



Position Title:	City Administrator
Department:	Executive
Supervisor:	Mayor
Supervision Exercised:	Employees of the City
FLSA:	Exempt
Average Hours Per Week:	40
Position Type:	Full-Time, Benefits Eligible
Pay Grade Level:	20
Location:	City Hall, 2135 South Ammon Rd.
Last Updated:	December 13, 2023

General Purpose

In the City of Ammon, the Mayor is the Chief Executive Officer and the City Administrator, under the direction, supervision, and authority of the Mayor, is the Chief Operating Officer for the City. This position directs the administration of city government, providing leadership in the long and short term goals of the city. The City Administrator typically makes recommendations to the Mayor and City Council for action, based on policy analysis and research. The City Administrator is appointed by the City Council and reports directly to the Mayor. The City Administrator is an at-will employee and serves at the pleasure of the Mayor and City Council.

Supervision Received

- Works under the general direction of the Mayor. Reports directly to the Mayor.

Supervision Exercised

- Supervises all department heads and other city employees as necessary.

Essential Duties and Responsibilities (Illustrative Only)

- Under the direction and supervision of the Mayor, the City Administrator manages, coordinates, formulates, and monitors internal operating policies that facilitate achieving efficient and fair delivery of services for the City of Ammon.
- Directs hiring and termination processes and oversees all human resource functions
- Directs various city departments and assists department heads in managing their respective departments to efficiently and equitably deliver services
- Provides primary contact for the news media for the City, the Mayor, and the City Council
- Attends City Council meetings and directs staff preparation and recommendations for the Mayor and City Council
- Provides daily contact, as needed, with citizens, Department Heads, the business community,



neighborhood organizations, state and local entities, vendors, consultants, and any other entity

- Facilitates highly sensitive situations requiring skill in gaining the trust and confidence of others and building relationships
- Skilled in conflict resolution as well as contract interpretation.
- Interacts and strengthens relationships with management professionals of other agencies and jurisdictions
- Stays current on trends and new developments in the field of city management
- Provides primary staff assistance to the Ammon Urban Renewal Agency and reports back to the Mayor and City Council on their activities

Peripheral Duties

- May serve as a member on various committees and boards
- Performs other duties as assigned, consistent with this job description

Knowledge, Skills & Abilities

- The City Administrator must have a working knowledge of the functions and processes of City government, preferably having prior experience as a City Administrator or an Assistant City Administrator.
- Must be able to manage, coordinate and direct activities of the various departments in the City of Ammon.
- Must have a thorough knowledge of municipal, state and federal laws as well as understanding municipal organization structures and issues.
- Must have the ability to establish and maintain effective working relationships with coworkers, other agencies and the public.
- Must have the mental and physical ability to endure a demanding, high stress position.

Minimum Acceptable Experience and Training

- A master's degree, or other post-graduate degree, from an accredited university in public administration, business management or a related field.
- 8-10 years city or county governmental managerial experience is preferred including responsibilities for operations, budgeting and managing personnel. This person must have a working knowledge of government finance and must also possess high level communication skills.
- Must possess or be able to maintain an Idaho State driver's license.



Tools, Equipment, and Information Technology (IT) Required for the Position

- Desktop or Laptop computer with docking station, if preferred
- Cell Phone
- Adobe software as needed
- Caselle license and access
- Any other software or hardware as may be required from time to time.

Work Environment

Position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, generally involving minor muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing are necessary to perform essential functions. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and some creative problem solving.

Travel Requirements

- The employee must possess and maintain a valid Idaho driver’s license and proof of valid insurance.
- Some local travel required.

Disclaimer

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Acknowledgement

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge this Job Description will be placed in my Personnel File.

Employee: _____ Date: _____

Supervisor: _____ Date: _____



The City of Ammon is an Equal Opportunity Employer.