

CITY ADMINISTRATOR

A City Administrator oversees and facilitates the daily operations of a municipality, implementing policies enacted by elected governing officials while ensuring efficient service delivery across a range of departments. Therefore, the Town of Monterey, the Board of Mayor and Aldermen, seeks the authority to install the City Administrator model with the position to be filled by the Civil Service Board.

CORE RESPONSIBILITIES

PLANNING. Responsible for defining and implementing comprehensive strategies to reach municipality objectives and goals as determined by the governing body. Said projections include both short- and long-term planning pertaining to economic development, public safety infrastructure and community services

POLICY IMPLEMENTATION. Responsible for consistent, thorough and effective implementation of policies enacted by the governing body which could trigger revised or fresh policies to ensure compliance with ever-changing laws and progress monitoring data.

OVERSIGHT. Responsible for oversight of various city departments, such as finance, public works, water and sewer, law enforcement, cultural and leisure services, fire and emergency services to ensure efficiency, effectiveness and alignment with community needs.

FISCAL MANAGEMENT. Responsible for facilitating and managing the city budget, in tandem with the finance department, to ensure that resources are allocated effectively and appropriately and that the city operates on solid financial underpinning subject to clean audit and unquestionable accountability.

OUTREACH and ENGAGEMENT. Responsible to be the liaison or go-between on behalf of the city government and the citizenry; including the business and industrial entities which demands

engagement, addressing concerns and building positive, open and frank relationships with local organizations and interest groups.

COMPLIANCE and RISK MANAGEMENT. Responsible for ensuring city adherence to all applicable federal and state laws and regulations and local ordinances and managing risk by oversight of personnel and benefit programs.

CRISIS MANAGEMENT. Responsible for immediate response to manage and oversee applicable remedies to disruptive and/or extraordinary circumstances and communicate to the governing body with thorough assessments and actions taken via regular briefings until the situation is resolved.

Personnel. Responsible for providing the Civil Service Board with all pertinent information and resources to promote sound and objective determinations whether it be reference checks, interviews, hiring, dismissals, disciplinary action or promotions.

Purchasing. Responsible for oversight of purchasing, in concert with the finance department, of equipment, supplies, materials and other essential expenditures in accord with policies and procedures and practices authorized by the governing body.

Other. Responsible for other duties prescribed by the governing body as circumstances warrant.

QUALIFICATIONS and SKILLS. An undergraduate degree in public administration or a related field along with significant experience in municipal government. Essential skills include bold leadership, communications, interpersonal, problem-solving, fiscal management and personnel management.

Finally, the city administrator plays a pivotal role in ensuring that the city functions appropriately, in a timely fashion, smoothly and effectively while maintaining a stable balance between the needs of the community with available resources. His/her work is key to the overall health and welfare and growth of our city.