

# Memorandum

## Office of the City Administrator

**TO:** F&A Committee  
**FROM:** *MG* Mike Geisel, City Administrator  
**DATE:** May 21, 2018  
**RE:** Organizational Structure



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City Council established, as one of my 2018 performance goals, to identify proposed revisions to the organizational structure. Minor revisions are necessary due to recent personnel actions, to reduce costs, to improve efficiency and to improve accountability. **No new positions are proposed** and no increases to current compensation is proposed with this recommendation. In fact, **if approved, this organizational structure immediately reduces the current budgeted annual personnel expenditures by roughly \$60,000.**

As you are aware, in December of 2017, the prior Assistant City Administrator\Economic Development separated from employment and I have not yet filled that vacancy. At that point in time, I advised Council that I intended **to re-structure the position such that the Assistant City Administrator position would be redefined and situated lower in the organization chart and at a lesser compensation grade commensurate with the reduced responsibilities.** Under the prior organizational structure, in addition to other areas, the Assistant City Administrator was a senior management position responsible for Information Technologies, Courts, Communications, Economic Development and supervision of multiple employees. In this proposed restructuring of the position, it has been redefined as a non-supervisory professional technical support position. The economic development function within the City has been significantly reduced. While that function is important, it is a luxury that we simply do not have the capacity to fund at this juncture and its elimination dictates that we rely on other organizations in this capacity.

The elimination of the supervisory responsibilities of the Assistant City Administrator creates a need to re-assign management of the Court personnel, Communications, and the Information Technology (IT) functions. Information Technologies has become so ingrained and critically important to our operation, as was illustrated in the technology presentation to City Council, that I propose to establish Information Technologies as an independent

department. Our Information Technologies group has effectively functioned as a department for the last several years and recognizing it as such is merely a formality. Acknowledging our Director of Information Technology as a Department Head will not impact his current compensation, nor will any additional benefits be afforded to that position as a result of this restructuring. The end result is that the City will identify six individual departments: Police, Planning & Development Services, Public Works, Parks, Finance, and Information Technologies. Each Department Head reports directly to the City Administrator and each civilian Department Head is classified in the same compensation grade. As you likely remember, the Police Chief is compensated differently, as the law enforcement group maintains a separate compensation classification plan.

The court administration functions independently and is well managed by our Court Administrator, Nancy Morr. The day to day personnel management of the Court employees will be assigned to the Finance Department, With Ms. Morr reporting directly to the Director of Finance, Chris DesPlanques.

It should be clear, that the City Administrator continues to require assistance in specific areas. At present, the administrative and clerical needs are provided by the Assistant to the City Administrator\Deputy City Clerk, who also performs other administrative duties. This existing position is primarily a clerical and administrative position. It was not established as a professional administrator's position and does not have the capacity to assist in those areas. The unmet need and void to be filled by the re-defined Assistant City Administrator involves project research in the areas of finance, communication, public policy development, human resources, legislative advocacy, economic and community development, performance management, and assists in the management of public relations and communications. The Assistant City Administrator is necessary to provide consistent and extended attention to projects and analytics in each of these areas as necessary.

There exists a seemingly unending number of projects, oversight, research and interest areas that require consistent and long term attention that I, as City Administrator am physically unable to address due to the day to day management of City Hall. Off-loading some of these tasks permits a more comprehensive and consistent level of attention to important but not necessary urgent issues that would otherwise be neglected. It is critically important, however, to re-state that this position is not intended to have supervisory responsibility and does not act in the capacity of the City Administrator during absences. I have attached a proposed job description for your convenience. The hiring of an Assistant City Administrator to attend to all of the afore-described duties is obviously important. **However, given the current**

**environment; Chesterfield Mall redevelopment, legislative intrusions into municipal authority, sales tax litigation, revenue concerns, labor issues, communications and performance management, makes this function critically important at this point in time.**

**I've developed a revised organizational chart (attached) that re-assigns the employee supervision of the Court, establishes the Information Technologies Group at the Department level under my direct supervision, redefines the scope of the Assistant City Administrator and reduces the associated compensation.** As proposed, the Assistant City Administrator position is designed as a non-supervisory professional position, at a compensation grade L \$64,420 - \$83,746. This is a substantial decrease from the existing compensation grade P4 \$91,149 - \$127,608. This is not a clerical or administrative position, but one that requires substantial knowledge and interest in municipal governance, public policy initiatives, and performance analytics. **The position title as Assistant City Administrator is quite important as it identifies the pool of candidates from which we will recruit.** This position is intentionally established below the department head level and is not intended to create any expectation of succession to the City Administrator position. The individual selected to be the Assistant City Administrator should possess the education and aptitude of a career City Administrator. It is anticipated that it would be an individual at the early onset of their career, with limited experience on an upward trajectory gaining valuable experience with a City. At the opposite end of the spectrum, it could also be filled by an experienced administrator who may be looking for a reduced role at the sunset of their career.

