



JOB DESCRIPTION

JOB TITLE: City Administrator	REPORTS TO: Mayor	DATE: March 2024
BARGAINING UNIT: Exempt-Confidential	SPN: 739	PAY RANGE: 76

DEPARTMENT PURPOSE

The Mayor is the executive officer of the City and manages the City departments and employees.

POSITION PURPOSE

The City Administrator is the organization’s senior administrative executive and directs all aspects of city government. This position at the direction of the mayor provides operational leadership, supervision of City employees, customer service and response and staff support to the Mayor. The City Administrator oversees all City departments and assists with the mayor’s administrative, organizational, problem solving and policy-related responsibilities. On a day-to-day basis, the position has the full responsibility to see that all functions of the City are carried out efficiently and effectively.

SUPERVISION EXERCISED

This position works independently under the supervision, direction and authority as established by the Mayor. The City Administrator shall have general supervisory authority over all city departments.

The following Responsibilities and Requirements are functions the individual who holds or desires the position must be able to perform unaided or with the assistance of a reasonable accommodation.

KEY RESPONSIBILITIES

- Assists the Mayor in developing the City's short and long-term goals, anticipates and resolves organizational and community issues, concerns, and opportunities for improvement.
- Provides the Mayor with strategic advice and recommends courses of action to address a wide variety of complex daily operational challenges.

BEHAVIORAL STANDARDS

As an exempt employee of the City of Spokane, the City Administrator is subject to the City’s Code of Ethics set forth in Chapter 1.04A of the Spokane Municipal Code. As such, “it is the policy of the City of Spokane to uphold, promote, and demand the highest standards of ethics from all of its employees who shall maintain the utmost standards of responsibility, trustworthiness, integrity, truthfulness, honesty and fairness in carrying out their public duties, avoid any improprieties in their roles as a public servant including the appearance of impropriety, and never use their City position, authority or resources for personal gain.”

City Administrator

- Regularly reports to the Mayor on the progress and status of City operations and programs, prepares policy statements and procedures for implementing goals, programs and regulations.
- Conducts research on special assignments as directed by the Mayor.
- Carry out the Mayor's recommendations in coordinating the operational and administrative functions of all City departments.
- Audits operations, organization of functions, management reports, budgetary allocations, performance benchmarks, and surveys satisfaction levels; interviews key personnel and advisors to identify strategies and tactics for improvement.
- Provides oversight and guidance to resolve employment issues and removes employees as delegated by the Mayor; provides guidance to department and executive staff on the handling of complex, sensitive, and political issues and complaints.
- Meets regularly with department directors to provide leadership and direction; analyzes and evaluates issues and proposals and directs the implementation of solutions; trains, motivates and evaluates staff, and provides leadership, direction and coaching; effectively addresses personnel issues in order to promote a productive and healthy work environment.
- Provides direction and oversight to interdisciplinary project teams comprised of designated City staff, advisors, and various other parties.
- Assures efficient and responsible City operations by providing managerial leadership and direction.
- Enforces adherence to budget after adoption.
- Represent the City and advance the City's interests by meeting with community groups and individuals to present information regarding City-related issues and routinely listens to and solicits input from citizens.
- Recommends appointment of department heads and deputy positions to the Mayor, and evaluates department head and deputy performance.
- Monitors the City's labor negotiations and labor relations programs and initiatives.
- Monitors trends in municipal government issues and recommends operational and policy improvements.
- Maintains absolute confidentiality of work-related issues and City information.
- Performs other duties as may be assigned by the Mayor.

REQUIREMENTS

Knowledge of:

- City organization, operations, policies and procedures.
- Effective managerial principles, practices and methods.
- Legal, ethical and professional rules of conduct for municipal government officers.
- Principles and practices of government operations management, including cost controls, budgeting, performance management and personnel rules while executing complex, multi-faceted services.
- Short and long-term strategic planning techniques for the economic, social, environmental and physical needs of a municipality.
- Surveying and evaluation techniques used to determine the most effective means of delivering services and programs to the community.
- The current social, political, economic trends and operating problems of a municipal government and within the greater community.
- Principals of bargaining with Labor organizations
- Current trends and developments in the fields of public administration and public finance.
- Pertinent Federal, State, and local laws, codes and regulations.

Skill in:

- Analyzing City needs and prioritizing and promoting operational strategies to meet future needs.
- Detecting problem areas, foreseeing future developments, and applying effective solutions.
- Developing solutions to complex and politically sensitive issues, concerns and complaints.
- Researching, analyzing, and developing operational and organizational policies and procedures.
- Negotiating, developing, administering, and executing public and private partnerships, labor contracts and professional services.
- Using initiative and independent judgment within established procedural guidelines.
- Facilitating dialogue around a variety of issues to develop consensus building.
- Preparing and presenting clear and concise reports and presentations.

Ability to:

- Manage and direct the operations, services and activities of a major municipality.
- Analyze and prioritize multiple complex administrative and operational issues, interpret laws and regulations, evaluate alternatives and develop recommendations, strategies and operational improvements.
- Develop and administer City-wide goals, objectives, procedures, objectives, policies, procedures, performance standards and internal controls.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Use tact, discretion, respect, persuasion, diplomacy and courtesy to establish and maintain effective working relationships with the City Council, elected officials, government agencies, private sector businesses, City staff, and the general public.
- Lead, coach, and mentor executive and mid-management personnel and provide for their training and development and exercise disciplinary action in a positive and effective manner when applicable.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Ensure absolute confidentiality as required and ensure sensitive information is handled appropriately.
- Make clear and concise decisions based on complex operational and financial information.
- Proficiently operate office equipment and perform Microsoft Office software functions including spreadsheet and PowerPoint generation and adapt to new technologies.

MINIMUM QUALIFICATIONS

Any combination equivalent to the experience and education that would likely provide the relevant knowledge and abilities would be qualifying. Generally, this will include:

Education:

- Graduation from a four-year college or university with a degree in public or business administration or a closely related field.
 - Possession of an advanced degree in public or business administration or closely related field is desirable.

Experience:

- Six (6) years of public sector or municipal management experience, preferably at the director level in one or more departments.
 - Experience as a City Administrator or City Manager is desirable.

City Administrator

- o A combination of a relevant advanced degree and/or experience as a City Administrator or City Manager may be used to counterbalance fewer total years of experience.

Licenses and Certifications:

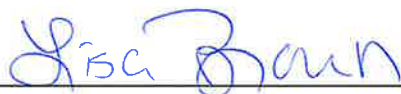
- Employee must possess a valid driver’s license.

WORKING CONDITIONS

Work is conducted primarily in an office setting. Duties may involve frequent attendance at meetings to include irregular hours. The employee is expected to communicate verbally in person, virtually and by telephone. The employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. A computer terminal is used and may require the use of repetitive arm-hand movements.

EEO STATEMENT

We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, familial status, genetic information, veteran/military status, or disability status.



Lisa Brown, Mayor



Date



Mike Ormsby, Interim Human Resources Director



Date