



City Administrator

DEPARTMENT: Administration
DIVISION: N/A
SUPERVISOR: City Council
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of routine, complex and high level administrative, technical, and professional work in directing and supervising the administration of city government. Plans, directs, manages, and oversees the activities and operations of the City; advises and assists the City Council; and represents the City's interests with other governmental agencies, businesses, and the community at large.

SUPERVISION RECEIVED

Works under the supervision and direction of the City Council.

SUPERVISION EXERCISED

Exercises supervision over the City Departments and other staff as assigned. Must work effectively with a team-oriented, collaborative management style.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Manages and supervises City Departments and other assigned staff to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Serves as the Executive Director to the City's Urban Renewal Agency.
- Coordinates the activities of all departments as it relates to the general administration of the City.
- Acts as the City's special projects coordinator on projects as assigned by the Council.
- Oversees the City's Human Resources Coordinator assisting departments administer their human resources needs.
- Acts as the primary grant administrator for the City. Provides grant assistance as necessary to all departments. Seeks out financial resources available to the City and oversees any applications made for grants by Department Heads.
- Directs the development, presentation, and administration of the City budget; prepares and oversees the financial forecast of funding needed for staffing, equipment, materials, and supplies; monitors revenues and expenditures; implements midyear adjustments.
- Administers specific program activities by planning, organizing, and supervising activities; establishes and implements, with approval, operating policies and procedures.

- Reviews local, state, and federal legislation to determine impact on administrative plans, policies, and strategies; prepares and coordinates responses and recommendations as appropriate.
- Develop the annual Budget for the City in coordination with the Finance Director.
- Provides leadership and direction in the development, implementation and monitoring of short- and long-range plans, goals, objectives, policies, and priorities; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Conducts and/or coordinates, through Department Heads City-wide strategic planning, implementation, and attainment.
- Provides professional advice and assistance to the City Council and Department Heads on a wide variety of issues including outlining speeches, writing, or editing agenda items and memorandums; makes presentations to councils, boards, commissions, civic groups, and the general public.
- Fosters administrative and technical relationships with various state agencies including but not limited to ODOT, OSMB, OPRD, DLCD, DEQ, etc.; Fosters relationships with elected federal representatives; Fosters relationships with various federal, state, regional, and local agencies.
- Communicates official plans, policies, and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances.
- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Provides public records and information to citizens, civic groups, the media, and other agencies as requested.
- Sees that all laws and ordinances are faithfully performed.
- Maintains positive public relations with customers and is responsive to customer needs.
- Conducts a variety of special projects as directed by the City Council.
- Facilitates staff development on such issues as diversity and creating a respectful working environment.
- Attends regular and special City Council meetings, unless excused by the Council.

PERIPHERAL DUTIES

- Recommends for adoption by the council such measures deemed necessary or expedient.

- Prepares and submits to the council such reports as may be required by that body or as manager may deem it advisable to submit.
- Responsible for all employment advertising to see it meets all EEO requirements. Maintains all personnel records.
- Serves as the City's American Disabilities Act (ADA) compliance officer.

MINIMUM QUALIFICATIONS

- EDUCATION AND EXPERIENCE** Graduation from an accredited four-year college or university with a degree in public administration, political science, business management of a closely related field (advance degree preferred), and
 - Five (5) years of responsible experience in municipal government.
- KNOWLEDGE, SKILLS, AND ABILITIES** Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development.
 - Skill in planning, directing, and administering municipal programs; skill in operating the listed tools and equipment.
 - Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public.

SPECIAL REQUIREMENTS

- Must be bondable.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing and spreadsheet programs, calculator, telephone, copy machine, and fax machine.

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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 noise level in the work environment is usually moderately quiet.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the City Administrator job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

City Administrator

Date

Print Name: _____

Mayor

Date