



Meeting Date:	February 3, 2025
Submitter:	Tony Graff, Interim City Administrator
Department:	Administration
Agenda Item:	City Administrator Job Announcement

Summary:

1. MGT Consulting Services Representative Ryan Cotton, prepared the Job Announcement for the City Administrator’s Recruitment with the proposed schedule which was discussed at the 1/27/2025 Work Session.
2. Request to update the current Job Description Sections Only:
 - Desired Minimum Qualifications
 - a) Education & Experience

Revised: Bachelor’s degree in public or business administration, **management**, public policy, planning, **economic development**, finance, or related field.
Revised: ~~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.
 - b) Knowledge, Skills, and Abilities

Revised: Demonstrate knowledge of the principles, practices, and methods of City **or public governmental or institutional** management, public administration, supervision and operational administration.
Revised: Demonstrated knowledge of municipal **or public governmental or institutional** finance, risk management, accounting, public information, labor relations, and organizational management.
Revised: Demonstrated knowledge of municipal **or governmental** law enforcement and public works operations, community development and zoning, water, and wastewater treatment.

Revised: Demonstrated ability to maintain knowledge of Federal and State requirements as well as current municipal **and governmental or institutional** management trends and developments.

Recommended Council Action: Request to approve the Job Announcement and minor revisions to the Job Description Sections as stated above.

Financial Impact:

Funding Source: N/A

Budgeted Amount: N/A

Cost: N/A

Attachments:

Job Announcement

City Administrator's Revised Job Description

Proposed Recruitment Search Schedule