



## **JOB DESCRIPTION**

**POSITION:** City Administrator

**REPORTS TO:** Mayor

**ANNUAL SALARY RANGE:** \$146,820 - \$150,696

**REVISED:** May 10, 2023

**Position Purpose:** The City Administrator, under the direction, supervision and authority of the Mayor, is the Executive Officer for the city. This position directs the administration of all city government functions and services, and provides leadership in the long- and short-term goals of the city. The City Administrator also presents recommendations to the Mayor and Council for action.

**Supervises:** All Department Heads report to the City Administrator who is responsible for the supervision of all employees of the city through the respective Department Heads.

### **Essential Job Functions**

#### **MANAGEMENT**

- Serve as chief administrative and managerial officer for the city, directing all the departments and managing the daily operations of the municipality.
- Supervises, manages, and coordinates the activities and functions of all City departments in implementing the requirements of ordinances, resolutions, and policies of the City Council.
- Serves as a liaison between the Mayor and department heads, keeping the Mayor apprised on departmental activities, challenges and concerns.
- Regularly reports to the Mayor concerning the status of all assignments, duties, projects, and functions of all city departments.
- Responsible for the preparation of the annual budget; prepares departmental budget for the Mayor, reviews departmental budget requests from all City functions for inclusion in the Mayor's recommendation to the City Council and ensures compliance with all legal and procedural requirements.
- Serves as Personnel Officer for the City under the direction of the Mayor and shall hire, discipline, and discharge employees, as necessary, in accordance with City policies, procedures and union agreements.
- Responsible for labor management matters, including negotiations.
- Serves as the Mayor's liaison to the City Council, attends all meetings of the City Council, briefs the Council on pending agenda items, and other City issues. Responds to inquiries and provides Council Members with information on the status of City operations and projects.
- Administratively reviews and approves for appropriateness and sufficiency all contracts, obligation documents, payments, and other documents requiring the Mayor's signature, as well as proposed Council orders and communication with the City Council prior to the Mayor's signature.
- Oversees professional contractors and/or consultants providing services for City projects, participates in the evaluation and selection of contractors/consultants, interfaces with and monitors the contractors/consultants to ensure timely and quality completion of projects,

facilitates cooperation with the project throughout the organization, and provides information and support as needed.

### **LEADERSHIP**

- Demonstrates leadership in managing and directing of all City and Community initiatives.
- Provides Leadership in promoting, directing and involvement in the City's Economic Development Initiatives.
- Provides Leadership in setting goals, direction and motivation for all Department Heads and employees.

### **ECONOMIC DEVELOPMENT**

- Designs, implements, and monitors the success of economic development programs such as business attractions, small business assistance, commercial revitalization, business retention and marketing key development sites. Evaluates progress and provides program status to funding agencies and officials.
- Manages and coordinates the planning and implementation of Economic Development Initiatives including business attraction, retention, job creation, business assistance, marketing, and related functions.
- Formulates funding strategies, evaluates and recommends existing, and possible future incentives to encourage business investment.
- Coordinates communications with the news media as the primary City contact on economic development.

### **Minimum Qualifications**

- The City Administrator must have a bachelor's degree from an accredited university in business finance, public administration, business management or related field or comparable experience. Master's degree is preferred.
- Must have at least 5 to 7 years of City or County Governmental managerial experience.
- Experience includes responsibilities for operations, budgeting and managing personnel.
- Must have a working knowledge of government finance with proven experience in administering budgets.
- Must have excellent verbal, written, and public presentation skills.
- Must possess or be able to maintain a Washington state driver's license.
- Must be able to successfully pass an extensive background check.
- Fluency, verbal and written in Spanish language is preferred.