

CITY OF POST FALLS

CLASS SPECIFICATION

CITY ADMINISTRATOR

FLSA Designation: Exempt

Updated: 11/18/2020

General Statement of Duties

Performs professional administrative and managerial duties related to planning, directing, organizing, coordinating and controlling the administrative processes necessary to carry out the efficient and economic operation of the City and the policies and goals of the Mayor and City Council; performs related work as required

Classification Summary

The primary function of an employee in this class is to provide executive leadership, policy guidance to department heads and carry out the vision, mission 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 all city funds (including tax dollars) and monitors the overall fiscal activity of the city; directs operations through department heads; 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; 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. The City Administrator directly supervises all department heads, and administrative support staff. 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

- Assists the Mayor by managing the day-to-day operations and internal affairs of the City;
- Provides highly responsible and complex policy advice to the Mayor and City Council;
- 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;

- Directs economic development initiative to achieve goals and objectives of the Mayor & 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;
- Research, analyze and make recommendations for cost effective improvements in City operations;
- Develops, directs, and evaluates the management team and its individual members in carrying out the direction and goals of the Mayor and City Council;
- Responsible for the full range of supervisory activities;
- 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;
-
- 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;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Responds to and resolves sensitive inquires and complaints from both internal and external sources;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs special projects as assigned by the Mayor and Council;
- Available during after duty hours to respond to emergency situations;
- 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;
- Facilitation and partnership building;
- Operation of a personal computer and job-related software applications;
- English grammar and punctuation.

Ability to:

- Supervise, lead, direct and evaluate the activities of City Departments and Divisions to ensure achievement of City goals and objectives;
- 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 degree in public administration or 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.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and to review, evaluate and prepare a variety of written documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computer equipment and other office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office environment and make presentations to large and small groups.