



Position: City Administrator

Department: Administration

Status: Exempt

Last Updated: 05/07/2019

01/21/2025 "DRAFT"

General Purpose:

The City Administrator is a highly responsible executive position that manages and directs the operational activities of the City of Crest Hill in accordance with policy established by the City Council, State and Federal laws, regulations, and guidelines. This position plans, organizes, and directs municipal functions through subordinate departments and represents the City in administrative and operational areas.

Supervision Received:

The City Administrator is appointed by the Mayor and confirmed by the City Council.

Supervision Exercised:

The City Administrator directly supervises the Assistant City Administrator/Human Resources Director, Department Heads, and provides direction to all City personnel and contractors.

Essential Duties & Responsibilities:

- Attend all City Council meetings, Work Sessions, and other meetings as required; Ensure City Council and Work Session agendas and packets are accurately prepared and distributed to Council members prior to meetings; Update the Mayor and City Council on City services, programs, the financial condition of the City, and other matters under consideration by the Council; recommend for Council adoption such measures deemed necessary for the health, safety, and welfare of the City.
- Review budget requests and prepare the annual operating and capital budget for presentation to the Mayor and Council with the assistance of the Finance Supervisor; Responsible for the administration of the budget following its adoption by Council.
- Prepare and submit to the Council justification for capital improvements; review funding alternatives, analyze costs, and prepare recommendations.
- Establish an ongoing five-year capital improvement budget and annually update the current and future years.
- Manage, ~~and~~ oversee, ~~and coordinates~~ all Departments, ~~including the Finance Department~~, to achieve goals; plan and organize workloads and staff assignments; train, motivate, and evaluate staff; review progress and direct changes as needed.
- Provide leadership and direction in the development of short and long range plans; gather, interpret, and prepare data for studies, reports, and recommendations.
- Directs the collective bargaining process, disputes, disposition of employee grievances, and other employee relations matters.
- Promote internal operating efficiencies, conduct periodic staff meetings, and encourage employee professional development.



- Serve as the City spokesperson, appear before citizen's groups and other organizational meetings, make speeches, and attend ceremonial functions; promote and maintain positive community relations.
- Serve as the City's risk management representative.
- Assist Crest Hill citizens, outside agencies, developers, local community groups, utility companies and City staff in resolving governmental or operating problems by bringing important matters to Council's attention.
- Assure all City ordinances are effectively and properly enforced; supervise the administration of all laws, ordinances, and City policies.
- Prepare correspondence needed to direct or document City business decisions.
- Review and analyze reports, legislation, court cases, and related matters and direct or personally conduct studies, research, and investigation on a wide variety of administrative and technical areas; direct and implement programs as needed.
- Prepare reports on specific municipal activity as requested by the City Council.
- Respond to citizen requests.
- Maintain a strong working relationship with the Mayor through regular communication.
- Attend meetings of local, regional, state, and other officials to represent the interests of the City and to keep informed on matters of interest to the City.
- Attend seminars and conferences to enhance knowledge and professional expertise.
- Perform other duties as assigned.

Desired Minimum Qualifications

Education & Experience:

- Bachelor's degree in public or business administration, **management**, public policy, planning, **economic development**, finance, or related field.
- Master's degree in public/business administration or advanced degree preferred.
- ~~Seven to ten years~~ **Three to seven years** of progressively responsible experience as a Chief Administrative Officer or Deputy Chief Administrative Officer, or an equivalent combination of training and experience.

Knowledge, Skills, and Abilities:

- Demonstrated knowledge of the principles, practices, and methods of City **or public governmental or institutional** management, public administration, supervision and operational administration.
- Knowledge of strategic and long range planning practices.
- Demonstrated knowledge of municipal **or public governmental or institutional** finance, risk management, accounting, public information, labor relations, and organizational management.
- Demonstrated knowledge of municipal **or governmental** law enforcement and public works operations, community development and zoning, water and wastewater treatment.
- Demonstrated ability to maintain knowledge of Federal and State requirements as well as current municipal **and governmental or institutional** management trends and developments.
- Ability to stay informed on the availability of state and federal funds for local purposes.



