



Position Description

Position Title: City Administrator	Department: City Administration ADM/1
Reports to: Mayor and City Council	Supervises: City Attorney, City Engineer, Finance Officer, Human Resources Director, City Planner, Public Works Director, Public Safety Director, Library Director, Parks and Recreation Director, and Executive Assistant.
FLSA Status: Exempt	Dates Revised: 4/19/21
Grade: 27	On-Call/Response Time: Yes

JOB SUMMARY

This position is responsible for directing, managing, and overseeing the day-to-day operations of the City of Spearfish while planning for and providing guidance to the Common Council regarding future operations.

MAJOR DUTIES

- Maintains a physical presence and reliable attendance with the ability to respond at all hours when necessary.
- Oversees, directs, solves problems, and provides policy direction through the administration of all departments, offices, and agencies of the city; ensures the overall effectiveness of all city operations and the achievements of goals and objectives established by the Common Council.
- Ensures that the city is hiring, training, and retaining a qualified and professional workforce that complies with city policies, procedures, performance expectations, and safety culture.
- Prepares and submits an annual budget for all departments to the Common Council for approval; monitors budget to ensure short- and long-term economic success and departmental compliance with budget initiatives and directives.
- Responds to inquiries from the Common Council; provides updates, reports, oral presentations, and analysis to the Council as needed; makes formal recommendations to the Mayor and Common Council concerning the affairs of the city.
- Ensures that all terms and conditions in any contract or franchise to which the city is a party are faithfully kept and performed.
- Serves as liaison between city staff, the Mayor, and the Common Council; attends all meetings of the Council except as excused by the Mayor.
- Keeps the Common Council fully advised of the future needs of the city and assists the Council with short- and long-range strategic planning.
- Follows-up with staff on actions of the Common Council to ensure compliance with and

implementation of Council decisions, directives, policies, and ordinances.

- Receives and reviews problems and complaints from the public and ensures proper follow-up and resolution.
- Coordinates relations with local, state, and federal agencies to lobby for policy initiatives, planning initiatives, and capital projects in the best interest of the city; represents the city at local, regional, and state meetings and conventions.
- Performs related duties.

ORGANIZATIONAL RESPONSIBILITIES

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state, and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the operations, functions, programs, and procedures of all city departments.
- Knowledge of the principles and practices of employee performance management and supervision.
- Knowledge of relevant local, state, and federal laws.
- Knowledge of public administration and management principles.
- Knowledge of budget preparation and government accounting.
- Knowledge of safety principles and practices.
- Knowledge of the principles and techniques of project management.
- Skill in delivering effective oral presentations.
- Skill in managing multiple projects across multiple departments simultaneously.

- Skill in analyzing and evaluating complex challenges and in implementing solutions.
- Skill in interacting with and collaborating with a variety of parties.
- Skill in contract negotiation and enforcement.
- Skill in operating office equipment.

SUPERVISORY CONTROLS

The Mayor assigns work in terms of city government goals and objectives. The supervisor reviews work through conferences, reports, and observation of city government activities.

GUIDELINES

Guidelines include city ordinances, state laws, federal laws, and federal rules and regulations. These guidelines require judgment, selection, and interpretation in application. This position develops city guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, administrative, and supervisory duties. The variety of laws, case laws, regulations, and rules associated with various departments contributes to the complexity of the position.
- The purpose of this position is to oversee and provide leadership for all departments of the City of Spearfish while planning for and providing guidance to elected officials regarding city operations.

CONTACTS

- Contacts are typically with elected and appointed officials, city staff, consultants, representatives of external agencies, constituents, volunteers, tourists, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, motivate or influence persons, and to justify, defend, and negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light objects.
- The work is performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Finance Officer, City Attorney, Human Resources Director, City Planner, Public Works Director, City Engineer, Public Safety Director, Library Director, Parks and Recreation Director, and Executive Assistant.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field. Master's degree preferred.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the departments in the city in order to direct and coordinate work within the city, usually interpreted to require ten years of related experience with at least five years in a leadership capacity.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.

DISCLAIMER

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The city reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by the Mayor or elected officials. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of Spearfish employees are considered at-will employees. An employee may terminate his/her employment at any time, and the city may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Spearfish is to be considered "at-will."

EMPLOYEE ACKNOWLEDGEMENT

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements, and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements, and work conditions associated with the position. While this list is intended to be an accurate reflection of the current position, I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee's Signature: _____ Date: _____

Department Head: _____ Date: _____