

City Administrator Job Description

Position Summary

The City Administrator is appointed to oversee the day-to-day administrative operations of the City under the direction of the Mayor. The Administrator serves as the City's chief administrative officer, responsible for implementing City policies, coordinating municipal departments and department heads, overseeing Human Resources, and ensuring efficient delivery of City services. The City Administrator reports directly to the Mayor and works closely with the City Council in support of its legislative and policy-making functions.

This position is established pursuant to Montana Code Annotated Title 7, Chapter 3, Part 4 (Mayor–Council form of government). The City Administrator serves under the supervision and direction of the Mayor and performs administrative duties delegated by the Mayor. This position does not alter or transfer the statutory authority of the Mayor or City Council.

Consistent with the Mayor–Council form of government under Montana law, certain police powers, statutory duties, and employment matters governed by State or Federal law remain outside the authority of the City Administrator and are not subject to modification through this position.

Reporting Relationship

Reports to: Mayor

Works with: City Council, Department Heads, City Attorney, Boards and Committees

Appointment/Removal: Appointed by and serves at the pleasure of the Mayor, subject to City Council approval if required by ordinance or policy

Essential Duties and Responsibilities

Under the direction of the Mayor coordinate all departments, agencies and offices of the city to achieve goals within available resources; assist with planning and organizing workloads and staff assignments if needed; support and assist with training, motivation and evaluation of assigned staff; review progress and direct changes as needed.

Carry out administrative duties assigned by the Mayor.

Under the direction of the Mayor provide leadership and support in the development of short and long range plans; gather, interpret, and prepare data for studies, reports and recommendations; coordinate department activities with other departments and agencies as needed.

Provides professional advice to the department heads, Mayor and City Council; makes presentations to councils, boards, commissions, civic groups and the general public and as directed by the Mayor.

Communicates official plans, policies and procedures to staff and the general public as directed.

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Assists the Mayor with the preparation and submittal of a preliminary annual City budget and administers the adopted budget of the City.

Under the direction of the Mayor assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time; carries out and administers all budgetary and financial policies as set by the City Council.

Under the direction of the Mayor ~~determines work procedures, prepares work schedules, and expedites workflow~~; coordinates with Departments Heads to study and standardize procedures to improve efficiency and effectiveness of operations.

Under direction of the Mayor issues written and oral instructions; assigns duties and examines work for accuracy, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances.

Performs and/or assists subordinates in performing duties; adjusts errors and complaints.

Assists in the preparation of a variety of studies, reports and related information for decision-making purposes.

Administers daily personnel supervision and employee discipline consistent with City policies and applicable law. Provides recommendations to the Mayor regarding hiring, advancement, suspension, and termination of employees. All final employment actions are subject to approval by the Mayor. Administers all other HR related duties and responsibilities as assigned by the Mayor.

Ensures that all laws and ordinances are faithfully performed.

Advises the Mayor and City Council of financial conditions and current and future city needs.

Implement and enforce ordinances, resolutions, and policies adopted by the City Council.

Attend City Council meetings and provide administrative reports and recommendations.

Coordinate intergovernmental relations and represent the City as directed.

Ensure compliance with applicable federal, state, and local laws.

Peripheral Duties

Recommends for adoption by the council such measures as Mayor may deem necessary or expedient.

May serve as the head of one or more departments of city government.

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Authority & Limitations

The City Administrator exercises administrative authority as delegated by the Mayor and does not supersede statutory powers of the Mayor or City Council.

Qualifications

Bachelor's degree in public administration, business administration, or related field (or equivalent experience). Municipal management experience preferred.

Necessary Knowledge, Skills and Abilities:

Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development;

Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment; and

Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government.

Special Requirements:

Must be bondable.

Tools and Equipment Used:

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

Physical Demands:

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands and/or fingers to handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.