- Ability to plan, organize, and direct the affairs of the City.
- Ability to provide leadership and consultation to City staff and Council.
- Demonstrated ability to read and interpret complex laws, regulations, and ordinances.
- Ability to successfully negotiate agreements and resolutions to complex issues.
- Ability to properly maintain and organize office files and records.
- Ability to respond to email requests in a timely manner.
- Ability to read, clearly speak, and legibly write the English language.
- Excellent customer service skills.
- Skilled in the use of Microsoft Word, Excel, Access, and Outlook as well as Adobe Acrobat, and the ability to learn other software as needed.
- Demonstrated ability to communicate effectively both verbally and in writing, using complex sentences, proper punctuation, spelling and grammar.
- Ability to apply common sense understanding to carry out detailed instructions, prioritize multiple tasks, and work independently to meet deadlines.
- Ability to multi-task and cope with numerous interruptions, remain calm in stressful situations, and make objective decisions using sound judgement.
- Ability to perform basic math skills, use decimals to compute ratios and percentages, and tabulate data to create spreadsheets.
- Ability to prepare and operate within the constraints of a budget.
- Ability to enhance relations with the Mayor, City Council, staff, and members of the public.
- Ability to present for informational and instructional purposes at City Council meetings and other venues.
- Ability to gain proficiency in the everyday operation and minor maintenance of required tools and equipment.
- Ability to acquire and apply thorough knowledge of City and Department policies and procedures and ensure staff compliance.

Tools & Equipment, Physical Demands, Working Conditions

Tools and Equipment:

The following list of tools and equipment is a representative and not necessarily all-inclusive inventory of items needed to successfully perform the essential job duties:

Telephone, facsimile, photocopier, printer, document scanner, personal computer, calculator, audio/visual equipment, motorized vehicles and equipment, common hand and power tools, and mobile radio.

Physical Demands:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time, possess average ordinary visual acuity necessary to prepare or inspect documents or operate



office equipment, talk reach with hands and arms, walk, climb and descend stairs, bend, crouch, lift and/or move up to 25 pounds. Frequent and regular movements are required using wrists, hands and fingers to feel, handle, or operate equipment, tools or controls. Effective audio-visual discrimination and perception to quickly and accurately make observations, correctly identify red, yellow, blue and green, distance and peripheral vision, depth perception and the ability to adjust focus is also required. Hearing must be sufficient for average or normal conversations, to understand verbal direction, and to detect abnormal equipment operation and alarms.

Working Conditions:

Work activities are conducted in a climate controlled open office environment and noise levels are usually quiet. This position routinely uses standard office equipment including computers, phones, photocopiers, filing cabinets, adding machines, and fax machines. There are no hazardous or significantly unpleasant conditions.

The weekly work schedule is 40 hours in duration, Monday through Friday and may be extended in the event of an emergency, disaster, workload, or the need to complete time-sensitive work. Employees working in this position are required to attend evening meetings and work on some Saturdays, Sundays and holidays.

Performance Measurements & Selection Guidelines

- Regularly arrives for work on time prepared to perform the duties of the job.
- Attends Council and regional meetings as necessary.
- Practices and sets an example of ethical conduct.
- Possess a professional manner and appearance.
- Demonstrates leadership.
- Avoids politics and partisanship.
- Sets and achieves City goals and objectives.
- Adheres to City policies and procedures.
- Sets a standard of excellence in customer service and staff support.
- Consistently produces accurate work and meets deadlines.
- Uses available methods to track on-going or semi-regular tasks and project deadlines.
- Completes routine or regular tasks without being directed by others.
- Drafts thorough and complete reports and memoranda reviewing for errors in work product.
- Displays composure, friendliness, and respect in treatment of the public and coworkers.
- Ability to exercise good judgement in analyzing problems.
- Respects the confidential nature of many aspects of the position.
- Adapts to changes in the work environment and manages competing demands.
- Has a thorough knowledge of the City's policies, procedures, rules, regulations, structure and operations and uses it appropriately to resolve problems and crises.

An employee in this position is also evaluated upon the general observations of the ability to perform all of the essential responsibilities and duties.

Selection Guidelines:

