

**JOB DESCRIPTION****Town of Ashland City  
City Administrator**

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<b>CLASSIFICATION TITLE:</b>	City Administrator
<b>DEPARTMENT:</b>	General Government
<b>REVISION DATE:</b>	10-06-2023
<b>REPORTS TO:</b>	City Council
<b>EMPLOYMENT STATUS:</b>	Full Time
<b>FLSA STATUS:</b>	Exempt
<b>PAY RANGE:</b>	Pay Grade Level 11

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**JOB SUMMARY**

The City Administrator is under the direction of the City Council, this position oversees the day-to-day operations of the town to ensure the town's services are provided in the most efficient and effective manner. The city administrator should live within a distance agreed upon between the City Administrator and the city council so all functions of the position can be more efficiently fulfilled.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for the daily and efficient operation of city functions and services, works with department heads for the efficient operation of the city. Makes recommendations to the Council for improving quality and quantity of services.
- Works with the City Recorder in preparing the agenda for city council meetings in consultation with the mayor, council members, city attorney, all department heads, and the City Recorder.
- Attends all official meetings of the city council and its committees including but not limited to the Planning Commission with the right to take part in all discussions, but not vote.
- Recommend to the city council the adoption of all such ordinances, resolutions, or other action that he or she deems necessary.
- Assist Mayor, Finance Director and department heads with preparation and implementation of the annual budget for all funds and departments and shall be responsible for oversight of departmental budget development.
- Coordinate long range budget planning efforts and prepare Capital Improvement Plan budgets for the city.
- Works with department heads to determine work procedures, work schedules to expedite workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Facilitates positive, professional attitude among workers and resolves grievances. able to integrate the employees with the council to have a cohesive team in order to achieve goals and provide effective services.

- Prepares a variety of studies, reports, and related information for decision making purposes as needed.
- Nominate individuals to mayor for appointment as department heads and supervise activities of all department heads.
- Initiate discipline and discharge proceedings against department heads and assist department heads with discipline and discharge of employees with the concurrence of the mayor.
- Provides professional advice to the council and department heads; makes presentations of the Board and committees, civic groups, and general public.
- Keep the council advised as to the condition and needs of the City. Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities.
- Report to the council on the condition of all equipment, buildings, and real estate.
- Monitor all available grant opportunities and administer and coordinate all state and federal grants received by the city.
- To implement personnel ordinances, rules and regulations as adopted by the Council.
- Represents the Mayor and the city at various meetings, functions, and events; serves as a liaison to various civic or governmental organizations and committees; confers regularly with officials from the other municipalities, chamber of commerce, authorities and commissions and keeps the mayor apprised of activities.

### **QUALIFICATIONS**

- Bachelor's Degree, although master's degree preferred in public administration, business administration, political science, or related field from an accredited college or university.
- Minimum of 5 to 7 years of executive management experience as a City Administrator/City Manager or Assistant City Administrator/Manager in Local Government or closely related field which includes operations management, budgeting and managing personnel.

### **REQUIRED KNOWLEDGE AND ABILITIES**

- Should have a working knowledge of government finance with proven experience in administering budgets and should possess high level communication skills.
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- Ability to analyze municipal operations and make recommendations to the board for improvements.
- Ability to plan, assign, and coordinate the activities of city employees and other resources to achieve the most efficient and effective day to day operations.
- Ability to establish and maintain effective working relationships with the general public, employees, City Attorney and elected officials. Able to operate effectively and efficiently in a team environment.
- Detail-oriented and self-motivated.
- Ability to be bonded in such sum as may be fixed by and with such surety as may be acceptable to the city council.

### **EQUIPMENT OPERATED**

- Computer, printer, various office machines (phone, calculator, copier, etc.)
- Microsoft Office Suites
- Cell phone

### **WORKING CONDITIONS**

- Working conditions are in an office environment.
- The working environment is office setting with some lifting of office supplies weighing up to 25 lbs.

### **USUAL PHYSICAL DEMANDS**

- Must be able to lift office supplies and materials.
- Long hours of sitting with intermittent standing
- Using office equipment and computers

### **EMPLOYEE AWARENESS**

- Implement and assure adherence to The Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to The Town of Ashland City initiative on business ethics and conduct.
- Adheres to federal/state laws and relations regarding MSDA, OSHA and EPA compliance.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel or workload, etc.).

### **MANAGEMENT APPROVAL**

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**Department Head's Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

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**Human Resource Director's Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

### **EMPLOYEE UNDERSTANDING AND AGREEMENT**

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**Employee's Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date