

CITY ADMINISTRATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under policy direction, plans, organizes, coordinates and controls Citywide activities of departments; performs special studies; prepares reports and recommendations; prepares the annual budget; and performs related work as required.

ORGANIZATIONAL RELATIONSHIPS

The City Administrator works under the general direction in conducting the centralized management functions of the City and in implementing the legislative policies formulated by the Mayor and Council.

REPRESENTATIVE DUTIES

The following duties are typical for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

1. Provides courteous and expeditious customer service to the general public and City department staffs.
2. Under the direction of the Mayor and Council, assume full management responsibility for all City operations including administrative services, development services, facilities management, finance, fire, human resources, public services, parks and recreation services and programs; recommend and administer policies and procedures.
3. Direct the development and implementation of the City's goals, objectives, policies and priorities.
4. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
5. Plan, direct and coordinate, through department heads, the work plan for the City; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
6. Assess and monitor workload, administrative support systems and internal reporting relationships; identify opportunities for improvement.
7. Explain, justify and defend City programs, policies and activities; negotiate and resolve sensitive and controversial issues.
8. Represent the City to all departments and outside agencies; coordinate City activities with those of other cities, counties, outside agencies and organizations in accordance with Council policies.
9. Provide staff assistance to the City Council; prepare and present staff reports and other necessary

correspondence; prepare recommendations and advise the Council on matters requiring legislative action.

10. Plans, organizes and controls City-wide functions and operations; serves as chief administrative officer for the City of Burley; attends all meetings of the Mayor and City Council.

11. Conducts special administrative studies, investigations and surveys to determine the effectiveness of administrative practices; analyzes contracts, leases, reports, purchase bids and other matters requiring comprehensive analysis in preparation for final action; makes recommendations concerning departmental operations and expenditures; maintains a program of continuous research into administrative practices and recommends changes which would improve the efficiency and economy of City operations.

12. Supervises the preparation of the annual budget; attends meetings to determine basic policy as a guide to the general conduct of City business and the handling of administrative matters; and performs such other related work as may be ordered by the Mayor, City Council or as set forth in the City Administrator's Ordinance.

13. Routinely adheres to and maintains a positive attitude towards City goals.

14. Performs related work as required.

GENERAL QUALIFICATIONS

Knowledge of:

Municipal management theory and practice;

Principles and practices of administrative management, and analysis and staff agency operations;

Principles of supervision and training;

Advanced municipal organization, functions, operations and problems of municipal governments;

Methods of organizing large-scale administrative work;

Municipal budgeting, accounting and purchasing;

Advanced public relations techniques.

Ability to:

Manage and direct the operations, services and activities of a major municipality;

Plan, organize and direct the work of lower level staff;

Select, supervise, train and evaluate staff;

Delegate authority and responsibility;

Identify and respond to community and City Council issues, concerns and needs;

Develop and administer Citywide goals, objectives and procedures;

Prepare clear and concise administrative and financial reports;

Plan and administer a balanced budget;

Present data and information in an effective and persuasive manner;

Organize and interpret data and information and draw sound conclusions;

Analyze and summarize data on a variety of technical and administrative matters;

Represent the City in a favorable manner with tact and diplomacy;

Understand and implement municipal plans and policies;

Analyze problems, identify alternative solutions, project consequences of proposed actions and
implement recommendations in support of goals;
Research, analyze and evaluate new service delivery methods and techniques;
Interpret and apply federal, state and local policies, laws and regulations;
Establish and maintain effective relationships with those contacted in the course of work.

Minimum Qualifications

Bachelor's Degree in public or business administration, political science, personnel administration or a closely related field; and five years of executive-level, administrative experience with a governmental agency to include three years with a municipality at the level of Assistant Administrator or higher. A Master's Degree in Public Administration is desirable.