



City of Buckley

P.O. Box 1960 ♦ Buckley, WA 98321♦ (360) 829-1921 ext. 200

JOB DESCRIPTION

JOB TITLE: City Administrator

EXEMPT: Yes

SALARY LEVEL: Adopted Exempt Salary Grid

REPORTS TO: Mayor

JOB CODE:

DEPT: Administration

ADOPTED DATE: 1/27/2015

REVISED: 2/26/2019

SUMMARY: The position of City Administrator is a highly responsible full-time, FLSA-Civil Service exempt management/professional position that performs in the role of Chief Administrative Officer under the direction and authority of the Mayor. This position is appointed by the Mayor subject to confirmation by the City Council. Under the direction and authority of the Mayor, the City Administrator shall supervise, administer and coordinate the activities and functions of all City officers, departments, commissions and boards to implement City ordinances and policies through the effective use of City employees, funds, grants, materials, facilities and time, and shall control the overall operations of the City to assure optimum service to the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Supervise, administer and coordinate the activities and functions of the various City offices, departments, commissions and boards in carrying out the requirements of the City ordinances and the policies of the City Council, and to administer and supervise the carrying out of the decisions, regulations and policies of the various City departments; in general, to have supervision over the administrative affairs and process of the City.
- Regularly report to the Mayor and the City Council concerning the status of all assignments, duties, projects and functions of the various offices, departments, commissions and boards.
- In cooperation with the finance director, assist in the preparation by the Mayor and subsequent submission to the Council of the annual budget. The City Administrator shall be responsible for its administration after adoption.
- In cooperation with the finance director and attorney, keep the Mayor and City Council fully advised of the financial condition of the City and its future needs and to assist in the

preparation and submission to the Mayor and Council of any reports necessary for the expedient running of the business of the City.

- In cooperation with the finance director, supervise purchasing by various City officials, departments, commissions and boards.
- Supervise expenditures by the various City offices, departments, commissions and boards, for the purpose of keeping the same within the limitations of the annual budget for the City.
- Serve as personnel officer for the City.
- Attend all meetings of the City Council and such other meetings as may be requested by the Mayor and members of the City Council.
- Recommend for adoption by the Mayor and Council such measures as the City Administrator deems necessary or expedient in the running of the business of the City.
- Investigate all complaints in relation to matters concerning the administration of the government of the City, and to see that all franchises and permits granted by the City are faithfully observed.
- Maintain a current capital improvements program based on long-range plans and policies developed by the City.
- Analyze all facets of proposed capital expenditures in order to facilitate the decisions of the Mayor and the City Council.
- Assist each department in ascertaining whether or not all City departments are adequately and properly manned and organized in order to carry out their functions.
- Oversees preparation of the agenda for City Council meetings, consulting with the department heads as needed to identify appropriate issues to include on the agenda; reviews and approves staff reports and recommendations.
- Reviews the City codes on a regular basis and assures that the codes, rules, and procedures of the City and City Council are up to date and the City's on-going procedures are in compliance with the laws of the State of Washington. This duty requires the administrator to maintain a working knowledge of the Revised Code of the State of Washington, the Washington Administrative Code, the Open Public Meetings Act and applicable codes of ethics.
- Oversees the City's intergovernmental relations function representing the City with federal, state, county and regional agencies; advocates City positions on proposed legislation and program regulations and reviewing grant applications prepared by City staff.
- Assists the general public.

OTHER JOB FUNCTIONS:

- Performs such other duties as may be prescribed by the Mayor.

QUALIFICATION REQUIREMENTS: To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Requires a Bachelor's degree in public administration or related field, and five years of progressively responsible management experience in public administration; Master's degree in public administration or related field is desirable; or any combination of education and experience, which would provide the applicant with the desired skills, knowledge, and ability, required to perform the job.

LICENSING and Other REQUIREMENTS: Must have a current Washington State driver's license or evidence of equivalent mobility. Must be available to attend council meetings and participate in regular evening or occasional weekend meetings. Must have strong leadership and organizational skills.

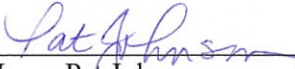
KNOWLEDGE, ABILITIES, and SKILLS:

- Comprehensive knowledge of the principles and practices of municipal government management.
- Thorough knowledge of effective managerial principles, practices and methods.
- Thorough knowledge of organization, with regard to carrying out complex, multi-faceted services, including budgeting processes.
- Considerable knowledge of short- and long-range planning processes.
- Ability to communicate both orally and in writing, including public speaking and presentation skills.
- Ability to develop and monitor work procedures and budget guidelines.
- Ability to establish and maintain effective working relationships with the City Council, elected officials, government agencies, other employees, and the general public.
- Ability to develop, organize, and direct comprehensive citywide goals, objectives, and administrative operations.

WORKING CONDITIONS and PHYSICAL ABILITIES: The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office or conference room setting. Work involves walking, climbing stairs, talking, hearing, using hands to handle, feel or operate objects, tools or controls and reach with hands and arms. Vision abilities required by this position include close vision,

distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee may be required to push, pull, lift and/or carry up to 50 pounds. The noise level in the work environment is usually moderately quiet while in the office or moderately loud in the field. Work may periodically require the employee to climb, balance, bend stoop, kneel, crouch and/or crawl. Some local traveling is involved in public relations activities, attending meetings and visiting city departments and facilities. The employee may be required to work in outside weather conditions, in wet and/or humid conditions.



Mayor Pat Johnson

12/11/19
Date