

## City Administrator

<b>Job Title:</b>	City Administrator	<b>Job Category:</b>	Management
<b>Department:</b>	City Hall	<b>Location:</b>	City Hall, 2 First Avenue SE
<b>Position Type:</b>	Full Time	<b>Salary:</b>	DOQ
<b>Supervisor:</b>	City Council	<b>Supervises:</b>	City Hall Staff; City Management

**Job Description:** Supervise, manage and plan all fiscal, service and business operations of the municipality while supporting the general policies, procedures and objectives of the City Council. The City Administrator is the Chief Administrative Officer, who is required to have knowledge of all city operations and procedures and overlook the everyday activities of the city.

### Role and Responsibilities

- Serves as the City Clerk/Treasurer
- Develops and implements administrative policies and guidelines in cooperation with the City Council
- Advises the City Council, Department Supervisors and other employees as to administrative procedures, policies and State and Federal regulations.
- Maintains records of all City Council proceedings, handles all correspondence on behalf of the City Council and executes any assignments given by them.
- Prepares all resolutions approved by the City Council
- Maintains knowledge of election laws and coordinates elections.
- Assist with issuing permits and serves as the Zoning Administrator and is responsible for enforcements, maintenance and administration of the zoning ordinance including the subdivision regulations.
- Projects needs for funding and investments including coordination of public improvement and bond issue activities including special assessments.
- Supervise all City Staff directly or indirectly through Department Supervisors; acts as final authority on all personnel actions, including disciplinary action, however hiring or dismissal are subject to City Council approval. Coordinates the hiring process for employees.
- Oversees all personnel policies and actions and acts as Personnel Officer.
- Works with Finance Officer and Department Supervisors on budget preparation and monitors and ensures that proper financial reports are developed and used.
- Develops operational goals and measures the accomplishment of departments against program goals and timetables, and provides updates on city operations to the City Council.
- Works closely with the City Council including preparing meeting agendas and information packets, attending meetings to report on city affairs and problems, and presenting recommendations concerning policies and objectives as well as specific actions.
- Prepares and analyzes quotes and bids for products and services; recommends selection of firms or individuals to provide products and service; executes or recommends execution of contracts.
- Prepares ordinance and other legal documents for City Attorney review and approval.

### Qualifications and Education Requirements

Personnel management skills, strong communication and writing skills, thorough knowledge of public administration and accounting practices, intergovernmental process and computer knowledge and experience. Candidates should have a four year college or university degree in Public Administration or related field. A master's degree is preferred. Also, five or more years of experience in municipal government working in a management position is desirable.

### Preferred Skills

- Big-picture budgeting experience with thorough knowledge of financial government management including public financing techniques.
- Strong experience in strategic planning, thinking and implementation.
- Formal reporting and liaison with elected.

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- Thorough knowledge of personnel management principles and practices and experience in staff development, performance evaluations, and labor unions.
- Experience with infrastructure development, repair, and replacement. Through thorough
- Highly skilled and effective at oral and written communication (including preparing reports and making formal presentations).
- Strong working knowledge of information technology.
- Experience in working with other units of government and creating effective partnerships.
- Housing development process.
- Comprehensive planning, planning and zoning interpretation and enforcement.
- Annexation processes.

Last Updated By:	L. Peyton Mastera, City Administrator	Date/Time:	February 12, 2024
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