

POSITION DESCRIPTION

Class Title: City Administrator
Department: Administration

GENERAL PURPOSE

Performs high level administrative, technical, and professional work in directing and supervising the administration of city government. The city administrator shall be the assistant executive of the city, under the direction and authority of the mayor.

SUPERVISION RECEIVED

Works under the direct supervision of the mayor and serves at the pleasure of the mayor as an “at will” employee.

SUPERVISION EXERCISED

Exercises supervision over all municipal employees either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises all departments, agencies, and offices of the city to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to the city council and department heads; makes presentations to councils, boards, commissions, civic groups, and the general public.

Communicates official plans, policies, and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares annual budget request; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Works with mayor in determining work procedures and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints. Keeps personnel records for each employee.

Prepares a variety of studies, reports, and related information for decision-making processes.

Sees that all laws and ordinances are faithfully performed. Keeps up to date on changes in employment laws for the public sector (FLSA, ADA, Drugs in the Workplace Act, etc.)

Ensures personnel policy is enforced. Sees that annual evaluations are completed for each employee.

Prepares accurate job descriptions for each employee.

Prepares and submits a preliminary annual city budget. Administers the adopted budget of the city. Monitors budget monthly and reports city financial status to mayor and finance committee.

Reviews monthly cash report prepared by clerk/treasurer to the monthly bank statements.

Advises the city council of financial status and current and future city needs.

Attends all meetings of the city council and in the absence of a city planner attends planning commission meetings.

Searches for funding sources for the city outside the annual budget. Researches requirements of granting agencies to determine if city is eligible, writes grant applications.

Works with planner and building official in planning, land use, and development areas to make sure development is within city's adopted growth management guidelines. Reviews all SEPA documents. Responsible for coordinating long-range planning for capital facilities.

Works closely with city attorney in areas of potential litigation.

Works with engineering firm regarding construction of wastewater treatment plant.

Works with BPA regarding rates, contract matters, etc.

PERIPHERAL DUTIES

Recommends for adoption by the council such measures deemed necessary or expedient.

Prepares and submits reports to the council.

Enforces city ordinance dealing with weeds and other nuisances, sending letters and follow-up.

Disseminates information for the city to the public. Receives initial complaints and resolves as many as possible.

Oversees the property leases with city tenants.

Submits six-year street plan to TIB yearly.

Promotes harmony and shared services between other cities and the county wherever possible.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field, and/or five (5) years of experience as a municipal administrator.

Necessary Knowledge, Skills, and Abilities:

- (A) Considerable knowledge of modern policies and practices of municipal administration; working knowledge of municipal finance, human resources, public works, public safety, and community development;
- (B) Skill in preparing and administering municipal budgets; skill in planning, directing, and administering municipal programs; skill in operating the listed tools and equipment;
- (C) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, and the public; ability to efficiently and effectively administer a municipal government.

SPECIAL REQUIREMENTS

Must be bondable.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine, and fax machine.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs and requirements of the job change.

Accepted: _____
Employee

Approval: _____
Appointing Authority