

<b>Class Title:</b> City Administrator	<b>Class Code:</b> 101
<b>Department:</b> Executive (EXD)	<b>Reports To:</b> Mayor
<b>Salary Grade:</b> NR44	<b>FLSA Status:</b> Exempt
<b>Represented:</b> No	<b>FTE Status:</b> FT Salaried
<b>Competency Level:</b> Executive	<b>Telework/Flex Schedule:</b> Allowed

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**General Statement of Duties:** Serves as the chief operating officer for the city and performs work encompassing the operation and general supervision of all City departments and administrative affairs of the city subject to the authority vested by the mayor; implements policies established by the City Council and Mayor and recommends policies and programs for Council consideration; responsible for the effective utilization of the human, financial and material resources of the city.

**Essential Job Duties:**

1. Plans, directs, coordinates and administers the activities of all city departments in the implementation of the requirements of decisions, regulation, and policies of the City Council.
2. Coordinates the preparation of the strategic planning, operating budget; reviews and analyzes budget and is responsible for its administration after adoption; monitors purchases and expenditures of all departments.
3. Provides written or oral information and recommends action to the Mayor and Council on such measures as deemed necessary or as requested.
4. Reviews and approves operating procedures and performance standards for city departments.
5. Recommends organization, staffing, and supervision of city operations.
6. Responsible for overall supervision, direction, evaluation, training and recruitment of City personnel.
7. Attends full meetings and work-sessions of the City Council; represents the City in interjurisdictional matters and meetings and responds to the media and other organizations as necessary.
8. As management representative, may participate in union negotiations and provides recommendations regarding negotiation strategy.
9. Assists the mayor generally in conducting the City's business in all matters and performs other duties and assumes other responsibilities as the Council or Mayor directs, or as ordinances and resolutions of the City Council require.

Performs other duties as required.

## **Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirement listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Extensive knowledge of modern principles and practices of municipal government, including program planning, direction, coordination and evaluation.
2. Extensive knowledge of municipal finance, including capital improvement programs and municipal budget law.
3. Knowledge of modern human resource management principles and practices including teambuilding; strategic thinking, global perspective and fostering diversity, equity and inclusion.
4. Knowledge of strategic information technology issues.
5. Knowledge of administrative techniques required to effectively coordinate activities of all city departments.
6. Knowledge of municipal codes and policies with superior knowledge of local government acumen and technical skills.
7. General knowledge of key issues affecting city governments including modern public safety, economic development and environmental sustainability.
8. Ability to present ideas and data clearly and concisely both orally, and in writing, to groups and individuals.
9. Ability to articulate the City vision, mission and strategic goals as formulated by the Mayor and City Council to employees, community members, partner agencies and other stakeholders.
10. Ability to work seamlessly in a digital environment and have modern technical skills to utilize key management technology systems and personal devices.
11. Exercise keen judgement, imagination and foresight in making management decisions and developing long-range plans.
12. Plan for the financial strength of the City through the development and coordination of programs for generating revenues, controlling expenses and efficient utilization of resources.
13. Analyze a wide variety of information, and to prepare clear and concise reports.
14. Establish and maintain effective working relationships with elected officials, other local jurisdictions and partners, union representatives, local organizations, and the public.
15. Analyze organizational and administrative problems.
16. Adopt or recommend an effective course of action and provide leadership to others in such action.
17. Delegate responsibility in balance with available resources.

**Minimum Qualifications:** Bachelor's degree in public administration, business administration, or closely related field and 5 years of progressively responsible and well-rounded experience at the management level of a public sector agency with broad working knowledge of local government, and municipal services.

**Preferred Qualifications:** Master's degree in public or business administration. Ten (10) years of demonstrated successful management experience as a city department director, assistant city administrator/manager or city administrator/manager. Designation as an ICMA Certified Manager.

**Training/Licenses/Certifications:** Possession of a valid Washington State Driver's License and an insurable driving record may be required.

**Other Requirements:** Must be able to pass background and credit check, and driver's abstract check.

#### **Supplemental Information:**

**Contacts:** Contact includes citizens, personnel of all departments and divisions, the business community, neighborhood organizations, the media, chief administrative officers and elected officials of other communities, and City Council members. The City Administrator is occasionally involved in highly sensitive and/or emotional interactions requiring skill in gaining the trust and confidence of others. Professional development and contact with management professionals of other agencies and jurisdictions is encouraged to keep current on trends and new developments in the field of municipal management. Contacts with an increasingly diverse City population including a growing Hispanic/Latino population and important Native American tribal stakeholders.

**Supervision:** This position reports to the Mayor. Work is subject to general direction by the Mayor and Council and is reviewed through discussions and analysis of recommendations and results achieved, and adherence to federal, state and local laws, and policies. Supervision, direction and personnel management of city department heads is required.

**Accountability:** Major decisions affecting the effective operation of City functions are the responsibility of the City Administrator and errors could cause serious setbacks to the City's ability to carry out its mission. The City Administrator is directly responsible to the City Council for the effective operation of all City functions.

**Working Conditions:** Positions in this class perform work predominately under normal office working conditions; considerable time working at a computer station is

a regular part of the job. Travel to other local municipal and agency partners regularly required. Managing a flexible work schedule with evening meetings is required. Reliable, punctual attendance is required.

**Physical Requirements:** Work is often performed in an office setting either at City Hall or from a home office. Specific physical requirements and typical working conditions for this position are on file in the Administrative Services Department.

The City of Tumwater is an Equal Opportunity Employer (EOE) and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

The City of Tumwater is committed to wellness, safety, the environment and equity.