



JOB DESCRIPTION

TITLE: CITY ADMINISTRATOR

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISORY

EFFECTIVE DATE: JANUARY 2015
DEPARTMENT: ADMINISTRATION

JOB SUMMARY

The City Administrator is the highest administrative management level position in the City. Under the direction of the Mayor and City Council, the City Administrator oversees all administrative tasks necessary for city operations, supervises all city departments, maintains the city budget, and represents the municipality in a variety of settings. The Administrator is responsible for accomplishing the City's goals and objectives and for ensuring that the citizens are provided with services in an effective and cost-efficient manner. The Administrator implements and oversees policies enacted by the City Council.

ESSENTIAL FUNCTIONS

- Creates staff effectiveness by providing direction, support, and feedback to enable employees to reach their full potential. Facilitate teamwork between departments, and create a work environment that encourages responsibility and decision making at all organizational levels.
- Policy Facilitation - works with elected officials and other community leaders to identify, work toward, and achieve common goals and objectives.
- Helps the Mayor and City Council develop a policy agenda that can be implemented effectively and serves the best interests of the City and its citizens. Acts as a neutral party in the resolution of policy disputes.
- Manages service delivery. Ensures that City services are provided effectively, efficiently, and responsively.
- Prepares accurate accounting statements, variance reports, and ensures adequate internal accounting controls.
- Provides strategic leadership to the City.
- Facilitates the democratic process by respecting elected officials, community interest groups, and the decision-making process. Educates citizens about city government.

- Prepares and administers the annual budget. Provides financial analysis for the city and ensures that proper money management techniques are used.
- Manages the human resources of the organization, including ensuring that policies for employee hiring, promotion, performance evaluation, and discipline are equitable, legal, and current. Ensures that human resources are adequate to accomplish city objectives.
- Ensures that city construction projects and events are managed well and that all grant and loan funds are properly used and accounted for.
- Ensures that city assets and facilities are managed, accounted for, and preventative maintenance programs are in place to ensure longevity.
- Uses strategic planning techniques to position the city for events and circumstances that are anticipated in the future.
- Facilitates the flow of ideas, information and understanding between and among individuals; advocating effectively in the city's interest.
- Serves as the Public Information Officer for the City, communicating information to the media and community in a way that increases public understanding of city issues and activities and builds positive relationships.
- Represents the City on the UAMPS Board of Directors and on any other boards and committees as assigned by the Mayor and City Council.
- Serves as the City Recorder and manages and archives all documents, minutes and election information.

KNOWLEDGE, SKILLS AND ABILITIES

- Communication skills including good interpersonal relations, motivation techniques, negotiation skills, public speaking, problem-solving, and writing skills.
- Accounting knowledge including budgeting, payroll, government revenue, and procedural checks and balances.
- Computer skills including word processing, spreadsheet, and computer presentation techniques.
- High level of organization including project management, event management, and the ability to multi-task.
- Knowledge and ability to read and write contracts, resolutions, and ordinances.
- Ability to analyze complex data and draw conclusions.
- Ability to represent the City in all situations in a professional and competent manner.

TOOLS AND EQUIPMENT USED

- Operate a motor vehicle for travel.
- Personal computer, including word processing, spreadsheets, electronic mail, phone, radio, copy machine and etc.

PHYSICAL DEMANDS

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

- Prepare, compose, assemble and type correspondence, reports, and other documents using computers and other office equipment.
- Occasional walking and lifting (50 lbs. or less)
- Ability to work in a high-stress environment
- Make oral and written presentations to various groups.
- Operate a motor vehicle for travel.
- Operate a computer and its various programs.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The working conditions are representative of those that would typically be encountered in an office environment.
- Occasionally, while performing the duties of this position, you will be required to spend short amounts of time outside in potentially inclement weather conditions or at a construction or job site.

EDUCATION AND EXPERIENCE

- Bachelor's Degree required in business, public administration, management, political science, finance, or a closely related field.
- Masters Degree in Public Administration or MBA/MA in management/political science/finance or closely related field preferred.
- 5 years full-time work as a municipal administrator or assistant; or any combination of education, training, and experience that demonstrates the ability to perform the essential functions of the position.
- Working knowledge of computers and electronic data processing as well as working knowledge of office practices and procedures; including but not limited to, word processing and spreadsheet software, specifically Windows, Microsoft Word and Excel.