

City of Corcoran

Department	Administration
Reports To	City Council
Points	622
Grade	20
FLSA	Exempt
Bargaining Unit	NA
Revision Date:	August 2023

Description

As the Chief Executive Officer of the City, the City Administrator provides leadership to City staff and guides the City Council to define, establish and attain the goals and objectives of local government. The City Administrator is responsible for the quality of service provided to citizens by staff and consultants and is responsible for compliance with all legislative, judicial, and administrative obligations established by higher authority. The City Administrator directly supervises the Administrative Services Director, Director of Public Safety, and the Public Works Director and oversees all collateral staff, economic and community development, city contracts, and planning and engineering consultants. Operates with considerable discretion in administrative functions and in implementing policies of the City Council. The City Administrator communicates with all city departments and staff, other appointed and elected officials, city attorney, other contracted consultants, suppliers and vendors, media, and business and community groups.

Essential Duties and Responsibilities

- Serve as the Chief Administrative Officer of the City overseeing the proper administration of all policies of the City, develops and issues all administrative policies, rules, regulations, and procedures necessary to ensure the proper functioning of all City departments, offices, and divisions as permitted by law and City Council approval.
- Supervise the administration of all departments, offices, and divisions of the City except as is otherwise provided by law; Carry out any other responsibilities as provided for by ordinance or by subsequent City Council action.
- Work closely with department heads to plan and coordinate activities and follows up to ensure effective service to the public and efficient conduct of all municipal affairs.
- Ensure all City laws, ordinances, resolutions are enforced and make recommendations for changes or additions to ordinances and policies when necessary.
- Evaluate services provided by the City and develops information for the Council about options for improving efficiency or matching services more closely to citizen needs.
- Responsible for directing the development, and implementation of appropriate budgeting, including capital improvements and administrative planning and control procedures and creation of annual fiscal budget for the City Council's review and approval. Responsibility includes that proper control reports are developed and used and supervises the effective operation of purchasing procedures, etc.

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- Act as the purchasing authority for the City without prior Council as outlined in the financial policy in accordance with the approved municipal budget; uses authority to sign purchase orders for routine services, equipment and supplies in accordance with the City's purchase procedures.
- Prepare or oversee the preparation of council agenda and packets. Make recommendations to the City Council on measures they may deem necessary for the welfare of the residents and efficient administration of the City.
- Attend and participate in meetings of the City Council and ensures meeting minutes are recorded and maintained. Attends, at their discretion or as directed by the council, other committee, board, and commission meetings.
- Follows all legal communications requirements including those relating to public access to information and open meetings and guides others regarding appropriate procedure and content.
- Negotiate and administer contracts for City services with outside agencies.
- Represent the City at official functions, as directed by the City Council, and maintains good public relations with citizens of the community. Serves as the City's information representative and confers with the media, civic groups, developers, and other organizations. Prepares public relations material as deemed necessary or at the discretion of the Council.
- Informs the City Council of matters dealing with the major activities and operations, which have policy or community-wide exposure implications.
- Keeps informed regarding federal, state and county programs which affect the City; consults with officials of both public and private agencies as required.
- Maintain familiarity with alternative and supplemental sources of revenue and submits recommendations to the City Council for actions necessary to take advantage of such sources.
- Ensure that staff in all departments follow appropriate City policies and procedures, and general government requirements.
- Under authority granted by the City Council and subject to Council approval directs hiring of qualified staff, and administration of human resource functions, involving department heads as appropriate.
- Administers the staffing process by recommending staffing levels and then seeking to fill approved positions with the involvement of Council and department heads.
- Manages performance of staff directly and through department heads.
- Oversees the technical operations of City government and is responsible for compliance with all legal and financial requirements.
- Performs other related duties as may be required by City Council, prescribed by law, or apparent.

Knowledge, Skills, and Abilities Required for Successful Job Performance:

- Knowledge of City programs and services as well as Council policies and practices.
- Knowledge of City financial and budgeting process.
- Knowledge of laws, rules, and regulations applicable to City government.
- Knowledge of management principles and practices as they apply to the public sector.
- Knowledge of office automation and other technologies useful for municipal operations.
- Ability to prepare and administer budgets.
- Ability to communicate effectively and establish effective working relationships with elected officials, staff, and other public officials, and the public including making formal presentations.
- Ability to plan and analyze City operations; develop alternatives; and determine the costs, advantages, and disadvantages of various alternatives.

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- Ability to gather and analyze data, prepare accurate and thorough reports, and make appropriate recommendations.
- Ability to prioritize City needs and coordinate City departmental operations and services.
- Ability to keep current on city management and related issues through participation in and contact with appropriate organizations, agencies, committees, and other bodies.
- Ability to supervise staff and direct a complex and varied organization.
- Ability to independently establish priorities and meet priorities with specified target dates.
- Knowledge of and ability to operate standard office equipment and software sufficient to manipulate data, draft reports and maintain records.
- Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information.
- Promote and adhere to the City of Corcoran workplace values of accountability, teamwork, and commitment to the city's goals and measures.

Minimum Qualifications

- Bachelor's degree in public administration or closely related field.
- Six years of experience in broad areas of managing public organizations that contributed to a knowledge base and an ability to employ management, budgeting, supervising employees, planning and program techniques in daily operation of a similarly complex entity.
- Ability to communicate effectively, orally and in written form.
- Ability to develop and maintain positive and effective working relationships with the city council, city commissions, city personnel, and the public.

Desired Qualifications

- Master's degree in business or public administration.

Physical and Mental Requirements

Physical effort is light, with lifting or carrying up to 25 pounds intermittently. Report preparation and word processing will at times require extended use of a keyboard. Work interruptions are frequent. Travel within the City or region to view properties or attend meetings is likely to occur weekly. There is occasional exposure to field or construction site conditions when visiting properties within the City. The City Administrator is responsible for diverse matters, many of which have deadlines and require significant attention to detail. Approximately 25% of the time, work is performed at the highest level of detail and pressure of deadlines.

Working Conditions

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Most work is performed in a normal office environment. The Administrator may be the person to whom a complaint is delivered by a citizen or referred by an employee and work may involve dealing with and calming individuals who are emotionally charged over an issue. Attendance at evening Council meetings and related meetings is required.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Council retains the discretion to add duties or change the duties of this position at any time.