

City Administrator

Dept/Div: *Administration* FLSA Status: Exempt

General Definition of Work

Performs complex executive work directing all operations and activities of the City government, ensuring ordinances, resolutions and policies adopted by the City Council are implemented and consistently applied, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Common Council.

Organizational supervision is exercised over Department Heads, HR Manager, and City Clerk.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Directs and manages the operations of the City; provides direction to all City functions falling under the authority of the City Council.

Works with department heads and senior management to ensure effective coordination and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; facilitates problem solving at all levels in the organization.

Serves as a liaison between City staff, the Mayor, and the City Council; attends all meetings of the City Council and Council Standing Committees; briefs Council members on pending agenda items and other City issues; provides analysis as needed to assist the Council in making informed policy decisions; oversees the preparation of meeting agendas; provides administrative support to Mayor and Council members as needed.

Oversees the development and administration of the annual budget and capital improvement program.

Recruits, hires (except as otherwise provided for by State Statute), and supervises the workforce of the City including key department heads.

Assists the Mayor and City Council with strategic and long-range planning for the City; participates in planning efforts at the local and regional levels; keeps City Council apprised of developments at the State and Federal levels that impact the City; monitors pending legislation for impact on the City; oversees compliance with new legislation.

Represents the Mayor, City Council and the City at various meetings, functions and events; serves as a liaison to various civic or governmental organizations and committees, taskforces, boards, and commissions; confers regularly with officials from other units of local government and business and community organizations; provides information about City operations.

Coordinates special projects; oversees professional contractors and/or consultants providing services to the City.

Oversees and participates in the resolution of inquiries and complaints from the public and other organizations.

Knowledge, Skills and Abilities

Comprehensive knowledge of public administration principles and practices; comprehensive knowledge of municipal corporation laws, ordinances and regulations; thorough knowledge of municipal finance practices; thorough knowledge of development practices and regulations, thorough knowledge of human resource and labor relations practices and regulations; ability to operate standard office equipment and software packages; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with department heads, the City Council and the general public.

Education and Experience

Bachelor's degree with coursework in Public Administration, or related field and considerable experience in municipal management, or equivalent combination of education and experience. Master's degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Last Revised: 3/19/2019

