

**CITY OF HAYDEN
JOB DESCRIPTION**

**CITY ADMINISTRATOR
Administration**

POSITION SUMMARY

This position reports to Mayor and Council and has primary responsibility for providing leadership and policy guidance to department heads and ensuring that vision, strategic plan and goals of the Mayor and City Council are implemented and met. This individual performs the professional and administrative processes necessary to achieve the efficient and economic operation of the City; ensure the financial security of tax dollars by monitoring the overall fiscal activity of the city; and assist elected officials in establishing policy and long-term goals. The City Administrator is also responsible for ensuring that the City's work environment is responsive, respectful, value-based, and innovative and that employees are held accountable for quality services.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES *(illustrative only)*

This list includes, but is not limited to the following:

Ensures the effective and efficient operation of the City and contributes to meeting strategic goals by:

- Developing, motivating, directing, and evaluating a management team and its individual members in carrying out the direction and goals of the Mayor and City Council.
- Providing leadership and policy guidance for department heads and encouraging a team structure within departments.
- Meeting with department heads to discuss issues and objectives, to determine strategies and approaches, and to brief on current activities and challenges.
- Serving under the Mayor manages the day-to-day operations and internal affairs of the City.
- Developing policies, procedures and processes as needed to implement the decisions of the Mayor and City Council.
- Performing and directing research on issues, policies and political developments.
- Advising and apprising the Mayor and Council of new developments, issues and concerns to keep them effectively informed.
- Recommending executive, administrative and legislative actions to the Mayor and Council.
- Coordinating the preparation and administration of the City's budget in conjunction with the Finance Director/City Treasurer, including details of past and current revenues and expenditures.
- Developing financial projections, evaluating and recommending budgetary modifications, and continuously monitoring overall fiscal activity of the City.
- Exercising general supervision over public property under the jurisdiction of the City.
- Providing vision and leadership for implementation of new programs, enhancements to existing programs, and operational analysis and recommendations for organizational structure.

Ensures quality in city services and effective communication with the community and public by:

- Representing the City as directed by the Mayor and Council and performing various public relations duties.
- Participating in intergovernmental consortiums to establish mutual relationships and programs.
- Facilitating and participating in interagency, intergovernmental and private enterprise programs and projects as needed.
- Establishing a climate of high quality public services that are responsive, respectful, value-based, and innovative.
- Building strong community relationships and developing positive relationships with state and federal officials.

Participates in maintaining high quality standards within organization by:

- Participating in a team effort to increase efficiency and quality of services provided by the department and build a positive public image.
- Communicating and coordinating regularly with appropriate individuals to maximize effectiveness and efficiency of interdepartmental operations and activities.
- Developing and maintaining positive working relationships with supervisor, co-workers, and the general public.
- Performing all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

MARGINAL JOB DUTIES AND RESPONSIBILITIES

Contributes to the success of the organization by:

- Researching and providing information as required
- Participating in and managing other projects and performing other duties as assigned by the Mayor and Council.

REQUIRED QUALIFICATIONS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities

Knowledge of:

- Budgeting and fiscal oversight
- Various revenue sources available to local governments including state and federal sources.
- Applicable federal and state laws and regulations as well as local policies, regulations and codes governing city government.
- Customer service principles and procedures.
- Supervisory, evaluation, and employee training methods and effective leadership techniques.
- Principles and methodology of project management.
- Time and resource management.
- Municipal government operations relating to staffing, budget and program execution.
- Political processes at all levels of government.
- Facilitation and partnership building.
- Operation of a personal computer and job-related software applications;

Ability to:

- Supervise, lead, direct and evaluate the activities of City Departments and Divisions to ensure achievement of City goals and objectives.
- Establish and maintain effective working relationships with elected officials, state agencies, local governments, contractors, co-workers, and the public under sometimes stressful conditions.
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties.
- Communicate effectively both orally and in writing.
- Interpret and apply complex laws, regulations, standards and policies.
- Analyze a variety of financial problems and make recommendations.
- Analyze and appropriately solve problems and resolve conflicts.
- Develop concepts and make recommendations.
- Plan, organize, direct and supervise the work of subordinates.
- Motivate, develop, train, and evaluate subordinates.
- Proficiently use Microsoft Word, Excel, PowerPoint, and other basic office computer software applications.
- Plan, organize and administer local government and local government programs 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.
- Coordinate a variety of intra-governmental administrative matters.
- Prepare and present accurate and reliable reports containing findings and recommendations.
- Learn and quickly apply 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.
- Establish and maintain working relationships with other employees, the public, elected officials, community leaders, and other interested parties.

Education and Experience

- Master’s degree in public administration, political science, business management, or a related field from an accredited higher education institution;
- Five (5) years of progressively responsible experience in municipal management; and
- Minimum of two (2) years in a supervisory position; or
- Any equivalent combination of education, experience and training which provides the knowledge and abilities necessary to perform the work.

Physical Requirements

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 regularly required to sit and use fingers and hands to keyboard or type, handle materials, and operate standard office equipment. The employee is frequently required to reach with hands and/or arms and occasionally required to climb stairs, stand, and walk as well as climb or balance, stoop and kneel, or crouch. The employee may occasionally lift and/or move up to 25 pounds and operate a motor vehicle. Sufficient visual acuity and hearing capacity or other communication capabilities to perform the essential functions, communicate clearly in person and on the telephone, and interact with the public is required.

Work Environment

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.

While performing the duties of this job, the employee works in an office setting where the noise level in the work environment is usually moderate. The employee may occasionally be required to drive to meetings or other locations.

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Signature of Human Resources Director: _____ Date: _____