



City Administrator

Department: Administration Reports to: Mayor & City Council Pay Grade: 21
Date Established: 1/2017 Date Revised: FLSA Status: Exempt

Classification Summary

The primary function of an employee in this class is to provide leadership, policy guidance to department heads and carry out the vision, strategic plan and goals of the Mayor and City Council. The City Administrator assists elected officials in establishing policy and long-term goals; ensures the financial security of tax dollars and monitors the overall fiscal activity of the city; directs operations through department heads; serves as ex-officio member of city boards and commissions; motivates and leads a management team and encourages a team structure within departments; builds strong community relationships and develops relationships with state and federal officials; supervises collective bargaining activities; and ensures the city's work environment is responsive, respectful, value-based, and innovative; and ensures employees are held accountable for quality services. The City Administrator serves at the pleasure of the Mayor and City Council. Work is performed independently with extensive latitude to exercise independent judgment within the framework of existing policies, laws, ordinances and department procedures. The principal duties of the position are performed in a general office environment.

Examples of Work *(Illustrative Only)*

Essential Duties and Responsibilities

- Acts as the agent of the Mayor and the City Council;
- Develops, with the advice of the Mayor and consent of the Council, necessary administrative processes that insure the policies and ordinances of the Council are fully carried out;
- Assures that the laws of the state pertaining to the city, all provisions of city law and ordinances, and all city policies are duly enforced, and that all franchises, permits, and privileges granted by the city are faithfully observed;
- Attends all meetings of the City Council unless excused therefrom by the City Council;
- Coordinates the functions, duties, and activities of the various departments, divisions, and services of the city government and makes recommendations to the Mayor and City Council for the development of administrative procedures needed to efficiently and economically coordinate their functions and operations;
- Provides recommendations for employee placement within the city employee salary schedule to the Mayor and City Council;
- Causes to be prepared and submitted to him or her by each department, division, or service of the city government regular progress reports and other such reports that he or she may deem necessary for submission to the Mayor and City Council with his or her recommendations;

- Endeavors to adjust all complaints filed against any employee, department, division, or service thereof, and to cooperate with all community organizations whose aim and purpose is to advance the best interests of the city and its people;
- Assists the Mayor by managing the day-to-day operations and internal and external affairs of the city;
- Develops policies, procedures and processes as needed to implement the decisions of the Mayor and City Council;
- Performs and directs research on issues, policies and political developments; advises and appraises the Mayor and Council to keep them effectively informed;
- Recommends executive, administrative and legislative actions to the Mayor and Council;
- Coordinates the preparation and administration of the city's budget; in conjunction with the Finance Director/City Treasurer, submits detail of past and current revenues and expenditures, develops financial projections, and evaluates and recommends budgetary modifications; monitors overall fiscal activity of the city continuously;
- Serves as ex-officio member of city boards and commissions; proposes policy recommendations and other expert testimony to federal or state officials;
- Represents the city as directed by the Mayor and Council; participates in intergovernmental consortiums to establish mutual relationships and programs; facilitates and participates in interagency, intergovernmental and private enterprise programs and projects as needed;
- Supervises negotiations with recognized collective bargaining groups to establish contracts and performance expectations;
- Exercises general supervision over public property under the jurisdiction of the city;
- Establishes a climate of high quality public services that are responsive, respectful, value-based, and innovative;
- Meets with department heads to discuss issues and objectives, to determine strategies and approaches, and to brief on current activities and challenges;
- Facilitates and participates in interagency, intergovernmental and private enterprise programs and projects as needed;
- Provides the vision and leadership for implementation of new programs or enhancements to existing programs, and in operational analysis and recommendations for organizational structure;
- Provides leadership in the advancement and promotion of an organization that effectively supports and meets the needs of the customer, both internally and externally;
- Serves as chair for the Executive Administrative Team to establish goals and direction of the city;
- Oversees the hiring authority of department heads in conjunction with human resources staff; may advise on issues or complaints involving employment matters and negotiates to achieve mutually agreeable solutions;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Works with department heads establishing goals, objectives and performance targets; preparing and administering reviews of individual and department performance;

Other Duties and Responsibilities

- Carries out such other duties and functions as assigned by the Mayor and City Council;
- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Municipal government operations relating to staffing, budget and program execution;
- Political processes at all levels of government;
- Federal, state and local laws impacting local government operations;
- Various revenue sources available to local governments including state and federal sources;
- Budgeting and fiscal oversight;
- Effective leadership methods and supervisory skills;
- Collective bargaining processes, theory, and procedures;
- Facilitation and partnership building;
- The operation of personal computer and various software applications for word processing, spreadsheets, etc.;
- English grammar and punctuation.

Ability to:

- Plan, implement and oversee programs of departmental operations and activities;
- Lead and work in a team environment under extremely stressful situations;
- Inspire confidence in citizens, staff and the Mayor and City Council to achieve the City's goals and objectives;
- Balance conflicting political goals and direction with an outcome of positive achievements for the organization;
- Analyze a variety of financial problems and make recommendations;
- Coordinate a variety of intra-governmental administrative matters;
- Interpret laws, ordinances and regulations common to municipal operations;
- Prepare and present accurate and reliable reports containing findings and recommendations;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Operate a personal computer using program applications appropriate to assigned duties;
- Communicate effectively and establish and maintain working relationships with other employees, the public, elected officials, community leaders, and other interested parties.

Acceptable Experience and Training

- Masters of Public Administration or Masters of Business Administration from an accredited institution of higher education; and
- Five (5) years experience in organizational management or related experience; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Physical Demands & Work Environment:

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

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds in a general office environment. Specific vision abilities required by this classification include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to communicate effectively in person and by telephone. While performing the duties of this classification, the employee works in a public building setting where the noise level in the work environment is usually moderate.