

City Administrator

Dept/Div: Administration

FLSA Status: Exempt

General Definition of Work

Performs complex executive work planning and directing the administration of city functions as delegated by the City Council to ensure efficient and effective implementation of municipal services, administering the policies of the City Council, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Council. Organizational supervision is exercised over all personnel within the organization.

Qualification Requirements

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

Essential Functions

Serves as Chief Administrative Officer of the City; responsible to the City Council for the proper administration of all the policies of the City.

Supervises the administration of all departments, offices, and divisions of the City, except as otherwise provided by law; carries out any other responsibilities placed under the jurisdiction of the City Administrator by ordinance or by appropriate City Council action.

Serves as personnel officer; responsible for implementation of City personnel policies with the authority to effectively recommend employment, discipline, or removal of city employees for City Council action; represents the City Council in collective bargaining matters and negotiates with representatives of employee organizations.

Develops and issues all administrative rules, regulations, and procedures necessary to ensure the proper functioning of all City departments, offices, and divisions, as permitted by law and City Council approval.

Prepares and submits an annual budget to the City Council; keeps the City Council advised of the financial condition of the City; makes recommendations as may, from time to time, be determined desirable and necessary.

Attends and participates in discussions at all meetings of the City Council and of other official City boards and commissions; coordinates meetings and represents the City Council as directed with municipal associations.

Stays abreast of developments in the fields of public administration and economic development; recommends new innovations to the City Council; cooperates with governmental units and municipalities on matters of mutual interest.

Maintains familiarity with alternative and supplemental sources of revenue, including federal and state aids, loans, grants, and other sources of revenue; submits recommendations to the City Council for actions necessary to take advantage of such sources.

Responsible for recommending annual operating and capital budgets.

Knowledge, Skills and Abilities

Thorough knowledge of City policies and procedures

Comprehensive knowledge of the principles and practices of public administration

Thorough knowledge of municipal finance practices

Comprehensive knowledge of the laws, ordinances and regulations underlying a municipal corporation

Thorough knowledge of the rules and regulations of economic development; general knowledge of standard office and specialized software and equipment

Ability to write clear and concise reports, memoranda, directives and letters; thorough knowledge of collective bargaining and public sector employment law

Ability to analyze complex problems and develop comprehensive plans from general instructions

Ability to meet the public and to discuss problems and complaints

Ability to plan and direct the work of operating departments

Ability to establish and maintain effective working relationships with department heads, City Council and the public

Education and Experience

Bachelor's degree in public administration, or related field and extensive experience in public sector management, or equivalent combination of education and experience.

Master's degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force

Work regularly requires repetitive motions, frequently requires speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting.

Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

Work requires preparing and analyzing written or computer data and observing general surroundings and activities.

Work has no exposure to environmental conditions.

Work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Valid driver's license.