

**CITY OF BARNESVILLE
JOB DESCRIPTION**

Title: City Administrator
Department: Administration
Reports to: City Council

PRIMARY OBJECTIVE OF POSITION

Performs high-level administrative, technical, and professional work in directing and supervising the administration of the City. Ensure all City services are provided to citizens in a timely and cost-effective manner.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Manages and supervises all departments, agencies, and offices of the City 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.

Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to the City Council and department heads; makes presentations to Council, boards, civic groups, and the general public.

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; prepares annual budget requests; 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.

Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; addresses errors and complaints.

Prepares a variety of studies, reports, and related information for decision-making purposes.

Represents the City at conferences, seminars, and meetings.

Serves as the Planning and Zoning Administrator.

Performs the duties of the Human Resources Director.

Serve as chief arbitrator with City staff and unions as well as with customers.

OTHER RESPONSIBILITIES

Performs other duties and assumes additional responsibilities as directed by the City Council to ensure efficient running of all City Departments.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

A bachelor's degree in Public Administration, Political Science, Business Administration, Finance, or related field; five years or more of related experience and/or training; or equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

- (A) Considerable knowledge of modern policies and practices of public administration; working knowledge of finance, human resources, public works, public safety, and related city functions.
- (B) Skill in preparing and administering municipal budgets; skill in planning, directing, and administering municipal programs. Ability to prepare and analyze 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; ability to guide, direct, and motivate employees; ability to organize and supervise the activities of employees; ability to develop financial projections; ability to efficiently and effectively administer; municipal government.

SPECIAL REQUIREMENTS

- (A) Must possess a valid driver's license.

Language Skills

Ability to read, analyze, and interpret plans and specifications, contracts, ordinances, technical journals, financial reports, and legal documents. The ability to prepare contracts, ordinances, resolutions, policies, reports, and correspondence. The ability to present reports and make recommendations to Council and other Boards and Commissions. The ability to communicate effectively both orally and in writing with elected and appointed officials, staff, other public officials, volunteer departments, and the public.

Mathematical Skills

The ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to compute rates, ratios, and percentages. The ability to understand governmental accounting standards and accounting standards for enterprise funds, state aid formulas, property valuations, tax increment financing, and bid documents. The ability to oversee budget preparation and administer the budget.

Other Knowledge, Skills and Abilities

- Considerable knowledge of laws, regulations, ordinances, etc., applicable to City government.
- Considerable knowledge of government processes, services, and planning.
- Considerable knowledge of management principles and practices as they apply to public sector management including personnel management and organization development.
- Knowledge of government accounting and fund accounting principles, practices, and procedures.
- Ability to supervise staff and delegate work.
- Considerable skill in supervising and overseeing the actions of city employees.
- Considerable ability to plan and analyze City operations; develop alternatives and determine the cost, advantages, and disadvantages of various alternatives.
- Considerable ability to research and prepare accurate and thorough reports.
- Ability to maintain confidentiality, to mediate disputes, and to negotiate contracts.
- Knowledge of government accounting and fund accounting principles, practices, and procedures.
- Considerable knowledge of budgeting, accounting, and government financing.
- Strong communication skills.
- Strong organizational skills.
- Knowledge of computers and software programs.
- General knowledge of internet use, e-mail, and central faxing.

Certificates, Licenses and Registrations

- Ability to be bonded.

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 regularly required to sit, use hands to handle or feel objects, tools, or controls, and talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, 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 moderate.

Revised August 2021.