

CITY ADMINISTRATOR

*City of
Corcoran*

Department:	Administration
Reports To:	City Council
Points:	622
Grade:	20
FLSA:	Exempt
Bargaining Unit:	NA
Revision Date:	December, 2016

Job Summary:

As the Chief Operating Officer of the City, the City Administrator provides leadership to the City staff and helps the City Council to define, establish and attain overall 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.

Scope of Impact:

The City Administrator supervises all employees, departments and contract services, administers city finances and treasury, and coordinates strategic planning and policy development with the City Council. Additionally the City Administrator oversees economic and community development.

Essential Duties and Responsibilities:

- Using knowledge of the scope of services provided by local government and personal leadership skills the Administrator communicates with the City Council individually and in meetings to develop priorities for new and existing activities of government.
 - Evaluates services provided by the City and develops information for the Council about options for improving efficiency or matching services more closely to citizen needs;
 - Educates the City Council about City services and presents optional approaches for improvement of delivery, facilitating the process of choosing alternatives;
 - Performs research at the request of the Council and presents analysis of the strengths and weaknesses of various options;
 - Seeks to identify common ground among competing interests and facilitates a productive working relationship among staff and Council;
 - Takes a leadership role in projects involving development initiatives approved by the Council;
 - Negotiates and administers contracts for City services with outside agencies;
 - Provide material and information as needed to various committees and commissions;
 - Coordination of packets and follow-up on directives from the City Council and Commission and Committee members at meetings.

- Attends City Council, Planning Commission and other Meetings as needed.
 - Represents the City in front of the public, news media and government agencies in a manner that conveys a positive image of city government and that fosters cooperation and support;
 - Being Respectful for individual ideas and interests, the Administrator is sensitive to diverse audiences in communication regarding city business;

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- Follows all legal communications requirements including those relating to public access to information and open meetings and counsels others regarding appropriate procedure and content;
 - Listens to various individuals and groups, including citizens and other units or agencies of government and brings that information into the formulation of positions and directions;
 - Provides well-defined information to the local media and fosters cooperative professional relationships with members of the media in order to facilitate accuracy of information regarding matters of importance and interest;
 - Builds working relationships with elected and appointed officials at the federal, state, county and regional level in order to be in a position to advocate for the best interest of the City;
 - Seeks cooperation from others in the form of actions, grants or other desired outcomes by framing requests in a concise and favorable manner;
 - Coordination with consultants/contracted staff to assure that directives are being followed through on a timely manner with: Attorney, Engineer, Planner, Auditor and Assessor.
- Directly supervises the Administrative Services Director and collateral staff regarding the finance function of the City and ensures proper maintenance of all official accounting records so they conform to generally accepted government accounting principles and provide an accurate and current statement of the City financial condition.
 - With staff support, analyzes, interprets, and communicates financial operating results for the information and guidance of the Council, and provides fiscal direction to all City departments;
 - Ensures that financial records and budgets are maintained and that Council is properly advised regarding the fiscal position of the City;
 - Provides leadership in budget preparation under the direction of the City Council;
 - Administers the annual budget and recommends changes in spending on line-items based on changing conditions in order to balance revenues with expenditures;
 - With staff support, oversees purchasing and bid-letting to ensure cost efficiency and compliance with law;
 - Recommends appropriate fee schedules for City services and ensures that project costs are accurately tracked and charged to the correct accounts;
 - Provides technical guidance, directly and through consultants, on financing for capital improvements, assessments and tax increment financing, grant writing, community and economic development and redevelopment;
 - Ensures the management of idle monies, in keeping with legally approved investment policies and practices, and acts in a direct leadership role in debt management and bond issuance to ensure the most efficient utilization of monies available.
- Oversees the technical operations of City government and is responsible for compliance with all legal and financial requirements.
 - Ensures that the staff in each department follows appropriate procedures and complies with city policies and general government requirements;
 - Ensures that that all election laws and procedures are followed and that elections are conducted in an efficient manner;
 - Performs directly or through designated subordinates the statutory functions of City Clerk;
 - Ensures that all records are maintained in a manner consistent with best practices and that regulations involving data privacy are followed;

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- Prepares Request-For-Proposals as directed by the City Council.
- 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.
 - Takes a leadership role in development of employees, employment policy, collective bargaining, staff compensation and benefit plans;
 - 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.
 - Manages the use of outside consultants for those functions of government that are contracted;
 - Signs-off on timesheets, verify use of time off and monitors banking and use of compensatory time off.
- Performs other duties and activities as assigned.

Minimum Qualifications:

The job requires a bachelor's degree in public administration, urban studies or a related field and six or more progressively responsible years of related experience, or equivalent. Key characteristics are knowledge of government, knowledge of financial management in a government setting, leadership, interpersonal relationship and problem solving skills.

Desired Qualifications:

Additional desired qualifications include Master's degree in business or public administration, experience in a full service municipal or government setting with public utilities. Knowledge of planning and zoning and economic development is desirable.

Knowledge, Skills and Abilities Required for Successful Job Performance:

- Customer service skills including demonstrated ability to build positive relationships with employees and managers;
- Knowledge of the functions and responsibilities of City Departments, staff, and key community members;
- Knowledge of and ability to operate standard office software sufficient to manipulate data, draft reports and maintain records;
- Ability to analyze and resolve problems;
- The ability to work independently and to prioritize work requests;
- Verbal and high-level written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to read, understand and interpret complex and varied work-related materials;
- Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information.

Physical and Mental Requirements:

Most work is in a normal office environment. Limited lifting of ten pounds or less is required. 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. Attendance at evening Council meetings and related meetings is required. 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. Work interruptions are frequent.

Working Conditions:

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.

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.