



## **POSITION DESCRIPTION**

CITY ADMINISTRATOR

Classification: Contract

### **SUMMARY:**

An at-will management/professional position, performs role of Chief Administrative Officer under the direction and authority of the Mayor. This is a highly responsible administrative and management position. Responsible for the overall supervision, direction, evaluation, training and recruitment of City personnel. This position has the overall responsibility for the professional administration of City government through effective management of available human, financial and material resources. Work requires the exercise of mature judgment and the application of management techniques and practices in a wide variety of administrative, fiscal and related areas. The incumbent works under the stresses of a highly sensitive and responsible position and environment.

### **ESSENTIAL FUNCTIONS:**

- Accountable for the performance of all City employees and directly supervises the activities of department directors, City Clerk and Human Resources Manager.
- Responsible for the performance appraisals on department directors, City Clerk and Human Resources Manager.
- Conducts regular executive staff meetings, and develops a successful management team.
- Responsible for the coordination of work among all departments and consultants.
- Establishes and maintains an effective organizational structure in order to accomplish City government objectives.
- Reports to the Mayor on a regular basis and periodically or as requested, to the City Council regarding the status of projects and functions of City activities.
- Advises and assists the Mayor and City Council in the formulation and establishment of administrative policies for operation of city government departments and offices, as well as developing policy related to the general future direction of city government. Directs the preparation of Council meeting agendas and attends meetings of the City Council.
- Assures the development of short and long term plans to meet the goals and objectives of the City; directs the development of City operation and presents policy recommendations to the City Council and Mayor regarding all aspects of City programs and services; implements the policies established by the Council; which includes following the City of Snoqualmie comprehensive plan.
- Assures efficient and responsible City operations by providing managerial leadership and direction; designs and maintains organizational structure, establishes major operational objectives, monitors progress and takes necessary corrective action; assigns project and program responsibilities to department

managers and works with them in developing administrative and departmental goals. Also ensures compliance with federal legislation and state statutes.

- Oversees and is accountable for the preparation and submittal of the annual City budget to the Mayor for submission to the City Council. Establishes administrative objectives for the budget and identifies budgetary constraints; evaluates budget proposals submitted by department managers, develops final budget recommendations for consideration by the Mayor and City Council.
- Monitors the City's financial condition by regularly evaluating revenue/expenditure trends, recommending to the City Council changes in service levels or in user fees, utility rates and taxes as necessary to maintain a sound financial condition.
- Responsible for effective and efficient staff support services including personnel management, risk management, monitoring purchases and expenditures of all departments. Oversees, motivates and evaluates department managers and key staff to help: (1) achieve their individual goals; (2) collectively achieve their department's mission; and (3) foster leadership development throughout the organization.
- Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity and teamwork. Oversees labor relations function of the City and recommends bargaining guidelines and settlements to the City Council and administers union agreements of bargaining units.
- Maintains working relationships with outside agencies, including federal, state, county, other cities, AWC, WCIA, Suburban Cities Association, Snoqualmie Valley Government Association, State Auditor, Chamber of Commerce, Historic Railway Association, community groups, and others. Frequently represents the City before civic groups, the press, other governmental bodies or the general public.

These duties are not inclusive of all duties, and as such, this position may perform other duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **Education and Experience:**

Bachelor's Degree from an accredited college or university with major course work in Public Administration or closely related field. Master's Degree in public administration or related field is desirable. Ten years of progressively responsible municipal management experience.

*Any combination of related education and experience may be considered that demonstrates the knowledge, skill, and ability to perform the essential duties and responsibilities of this position.*

### **Licensing and Certification:**

Valid Washington State Driver's License with driving record free of serious or frequent violations.

### **Knowledge and Abilities:**

Knowledge of:

- The theory, principles and practices of municipal administration, finance, operations, human resources, and municipal government procedures.
- A high level for strategic planning, financial and budgetary processes, capital

- improvement program management, intergovernmental relations.
- Labor relations, negotiations, and implementation of union agreements.
- Land use and transportation issues.
- Principles, practices, and techniques to lead, coach, and mentor.
- Methods and practices of delivering results, building accountability for staff, and creating a positive working environment, characterized by teamwork and innovation.
- Grant programs.
- Modern office practices, methods and computer equipment and applications related to the work and sufficient to assign work & generate management level reports, narratives & proposals.

Ability to:

- Provide effective leadership, organize, plan, schedule, and review performance of subordinates.
- Develop, organize and direct comprehensive citywide goals, objectives and administrative operations.
- Read, understand and follow the guidance of the City's comprehensive plan.
- Establish and maintain effective working relationships with elected officials, City employees, government agencies, the press, and the community at large.
- Make analytical and reasoned judgments on issues of public sensibility.
- Requires excellent oral and written communication skills, public speaking techniques, and ability to prepare and direct preparation of comprehensive reports, budgets, recommendations, departmental material, and correspondence.

**Physical Demands and Work Environment:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office or conference room setting. Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools or controls and reach with hands and arms. Vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee may be required to push, pull, lift and/or carry up to 30 pounds. The noise level in the work environment is usually moderately quiet while in the office or moderately loud in the field. Work may periodically require the employee to climb, balance, bend, stoop, kneel, or crouch. However, some local traveling is involved in public relations activities, attending meetings and visiting city departments and facilities. The employee may be required to work in outside weather conditions, in wet and/or humid conditions or in high, precarious places.