

B. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Principles and practices of public personnel administration, including methods and techniques used in labor relations, recruitment and selection, classification, salary and benefits, administration, training and affirmative action.
- Operational characteristics, services and activities of a personnel program.
- Modern and complex principles and practices of personnel management.
- Principles of municipal budget preparation and control.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- Principles and practices of organization, administration and personnel management.

Ability to:

- Manage and coordinate the work of technical and clerical personnel.
- Select, supervise, train and evaluate staff.
- Interpret and explain City personnel policies and procedures.
- Prepare clear and concise reports.
- Interpret and apply applicable policies, procedures, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Deal constructively with conflict and develop a consensus.
- Prepare and administer a budget.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Work non-standard hours such as evenings, weekends and holidays.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Bachelor's Degree from an accredited college or university with major course work in business, public or personnel administration or a related field, with preference given to masters degree in same.

Experience: Four years of increasingly responsible experience in all phases of personnel administration, including two years of administrative and supervisory responsibility.

License or Certificate: Must be able to obtain within six months and continuously maintain throughout employment a Class "C" Nevada driver's license.

WORKING CONDITIONS:

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Physical exertion is present due to occasional bending, twisting, reaching, standing, walking and stooping. Must be able to handle stressful situations, attend some evening meetings and travel to off-site facilities to administer training or examinations. Must carry/lift/push or pull loads of up to 25lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.