Management Team's agendas, follow-up, and task tracking, and maintains the Executive Management Team's website; assists with logistics, agendas, notes, etc. associated with Strategic Planning process; attends weekly staff meetings; as project coordinator, tracks progress of key citywide goals including status, next steps, meetings, etc.; performs policy and budget research; coordinates administrative functions; researches model legislation from various sources; researches and investigates solutions to special issues or problems as requested; collects and compiles information on various projects; researches and compiles statistical and narrative reports; responds to citizen requests by collecting background information, researching issues, procedures and practices, discussing with appropriate department and responding to the requesting individual; prepares correspondence and a variety of documents; schedules meetings; provides technology support as needed; demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.

Requires

Knowledge of the principles and practices of administrative support functions for executive office; research methods, techniques, and methods of report presentation; office practices and procedures including common office software and hardware; of principles and procedures of record keeping.

Ability to read, interpret and apply rules, regulations, policies and procedures; to compile, develop and organize data and information into clear and concise written reports; to independently investigate assigned problems, determining the method of research as well as data and information requirements; to plan, organize and implement special assignments; to handle sensitive and delicate public relations situations with a high degree of firmness and cordiality; to explain complex problems and situations in an understandable manner; to work with strong initiative, project management and organizational skills; to quickly gain knowledge of the operations, functions and scope of authority of City Departments as related to the handling and disposition of complaints and requests for information; to work under pressure; to prepare effective correspondence and reports; to develop and maintain effective working relationships, display an attitude of cooperation and work harmoniously with all levels of City employees, the public and other organizations; to operate computerized equipment and utilize software programs; willingness and ability to work occasional evenings and weekends.

Superior Candidates

Excellent public relations skills and experience handling sensitive issues; strong communication and computer skills; experience developing and maintaining an effective tracking system; and conducting research and preparing reports;. 3+ years government/business management experience and degree in closely related field or an equivalent combination.

Starting Salary Range

The full salary range is \$3,325 to \$4,988 per month depending upon qualifications.

Benefits

The City of Boise offers excellent benefits to full time and part time employees, including health insurance and retirement. For a complete listing of benefits visit:

http://www.cityofboise.org/human_resources/employment/index.aspx?id=benefits&MID=004Y

How To Apply

Please complete our online employment application at our web site: www.cityofboise.org. Resumes are not accepted in lieu of our application form, but may be submitted with your application.

Selection Procedure

All applications will be reviewed and screened based upon their relevant knowledge, abilities, skills, experience, and training. Top candidates will be contacted for phone or personal interviews. Presentation of additional work product may be required. In addition, background criminal investigations and records checks will be required. Some positions also require applicants to a drug test prior to employment. Applicants selected to continue in the process will be notified approximately three weeks after the posting deadline. Due to the volume of applications received by the City, generally, only applicants selected for further consideration (testing, interviews) will be contacted.

Physical Requirements

The physical requirements 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 required to sit, occasionally required to stand; walk, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear.

Working Environment

The working environment characteristics described here are representative of those an employee encounters while performing 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 usually working indoors. The noise level in the work environment is usually quiet.

Equal Employment Opportunity

The City of Boise is committed to providing equal employment opportunity for all persons without regard to race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status. Applicants may request accommodation by calling (208) 384-3850 or TTY (800) 377-3529.

Qualified veterans who provide required documentation will receive preferential treatment in accordance with Idaho State Law.

Employment Eligibility

As required under the Immigration Reform and Control Act (IRCA), any person wishing to work for Boise City, regardless of the nature of the job or the number of hours or months employed, will be required to show proof of identity and work eligibility.