

## **CITY ADMINISTRATOR**

### **NATURE OF WORK**

This is highly responsible administrative and supervisory work in the management of city governmental activities.

Work involves planning, organizing, directing, and coordinating city finance, public works, fire, library, and a variety of other services as provided for in the City and authorized by the City Council. Work includes responsibility for interpreting and executing ordinances and other directives of the City Council and for representing the City in local, county, and state activities of interest to the community. Work is performed with considerable latitude for independent action and decision making under the broad policy guidance of the City Council and is reviewed through meetings, reports, and observation of results obtained.

### **ESSENTIAL JOB FUNCTIONS**

Within broad policy guidelines established by the City Council, coordinates and administers a wide variety of requests and problems of municipal concern; researches and assists in developing and recommending solutions; interprets ordinances and directives to other departments, other agencies, and the general public.

Develops and implements administrative policies and guidelines in cooperation with the City Council; advises department heads and other employees as to administrative procedures and policies; evaluates performance and results in accordance with overall city objectives and makes appropriate recommendations.

Represents the City Council and Mayor in regard to local, county, and state activity of concern to the community.

Supervises and participates in collective bargaining matters; provides direction to staff negotiating with representatives of employee organizations.

Supervises and participates in the development of the annual budget; prepares supporting information and presents at council meetings.

Supervises and participates in administering appropriations; approves and investigates major purchases.

Advises the City Council as to the financial status and needs of city government; supervises and participates in projecting needs for funding and investment; meets with auditors and investment advisors.

Prepares agenda for council meetings; supervises and participates in the development of supporting information; presents City Council agenda and attends other meetings as required.

Oversees the administration of personnel matters; approves all new hires and promotions, excluding police department personnel.

Serves as the City's public information representative; confers with media; speaks to schools, civic groups, and other organizations.

Performs other work as required.

### REQUIRED QUALIFICATIONS

A combination of training and experience substantially equivalent to a master's degree in public administration or related field. Progressively responsible administrative experience.

### DESIRED QUALIFICATIONS

Progressively responsible experience in local government.

### KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles, practices, and techniques of public administration.

Considerable knowledge of standard principles and practices in the field of personnel administration, budgeting, and purchasing.

Considerable knowledge of the organization and functions of city government and ordinances, regulations, and policies controlling its operation.

Ability to assemble, organize, and present an oral or written form statistical, financial, and factual information derived from a variety of original and secondary sources.

Ability to exercise resourcefulness in solving new problems in accordance with established ordinances, regulations, and policies.

Ability to establish and maintain effective working relationships with employees, officials, and the general public