

# City Administrator



Department:	Administration
Supervisor:	City Council
Union:	
FLSA Status:	Exempt
Grade:	
Revision Date:	May 2022
Prepared by	DDA Human Resources, Inc.

## **Position Summary**

The City Administrator performs responsible administrative, planning/development and supervisory work coordinating and directing the general direction of City government operations. Identifies community/City projects, goals and priorities and seeks to find solutions including financing, project management and liaison to residents, boards/commissions and community groups.

This position formulates strategic direction in keeping with the overall organizational mission with broad guidance/governance; provides overall guidance to management.

Assists the City Council in developing policies, resolving issues and carrying out Council directives. Responsibilities include managing Human Resources; budget preparation; administration of City funds; developing long-term plans considering financial impacts, funding, and project timing; and providing public information and customer service.

## **Duties and Responsibilities**

### **Essential Functions**

- A. Develops, implements, enforces and evaluates all policies established by the City Council and Public Utilities Commission.
  - a. Drafts, City ordinances, resolutions and policies for City Council approval.
  - b. Develops and issues all administrative rules, regulations, and procedures necessary to insure the proper functioning of all departments and offices within the City.
- B. Collaborates with City departments and Department Heads to coordinate services, and to ensure compliance with applicable laws, regulations, rules, policies and ordinances.
- C. Directly supervises all administration department personnel.
  - a. Manages recruitment process. Recommends hiring, promoting, demoting and discharging of employees.
  - b. Orients and trains staff.
  - c. Assigns and evaluates work of staff.
  - d. Conducts employee meetings.
  - e. Provides coaching, feedback and evaluates staff performance.
  - f. Determines and approves work schedules.
  - g. Handles grievances and resolves staff conflicts and concerns.
- D. Manages department operations and services, effectively allocates resources and updates city policies and procedures at the direction of the Council.
- E. Prepares, recommends, maintains and monitors the annual budget.
- F. Develops and implements administrative policies and guidelines in cooperation with the City Council and various City boards and commissions; advises department heads and other employees as to administrative procedures and policies; evaluates performance and results in accordance.
- G. Provides complex administrative assistance to the City Council; confers with the City

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- Council on, and responds to, a wide variety of requests and problems of municipal concern; researches and assists in developing and recommending solutions; interprets ordinances and directives to other departments, other agencies and the general public.
- H. Develops, implements, enforces and evaluates all policies established by the City Council and Public Utilities Commission.
    - a. Drafts, City ordinances, resolutions and policies for City Council approval.
    - b. Develops and issues all administrative rules, regulations, and procedures necessary to insure the proper functioning of all departments and offices within the City.
  - I. Collaborates with City departments and Department Heads to coordinate services, and to ensure compliance with applicable laws, regulations, rules, policies and ordinances.
  - J. Administers the functions of zoning, annexations, subdivisions, variances, coordination of the development and redevelopment review process, platting, extraterritorial platting, and similar land use requests for the City.
    - a. Prepares amendments to the City zoning ordinance, subdivision regulations, and City Comprehensive Plan.
    - b. Conducts planning studies.
    - c. Presents findings of fact regarding zoning ordinance violations to the City Attorney.
  - K. Prepares and/or coordinates economic development proposals, projects, and attends Economic Development Authority meetings.
  - L. Facilitates City Council, and Commission meetings; prepares agendas, performs background research and ensures well informed and productive meetings.
    - a. Prepares and arranges publication of meeting notices and ordinances in accordance with statutory requirements and in conjunction with City Attorney.
  - M. Advises City officials, both elected and appointed; presents findings and works with City Planning Commission and other community and citizen advisory groups.
  - N. Coordinates department operations and services, effectively allocates resources and updates city policies and procedures at the direction of the Council.

## Additional Functions

- A. Attends meetings, conferences and trainings.
- B. Represents the city with other governmental agencies and officials.
- C. Performs other duties as assigned or apparent.

## Qualifications

### Minimum Qualifications

Bachelor's degree in Public Administration, Accounting, Finance or related field; and a minimum of five **two** years related experience and/or training; or equivalent combination of education, training and experience.

### Preferred Qualifications

- A. Experience in municipal budgeting and accounting procedures.
- B. Experience in supervision and human resources.
- C. Knowledge and/or experience in zoning and city development.

### Conditions of Employment

- A. Possession of a valid driver's license.

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- B. Successful completion of a background check.
- C. Ability to work outside of normal work schedule as needed.

## **Knowledge, Skills and Abilities:**

- A. Knowledge of federal, state and local laws, rules and regulations affecting City government.
- B. Knowledge of municipal fiscal management including budget management, investment of funds, accounting, and financial record keeping.
- C. Knowledge of public sector personnel management and best practices.
- D. Knowledge of local, City, and state zoning, platting, and subdivision issues.
- E. Knowledge and skill with Microsoft Office and computer database operations.
- F. Ability to prioritize city needs, to coordinate city operations and services, and to allocate resources effectively.
- G. Ability to maintain a positive and effective working relationship with council, commissions, businesses, residents and staff.
- H. The ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- I. The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- J. The ability to establish and maintain effective working relationships with others.

