

JOB DESCRIPTION: City Administrator
TYPE OF POSITION: Exempt Contract Full-Time
EFFECTIVE DATE: July 2001

DESCRIPTION OF WORK

General Statement of Duties: Performs responsible administrative and supervisory work coordinating and directing City government operations; and performs related duties as required.

Supervision Received: Works under the administrative oversight of the Mayor and City Council.

Supervision Exercised: Exercises general and administrative supervision over all City employees either directly or through subordinate supervisors.

TYPICAL DUTIES PERFORMED

- Implements the organization and administration of City business to ensure a coordinated and efficient effort to meet the goals and objectives of the City.
- Oversees and coordinates the administration of all departments at the direction of Mayor in City government including personnel, equipment, and facilities to ensure adequate service is provided to the citizens.
- Supervises all City staff directly or indirectly through subordinate supervisors; directs personnel actions subject to approval of the City Council on hiring, severe disciplinary action, and dismissal.
- Develops and recommends to the City Council administrative rules, policies, and procedures necessary to ensure proper functioning of all departments.
- Drafts proposed city ordinances and proposed policies for Council approval.
- Provides guidance in interpreting laws, ordinances, policies and rules.
- Oversees all personnel policies and actions; acts as personnel officer for the City.
- At the direction of Mayor prepares and submits the annual budget and capital improvement plan to the City Council; keeps the Council informed of the financial condition of the City; recommends action as appropriate; prepares and implements financial guidelines.
- Manages and invests City funds in accordance with sound financial practices; prepares a variety of financial reports, subject to council approval.
- Attends and participates in all Council meetings and other meetings with official bodies including the City Attorney and Engineer, as directed by the Council.
- Researches and prepares recommendations for Council approval on a variety of City issues to improve the health, safety, or welfare of the City; prepares related reports or oversees their preparation.
- Administers the City's Economic Development Program including: researching grants and other funding sources, writing grant applications, promoting development, assisting current businesses, reviewing the feasibility of projects, and negotiating contracts; acts as the executive director of the Economic Development Authority.
- Coordinates the activities of City commissions and boards; provides administrative support as needed.
- Recommends to Council programs, goals, and objectives to accomplish work.
- Prepares and analyzes bids for products and services, firms or individuals to provide products and services; recommends execution of contracts to Council for approval.

- Coordinates and oversees the work of consultants and contractors hired by the City.
- Represents the City with other governmental agencies and officials.
- Oversees and manages financial and accounting matters, at the direction of Mayor.
- Recommends solutions to problems and presents alternatives for review by the City Council.
- Monitors operations to ensure compliance with applicable laws, regulations, rules, policy, and ordinances.
- Evaluates potential projects, programs, and services to determine feasibility and community impact and makes recommendations to the Council.
- Prepares periodic reports and makes presentations before the City Council.
- Incorporates ordinances into City code.
- Tracks employee vacation and sick leave accrual and usage and recommends benefits changes to the Council.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of laws, rules and regulations applicable to City government.
- Considerable knowledge of budgeting, accounting, and government financing.
- Considerable knowledge of government processes, services, economic development and planning.
- Considerable knowledge of management principles and practices as they apply to public sector management including personnel management and organizational development.
- Considerable skill in negotiating contracts.
- Thorough ability to prepare and administer budgets.
- Thorough ability to communicate effectively and establish effective working relationships with elected officials, staff, and other public officials, and the public including making formal presentations.
- Considerable ability to supervise staff.
- Considerable ability to plan and analyze City operations; develop alternatives; and determine the costs, advantages, and disadvantages of various alternatives.
- Considerable ability to research and prepare accurate and thorough reports.
- Considerable ability to perform mathematical calculations, to analyze data, and to prepare reports.
- Considerable ability to prioritize City needs, to coordinate City departmental operations and services, and to allocate resources effectively.

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, political science, community development, business, finance or a related field and three years of public sector administrative experience; or a bachelor's degree in one of the above areas and five years of public sector professional experience. A Master's degree in one of the above fields may substitute for two years of the required experience.