



# CITY ADMINISTRATOR

**DEPARTMENT:** ADMINISTRATION

**FLSA:** EXEMPT

**DATE APPROVED:** 05/25/2022

The City Administrator, under the direction, supervision, and authority of the Mayor, acts as the Chief Administrative Officer (CAO) of the city for day-to-day operations. This position directs the administration of city government functions and services and provides leadership in the long- and short-term goals of the city. The CAO makes recommendations to the Mayor and Council for policy and action. This appointment will be made in accordance with the Ephrata Municipal Code. The City Administrator is an at-will employee and serves at the pleasure of the Mayor. The appointment and termination of the City Administrator must be confirmed by a majority of the City Council.

## **SUPERVISORY RESPONSIBILITIES**

This position directly supervises the following positions: City Clerk/Finance Director, Community Development Director, Parks & Recreation Director, Public Works Director, Police Chief, and Fire Chief.

## **ESSENTIAL FUNCTIONS**

All of the following essential duties and responsibilities may be performed. These examples are representative and may not include all specific tasks necessary for success in this position.

### **Duties**

- Performs general management of the City by working with department directors to achieve the policy direction and priorities established by the Mayor; facilitates and encourages interdepartmental collaboration and cooperation.
- Advises and assists the Mayor and City Council in the formulation and establishment of administrative policies.
- Plans and evaluates department directors' performances; establishes performance requirements and personal development goals; provides coaching, mentoring, and professional development opportunities; investigates, resolves, and monitors management performance issues and other personnel complaints.
- Communicates regularly to the Mayor the status of all assignments, duties, projects, and functions of the various city offices, departments, commissions, and boards. Reports to and advises the Mayor and City Council as appropriate, on immediate and emerging municipal issues.
- In conjunction with the finance director, the CAO directs the annual budget preparation and submittal to the Mayor and City Council, and monitors budget compliance monthly.
- Provides financial oversight and regular reporting on management of expense performance to the Mayor and City Council.
- Analyzes operations to evaluate performance of city staff in meeting objectives and to determine areas of potential cost reduction, program improvement, or policy change.
- Coordinates between the Mayor, City Council, City officials, governmental agencies, and the community and meets with state and federal officials and legislators to represent the City of Ephrata. The CAO serves on various regional committees and task forces, as necessary; cooperates with elected officials and staff of neighboring communities on common concerns; assists the Mayor and the Council in their roles on various regional committees.
- Attends city council meetings and various civic activities, business meetings, and community events on behalf of the City.
- Serves as the primary point of contact for the news media for the City.
- Directs the preparation of the Council agenda, furnishing pertinent documents, reports, and briefings as needed.
- Serves as the primary administrative contact for City Council members, supports the Mayor in efforts

to inform the Council on important issues, and acts as an administrative resource to Council in meeting goals and objectives.

- Confers with the City Attorney to assure that City laws and ordinances are enforced and to assure compliance with applicable federal, state, and local laws, codes, and regulations.
- Investigates all complaints in relation to matters concerning the administration of government of the city and regarding the services maintained by public utilities in the city, to see that all franchises, permits, and privileges granted by the city are faithfully observed
- Engages in collective labor negotiations and contract interpretation and application.
- Assists the Mayor in developing and implementing short-term and long-term goals and objectives; develops strategic plans with department administrators to align project outcomes with the goals.
- Maintains confidentiality in all aspects of the position.
- Performs related duties as assigned.

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

#### *Knowledge of*

- Principles and practices of municipal administration to include municipal budgeting.
- Principles and methods of leadership, management, and supervision.
- Federal and State laws and regulations, city ordinances, rules, and regulations relating to the administration of city government.
- Municipal government and its interrelationship with the business community.
- Capital improvement programming and funding methods.
- City organization, operations, policies, and objectives.
- Customer service and office procedures and operations, including telephone etiquette, basic spelling, grammar, and punctuation.

#### *Skills and Abilities*

- Must have the mental and physical ability to endure a demanding, high stress position.
- Must establish and maintain effective working relationships with coworkers, other agencies, and the public.
- Must be able to analyze situations accurately and adopt an effective course of action.
- Must have strong interpersonal skills, using respect, tact, and courtesy in an environment with diverse viewpoints, personalities, and with a multigenerational workforce.
- Must possess strong conflict resolution skills; may be involved in highly sensitive and/or emotional interactions requiring skill in gaining the trust and confidence of others.
- Must have proficiency in basic computer programs and applications.
- Excellent writing and communications skills using both technical and non-technical language. Ability to prepare clear and concise reports and ability to read, interpret, apply, and explain federal, state, and local laws, regulations ordinances, and policies.
- Must be able to maintain accurate records and files.
- Must be skilled in public speaking with proficiency in English.

### **Work Environment and Physical Demands:**

- Primarily in an office environment with early morning, evening, and weekend meetings and 24-hour emergency response as needed. Occasional field work will be necessary.
- Physical demands:
  - Manual dexterity, arm, and upper body range of motion sufficient for use of a keyboard, mouse, and telephone 7-8 hours per day.
  - Speech and hearing sufficient for in-person and telephone communication 7-8 hours per day.
  - Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
  - Ability to sit at a desk 7-8 hours per day.
  - While performing the duties of this job, an employee is regularly required to sit, talk, or hear, in person, in meetings, and by telephone or computer.
  - Use hands to finger, handle, feel, or operate standard office equipment; and reach with hands and arms.
  - The employee is frequently required to walk and stand and is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
  - Regular lift or move up to 10 pounds, frequently lift or move up to 25 pounds, and occasionally lift or move up to 50 pounds
  - Works under typical office conditions, and the noise level is usually quiet.

- Driving:
  - Driving for this position would typically be less than 5 hours a workweek. If driving on city business, must meet and follow all driving requirements.

Note: 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.

## **QUALIFICATIONS**

### **Minimum Required**

- Bachelor's Degree from an accredited college or university.
- Five (5) years of senior management experience.
- An equivalent combination of experience and education may be considered.

### **Preferred**

- Advanced Degree from an accredited college or university in Public Administration, Business Administration, or closely related field.
- Experience as City Manager or City Administrator, deputy/assistant City Manager or City Administrator, or department director in a city, county, or other applicable public-sector agency of similar or greater complexity and size.
- Seven (7) years of senior management experience.
- Residency in Ephrata is strongly preferred.