## **Department Head Core Competencies**

### **Leadership**

- A. Oversees all department operations and work activities, including the staff of the department in alignment with the vision and directives of the City.
- B. Leads the operation of the department, ensures City policies/safety/rules/procedures are followed, assists staff with problem solving issues, performs appropriate decision making, and follows through on projects to ensure work product is consistently high quality.
- C. Clearly defines responsibilities and authority limits to employees.
- D. Inspires others to achieve results by promoting involvement, participation and cooperation.
- E. Works respectfully and effectively with managers and leadership of the department and creates a work environment among reporting staff that encourages and provides impactful outcomes through teamwork.
- F. Creates and supports effective working relationships within and between City departments, divisions and outside agencies.
- G. Researches best practices, literature, and data to synthesize for department policy and budget development.
- H. Interprets laws, rules, and regulations at the City, State, and Federal level.
- I. Directs implementation of laws and regulations in accordance with City, State, and Federal laws and regulations.
- J. Conducts regular department meetings with staff to inform them of significant issues, events, policies, or legislative changes.

### **Fiscal Responsibility**

- A. Determines fiscal goals and objectives; establishes program areas, service needs, and allocates department resources.
- B. Prepares annual operating Department budget by providing comprehensive justifications for budgetary requests.
  - B.1. Prepares and presents five-year capital budget.

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- B.2. Prepares and monitors budgets for special projects.
- B.3. Researches, prepares, and monitors grant applications for State, Federal and related funding.
- C. Controls and monitors operating costs, expenditures and revenues by effectively utilizing staff, materials, and equipment; approves invoices submitted to the City Council for payment.
  - C.1. Recognizes and initiates actions for changes and/or enhancements in Department procedures, processes, housekeeping, and/or safe practices, improving cost effectiveness, productivity and/or overall results.

## Outcomes and Measurements

- A. Directs strategic planning, quality improvement and performance management activities.
- B. Establishes departmental goals and performance measures as well as communicates, supports, and evaluates the achievement of those set goals and measures.
- C. Assists in the development of long-range capital improvement projects and programs, and coordinates the goals, objectives, and priorities of the Department.
- D. Oversees and/or manages Department data records and reporting.

## Safety Conscious

- A. Promotes and supports safety and loss control programs to ensure a safe and healthy working environment that will minimize hazards and/or risks that could result in personal injury, illness, and/or property damage.
- B. Keeps abreast of accident/injury trends within the Department, ensuring proper action was taken to investigate incidents/accidents in determining causes and reducing injuries.

## Liaison to City Council

- A. Develops and recommends policies affecting the Department legislative platform to the City Council and provides reports and presentations to the Council.
- B. Conducts effective meetings and public forums with composure, professionalism, and discretion.

## Employee Core Competencies (all employees):

### Quality of Work

- A. Maintains a high level of accuracy and attention to detail.
- B. Demonstrates the ability to use resources productively, effectively, and efficiently.
- C. Demonstrates the ability to think proactively, anticipates potential problems, and provides workable solutions and alternatives with a 'can do' approach.
- D. Develops and maintains good working knowledge of job responsibilities and prescribed procedures, which facilitates the efficient performance of duties.
- E. Takes initiative to utilize job knowledge to analyze situations, resolve problems, and reach decisions.

### Quantity of Work

- A. Exhibits good organizational and time management skills: plans and schedules completion of work accountabilities in order of priority, making the most effective use of time.
- B. Self-motivated and works independently: demonstrates willingness to assume new and challenging assignments.
- C. Demonstrates ability to work well under pressure, utilizing resources effectively.

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## Professional Conduct/Integrity

- A. Demonstrates knowledge and actions consistent with the City's values and the City's code of ethics and conduct.
- B. Demonstrates high moral principles and professional standards with others through truthfulness and sincerity; makes ethical decisions.
- C. Shows respect for others' ideas, perspectives, and styles.
- D. Demonstrates appropriate business etiquette and social skills.

## Customer Service

- A. Provides information, options, and/or solutions to inquiries, concerns, and/or requests from the diverse public in a respectful manner.
- B. Maintains the City's reputation of providing a high-level of customer satisfaction.

## Communication

- A. Demonstrates the ability to develop and maintain working relationships to produce results, and a work environment that builds rapport and trust.
- B. Communicates professionally and effectively with internal and external customers through spoken and written correspondence, including emails.
- C. Maintains confidentiality.
- D. Listens well, respects viewpoints different than own.
- E. Contributes knowledge, experience, and feedback appropriately to others.

## Safety

- A. Maintains a safe work environment by complying with City safety policies and procedures and attends necessary trainings.
- B. Performs duties with consideration to minimize risk. Reports safety concerns to appropriate parties.

## Accountability and Dependability

- A. Adheres to all City policies and procedures.
- B. Competently performs all required job duties.
- C. Maintains an acceptable record of work attendance, and punctuality in accordance with City and Department requirements.

## Physical Demands & Working Conditions

- A. 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.
- B. While performing the duties of this job, the employee is regularly required to speak and hear. The employee is frequently required to sit and stand. The employee occasionally is required to walk; and use hands to finger, handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- C. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, peripheral vision, and depth perception.

## **Hours of Work**

- A. Normal work hours are Monday- Friday 8 a.m. - 5 p.m.
- B. Attendance at evening and/or weekend meetings and community sessions is required.

## **Equipment Utilized**

- A. Office equipment, computers, telephone, automobile.

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.

The City of Hawley is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

**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.**