As stated above, **the net impact of this minor re-structuring is the identification of Information Technologies as an independent department reporting to the City Administrator and a reduction in compensation classification for the Assistant City Administrator. It also moves the day to day employee supervision of the Court to the Finance Department.**

I look forward to discussing this recommendation at the F&A Committee.

attachments

Cc Mayor Nation & City Council

## **JOB DESCRIPTION**

### **Identification**

Position Title: **Assistant City Administrator**

Department: Administration

Immediate Supervisor: City Administrator

Pay Grade: L / Exempt

### **Position Summary**

Under the general direction of the City Administrator, this position assists the City Administrator in managing the day-to-day operations of the city government. Assists the City Administrator and supports various Department Heads as needed. Routinely works and researches in the areas of finance, communication, development of public policy, human resources, economic and community development and assists in the management of public relations and communications.

### **Principal Duties and Responsibilities**

Represents the City Administrator's Office at various meetings or other official functions and with community groups and professional organizations.

Serves as a liaison to community organizations and works to promote good will between the City and these entities.

Assists in the development of short and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations.

Coordinates City activities with other departments and governmental agencies as needed.

Assists with the City's Public Relations and Communications efforts, including editing the quarterly Chesterfield Citizen Newsletter, preparation of media releases, e-mail communications, website content and social media channels.

Gathers and analyzes data on economic trends within Chesterfield, St. Louis County and the State of Missouri. Develop recommendations on community economic growth and planning strategies as needed.

Provides professional, technical, administrative and analytical assistance as directed by the City Administrator to improve various city programs, activities and to implement new initiatives.

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Conducts administrative, operational and management analyses, studies and research projects.

Works in cooperation with various groups and individuals on projects assigned by the City Administrator; assists department directors with the completion of projects in order to meet established goals and objectives.

Reports to the City Administrator relative to budget performance and policy conformance of other departments

Assists with the preparation of the annual budget, including preparation of overviews and analysis.

Assists with the preparation of the Consolidated Annual Financial Report (CAFR), including preparation of overviews and analysis.

Utilizes multiple resources including but not limited to the Missouri Location One (ML1) Database to be able to research property requests and demographic data.

Conducts research and update demographics information on a monthly (when appropriate) and yearly basis.

Assists with Council Packet preparation

Assists in the management of website content, media, communications and social media sites.

Researches, analyzes and prepares data for studies and reports and makes recommendations for decision-making purposes.

Arranges meetings and prepares any associated presentation or other meeting materials.

Performs other related duties as assigned

**Physical Demands/Work Environment**

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.

The work is typically performed in an office environment.

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**Skills, Knowledge and Abilities**

Strong communication, organizational and public relations skills and the ability to maintain confidentiality required.

Must be an independent self-starter, ability to multi-task, prioritize and work on tight deadlines.

Ability to interact effectively with elected officials, City Administrator, department heads, community leaders, co-workers, volunteers, and the public.

Skilled in problem analysis and the development and implementation of solutions.

Skilled in oral, written and presentation communications. Ability to edit communication material authored by others.

Working knowledge of municipal management principles and practices.

Working knowledge of community and economic development practices.

General knowledge of human resource principles and laws.

General knowledge of budgetary principles and practices.

General knowledge of supervisory principles and practices.

General knowledge of computers and job related software programs.

**Minimum Education, Certification, and Experience Requirements**

Knowledge and competency commonly associated with the completion of an undergraduate degree in Public Administration, Business, Economic Development, or a related field. A Master's degree is strongly preferred.

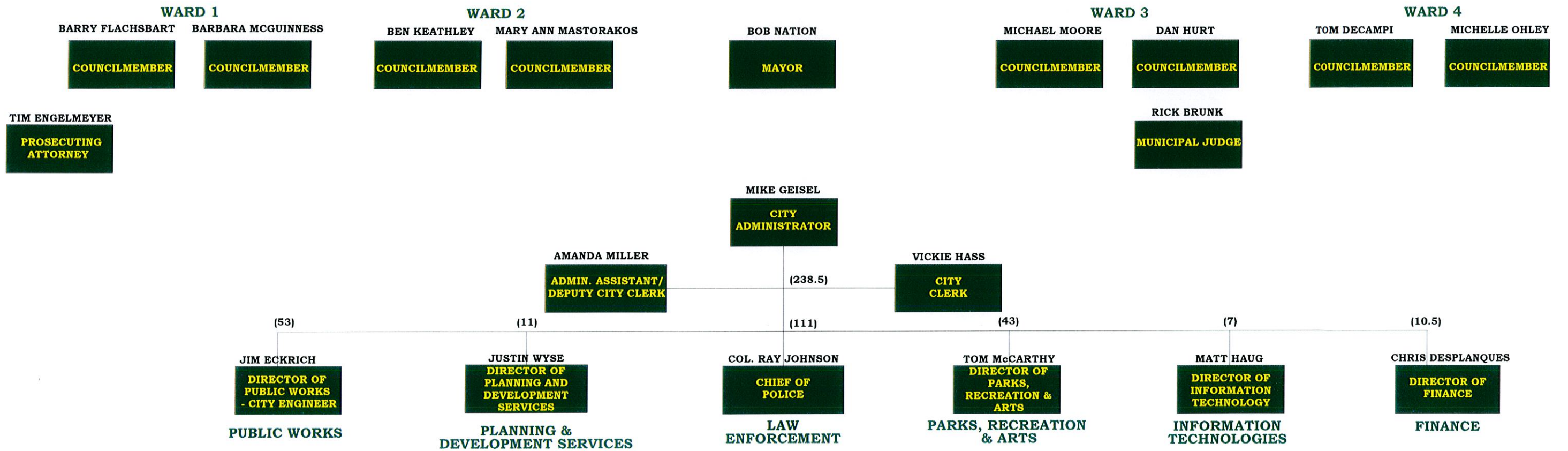
Three years' related experience.

