

CITY ADMINISTRATOR

NATURE OF WORK

Under the supervision of the Mayor and direction of the Mayor and City Council, is appointed for an indefinite period, solely on the basis of administrative qualifications and need not be a resident of the city or state when appointed. The City Administrator is responsible for the daily operation and proper administration of all of the affairs of the city and shall have general supervisory authority over all city departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Make and keep up-to-date and inventory of all property, real and personal, owned by the municipality;
- Act as purchasing agent for the purchase of all supplies, goods, wares and merchandise, equipment and material which may be requested for the various departments, divisions or services of the municipality;
- Keep the Mayor and Council fully advised as to the financial condition and needs of the municipality and shall be responsible for and prepare the annual estimate of expenditures for presentation to the Mayor and Council prior to the passage of the annual appropriation ordinance;
- Serve as public relations officer of the municipal government, and in such capacity to endeavor to investigate and adjust all complaints filed against any employee, department, division or service thereof and cooperate with all community organizations whose aim and purpose is to advance the best interests of the municipality and its people and to attend meetings of such organizations if in the judgment of the Administrator such attendance is necessary and desirable;
- Attend all meetings of the Council with the duty of reporting any matter concerning municipal affairs under his or her supervision or direction and to attend such other meetings of the municipal departments and officials as his or her duty may require;
- Analyze the functions, duties and activities of the various departments, divisions and services of the municipal government and of all employees thereof, and to make his or her recommendations regarding the same to the Mayor and Council;
- Carry out the Mayor and/or Council's recommendations in coordinating the administrative functions and operations of the various departments;
- Procure facts and submit long range improvements to the Mayor and Council;
- Recommend to the Mayor and Council the appointment and dismissal of all department heads over which he or she exercised jurisdiction. Appointment or dismissal of department heads will be made upon the recommendation of the Mayor and confirmation by the Council. The City Administrator may appoint and dismiss all subordinate employees of the municipality, as well as provide for the transfer of such employees from one department to another, except those employees covered under the Civil Service Act of the state;
- Perform the duties of the Utilities Superintendent and/or Zoning Inspector in the absence of a specific appointment to those offices by the Mayor and Council;
- Administer and be responsible for all departments and divisions of the municipal government, which are under the Mayor's and Council's direction, including all public utilities presently owned or hereafter acquired by the municipality, including Fire and Police Departments, except insofar as such jurisdiction and administration conflicts with the Civil Service Law pertaining to such Fire and Police Departments. The office of the Municipal Attorney shall not come under the administration and responsibility of the City Administrator; provided however, said Administrator is to be available to assist those offices in any administrative matter that may arise and those officers in turn shall be available to assist the City Administrator in the discharge of his or her duties;

- Recommend to the Mayor and Council for adoption such measures and ordinances as are deemed necessary or expedient;
- Prepare and recommend to the Mayor and Council a classification and compensation plan;
- Make investigations into the affairs of the municipality and any department or division thereof, and any contract or the proper performance of any obligation pertaining to the municipality;
- Exercise general supervision over all public buildings, streets and other public property which are under the control and jurisdiction of the Mayor and Council;
- Prepare and submit to the Mayor and Council as of the end of the fiscal year, a complete report of the finances and administrative activities of the municipality for the preceding year;
- Keep the insurable property of the municipality appropriately insured;
- Serve in any appointed office or as head of any department within the municipal government if the need arises and when appointed thereto by the Mayor and Council and to hold and perform the duties thereof at the pleasure of the Mayor;
- Shall have the duty to keep open his or her office for public affairs during days and hours set by the Mayor and Council;
- Perform such other duties and exercise such other powers as may be delegated to him or her from time to time by ordinances or resolutions of the Council, job description, and where action of the Council is not required, such duties and powers as may be prescribed by the Mayor;
- Analyze the needs of the community for all types of community and economic development projects and to be responsible for preparing grant applications and administering grants when appropriate.
- Shall have the right to expend an amount not to exceed the limits set forth in the applicable state law, pertaining to cities of the Second Class, entering into contracts for the municipal work and improvements or purchase of equipment or any lesser amounts set by the City Council without advertising for bids and within any dollar amount on behalf of the municipality for general purchases, maintenance and improvements, the expenditure limitation herein to apply to all departments of the municipality.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and ability to apply city, state and federal laws, policies and regulations;
- Knowledge of and ability to apply the principles, practices, and policies of municipal government;
- Knowledge of public personnel administration;
- Knowledge of and ability to apply basic principles utilized in private or public sector accounting, business or finance administration;
- Knowledge of and ability to perform input and retrieval functions utilizing a variety of computer programs dealing with word processing, spreadsheets, and databases;
- Knowledge of City responsibilities and ability to use independent judgment in the performance of duties;
- Knowledge of community resources and agencies available to the general public;
- Ability to accurately prepare and maintain various records, reports, and other City documents;
- Ability to accurately prepare and analyze financial information;
- Ability to plan, assign, direct, and supervise the work of subordinates;
- Ability to meet with the general public in a courteous and tactful manner;
- Ability to operate standard office equipment;
- Ability to understand and follow both oral and written instructions and communicate effectively, verbally and in writing, in English;
- Ability to establish and maintain effective working relationships with the Mayor, City Council, other governmental agencies, Boards, Municipal Officials, employees, and the general public;
- Ability to provide effective leadership;

- Ability to travel and attend various meetings both in and away from the City;
- Exceptional oral and written communication skills and ability to effectively communicate on a daily basis with elected and appointed officials, City employees and the public
- High degree of organizational skills;
- Ability to lift and carry file boxes (up to 25 pounds) from shelves above head level and from floor level shelves and to perform filing duties in file cabinets from ground to head level;
- Possess personality traits that include: being organized, a self-starter, goal driven, an active listener, problem solver and detailed;
- Ability to set priorities and meet deadlines;

TRAINING AND EXPERIENCE

- Minimum training and experience include graduation from an accredited college or university with a Bachelor's Degree in public administration, business administration or a related field, or an equivalent combination of education, training, and experience;
- Desired experience includes five years of administrative, management and supervisory experience in municipal or county government, or an equivalent combination of education, training and experience; ten years preferred;
- Must possess and maintain a valid driver's license;
- Must be bondable.

All training and experience requirements may be waived by the Mayor with approval of the City Council.