

Job Title:	City Administrator
Reports to:	Mayor & City Council
Status:	Full-time, Exempt
Self – Termination Notice:	Thirty Days
Pay Range:	\$60,000 to \$85,000 (doq)

General Purpose:

This position works to meet the goals and objectives established by the City Council through administering, managing, and directing all departments and activities of City government. The administrator is responsible for planning, organizing, directing, and coordinating all municipal activities; serves as the chief administrative officer of the City; serves as the primary Economic Development Director; and is responsible for all affairs of the City to ensure a coordinated and efficient effort.

Qualifications:

- Possess a bachelor’s degree in public administration, business administration, accounting, financing, or an equivalent of experience. Must have excellent interpersonal communication skills and a strong working knowledge of government finance and budgeting, economic development, planning and zoning, and human resources.
- Ability to read, analyze, and interpret budgets, plans and specifications, contracts, ordinances, technical journals, financial reports, and legal documents.
- Ability to prepare contracts, ordinances, resolutions, policies, reports, and correspondence and make recommendations to Council and other Boards and Commissions.
- Ability to communicate effectively orally and in writing with elected and appointed officials, staff, partner agencies, volunteer departments, and the general public.

Duties and Responsibilities:

1. Implements goals and objectives established by the Mayor and City Council
 - Acts as advisor to the Mayor and City Council for the development of long and short-range plans, needs, goals, and objectives; preparation of briefings; and execution of all laws and City Council ordinances.
 - Leads the creation, implementation, and evaluation of strategic planning efforts.
 - Attends and participates in City Council meetings and work sessions, and researches issues for the Mayor and City Council.
2. Oversees all aspects of City operations
 - Directs, oversees, and supervises the daily operations and programs of City departments and agencies to ensure compliance with applicable laws, regulations, rules, polices, and ordinances.
 - Prepares and implements annual budget and capital improvement plan in conjunction with the Finance Officer.
 - Identifies and develops solutions to complex problems in consultation with employees and City Council.

3. Supervises and manages work of City staff
 - Meets with City departments to resolve interdepartmental issues, coordinate services and programs to evaluate the effectiveness of current, proposed, or ongoing programs and services.
 - Directs all personnel matters as provided by the City Personnel Policies, ordinances, rules and regulations.
 - Provides guidance to department heads and employees on the handling of complex, sensitive, or political issues or complaints
4. Leads management of large and small projects
 - Oversees administrative portion of improvement projects including review of plans and specifications, bid notice advertisements, contracts, pay requests, and change orders.
 - Executes contracts and grants for the City and prepares related reports.
5. Serves as liaison between the City and the public
 - Meets with citizens and community groups to receive input regarding community issues, short- and long-range plans for City services, and to resolve citizen concerns.
 - Represents the City's interests to key stakeholder groups and partner entities at the local, state, and federal levels.
6. Leads economic development efforts in the community
 - Function in an executive capacity for the Volga Non-profit Development Corporation.
 - Serve as a single point of contact for businesses, developers, and others regarding utilities, business incentives, available properties, and more.
 - Identify unmet needs in the local economy and recruit business to fill the need.
 - Serves as the Administrative Official overseeing planning and zoning activities.
7. Performs other related duties as assigned.

Special Requirements:

- Knowledge of Federal, State, County, and City laws, rules, regulations, and ordinances related to the management and administration of a municipal government.
- Good customer service and public relations practices and procedures.
- Knowledge of human resource management, financial management, government financing, budget development, cost control principles, and practices.
- Long- and short-range strategic planning techniques for the economic, social, environmental, and physical needs of a municipality.
- Plan and analyze city operations to determine the most effective means of delivering services and programs to the community.
- Valid driver's license; safe driving record.

Physical Demands:

- Normal office environment; occasional lifting up to 20 pounds.
- Requires some travel to business meetings or conferences.
- Must be able to operate normal office equipment, review work products, file and retrieve files.

Certification:

The duties listed 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 requirement of the job change.

I hereby certify that I have read this job description and I accept the duties and obligations associated with the position.

Employee Signature: _____

Date: _____