



CITY ADMINISTRATOR

POSITION DETAILS

Position Title:	City Administrator	
FLSA Classification:	Exempt	
Salary Grade:	20	
Reports To:	The Mayor	
Cell Phone Stipend:	<input checked="" type="checkbox"/> Eligible	<input type="checkbox"/> Ineligible
Supervisory Functions:	<input checked="" type="checkbox"/> Full-Time Employees	<input checked="" type="checkbox"/> Seasonal Employees
	<input checked="" type="checkbox"/> Part-Time Employees	<input checked="" type="checkbox"/> Volunteers
	<input checked="" type="checkbox"/> Temporary Employees	<input type="checkbox"/> No Supervisory Functions

BASIC FUNCTION

Under the direction of the Mayor, the City Administrator is responsible for the administration of the City Government; ensures implementation of established goals and objectives; supervises and evaluates the performance of assigned personnel.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Plan, organize, coordinate, and administer the functions and activities of all City officers and departments in carrying out the requirements of City ordinances and the policies of the City Council.
- Regularly communicate with the Mayor concerning the status of all assignments, duties, projects, and functions of the various City offices, departments, boards, and commissions.
- Implement goals and objectives established by the City Council and ensure compliance with established City policies and procedures.
- Manage the preparation and publication of all Council and Committee agendas and attend all such meetings unless excused.
- Develop and prepare the annual preliminary budget with the finance director; analyze and review budgetary and financial data; control and authorize expenditures following established limitations.
- Serve as the chief public information officer of the City and receive and respond to public inquiries and complaints; explain and interpret City goals, objectives, policies, and



CITY ADMINISTRATOR

procedures as appropriate; review correspondence and respond to or delegate responses to other personnel.

- Supervise and evaluate the performance of assigned staff; recommend or authorize transfers, reassignment, termination, and disciplinary actions; plan, coordinate, and arrange for appropriate training of subordinates.
- Prepare documents including letters, proclamations, contracts, and agreements with the assistance of the City Attorney.
- Attend, conduct, and schedule meetings related to City operations and activities; review goals and delegate responsibilities.
- Communicate with the Mayor, City Council, City departments, community leaders, boards, commissions, and outside agencies to resolve problems, coordinate activities, exchange information, and provide expertise.
- Direct the preparation and maintenance of narrative and statistical reports, records, and files related to City departments, personnel, operations, and activities.
- Participate in special projects with the other City departments.
- Perform related duties as assigned.

REQUIRED EDUCATION AND EXPERIENCE

- Graduation from high school or GED
- Bachelor's degree in public administration, business, economics or related field.
- Prefer master's degree in public administration or related field.
- Five (5) years local government management experience.

REQUIRED LICENSES AND CERTIFICATIONS

Valid Driver's License

COMPETENCIES

Knowledge Of:

- Idaho Code regulating municipalities.
- City Codes, and applicable City, State, and federal regulations, laws, policies and procedures.
- City organization, operations, policies and objectives.
- Public relations concepts and practices.
- Budget preparation and control.
- Modern office practices, procedures, and equipment.
- Oral and written communication skills.



CITY ADMINISTRATOR

- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience, and courtesy.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Microsoft Suite.

Ability to:

- Supervise, coordinate, and assist in the operations and activities of City departments.
- Work well under pressure; meeting multiple and sometimes competing deadlines.
- Maintain composure in a variety of settings while managing customer requests.
- Demonstrate cooperative behavior with colleagues, supervisors, and members of the public.
- Communicate effectively both orally and in writing.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and legal timelines.
- Work independently with little direction.
- Plan and organize work.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Supervise and evaluate the performance of assigned staff.

WORK ENVIRONMENT

- Office setting.

WORKING CONDITIONS

- Hearing and speaking to exchange information and make presentations.
- Seeing to monitor City activities and operations.

TRAVEL

Conferences and professional development opportunities.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



CITY ADMINISTRATOR

AFFIRMATIVE ACTION/EEO STATEMENT

The City has an equal employment opportunity policy. The City will not discriminate against an applicant for employment, which includes discrimination on the basis of race, color, gender, religion, sex (including pregnancy), national origin, physical or mental disability, age, marital or familial status, sexual orientation, and gender expression or identity.