Possession of a valid driver's license.

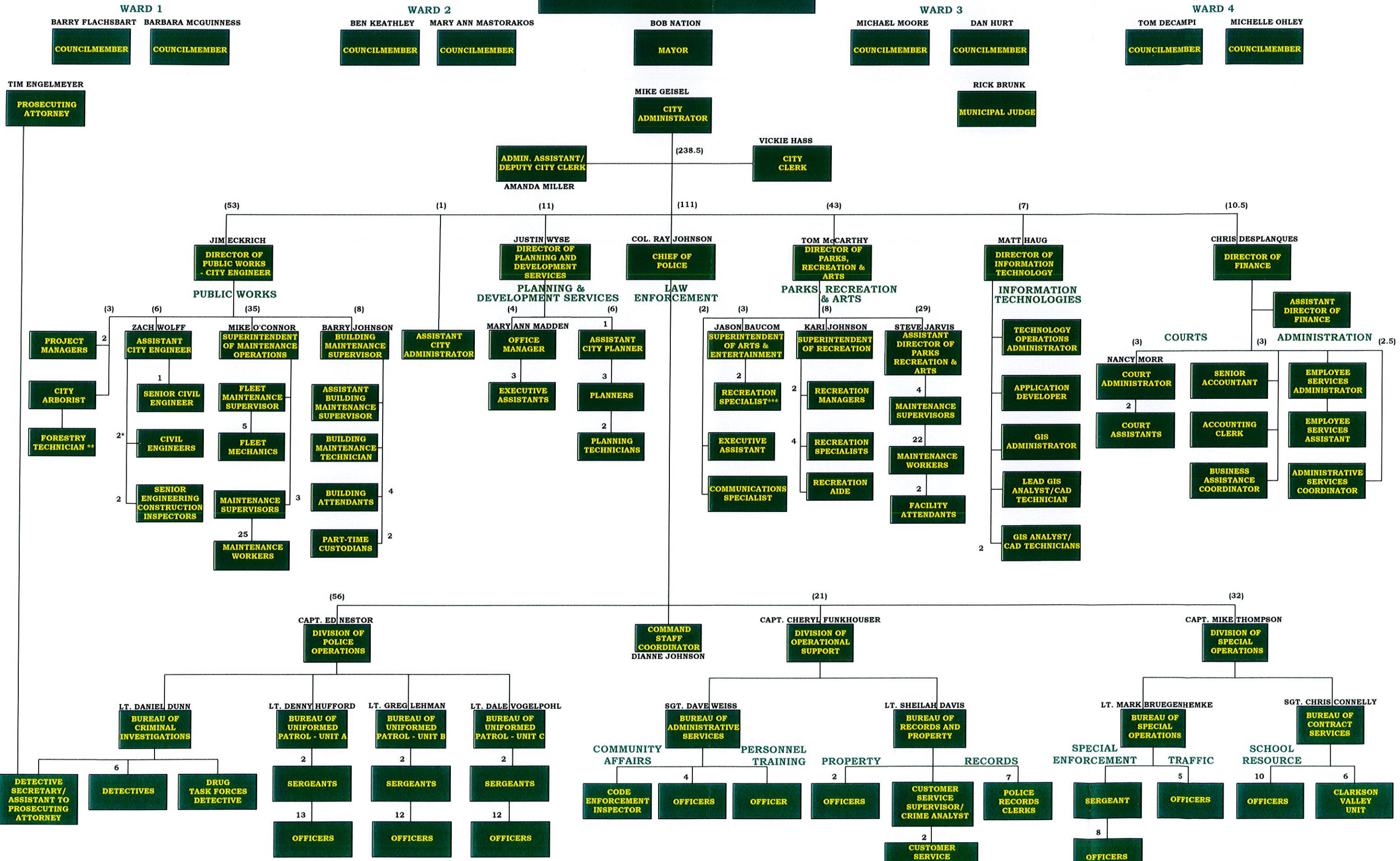
Approved: \_\_\_\_\_  
Mike Geisel, City Administrator

Date: \_\_\_\_\_

**RESIDENTS OF CHESTERFIELD**



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\* 1 CIVIL ENGINEER FULL TIME POSITION CURRENTLY PART TIME  
 \*\* NON PERMANENT - EMERALD ASH BORER PROGRAM ONLY  
 \*\*\* 1 FULL TIME EMPLOYEE AND 2 PART TIME EMPLOYEES FILLING OTHER FULL TIME POSITION