

## **CITY ADMINISTRATOR**

**COUNCIL APPROVED:  
GRADE-900**

### **DEFINITION:**

To coordinate and supervise overall administrative activities and operations of the City; and to advise and assist the City Council exercising independent judgement and initiative.

### **SUPERVISION RECEIVED AND EXERCISED:**

Policy guidance and direction is received from the City Council.

Administrative direction is provided for all Department Heads.

### **EXAMPLE OF DUTIES:**

Duties may include, but are not limited to, the following:

- Direct and participate in the development and implementation of goals, objectives, policies, and procedures.
- Assist the City Council by coordinating, through the department heads, the various departments, divisions, and services of the City government.
- Direct and participate, with department head cooperation, in the preparation and administration of the City budget.
- Direct and coordinate all administrative affairs of the City government including personnel and labor relations' management, purchasing and property management, community relations and related activities.
- Prepare long-term plans of capital improvements with plans for their financing.
- Confer with department heads concerning administrative and operation problems, make appropriate decisions or recommendations.
- Prepare and submit to the City Council reports of finances and administrative activities, keep City Council advised of financial conditions, program progress, and present future needs of the City.
- Prepare items for the City Council agenda and participate in City Council meeting discussions.
- Participate in negotiations with recognized employees' representatives.
- Oversee the enforcement of all City ordinances.
- Interpret, analyze, and explain policies, procedures, and programs.
- Confer with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern.
- Respond to the most difficult complaints and requests for information.
- Represent the City in the community and at professional meetings as required.
- Coordinate City activities with other governmental agencies and outside organizations.

- Perform all duties as may be prescribed in the City Code or required by City Council action.
- Select, supervise, train, and evaluate staff.
- Perform related duties as assigned.

**QUALIFICATION:**

**KNOWLEDGE OF:**

- Principles and practices of public administration, budgeting, personnel administration, and organization and management.
- Methods of analyzing, evaluating and modifying administrative procedures.
- Applicable federal and state laws, rules, and regulations regarding local government operations.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.

**ABILITY TO:**

- Work with and coordinate the activities of administrative officials.
- Provide effective leadership and coordinate the activities of a municipal organization.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Communicate clearly and concisely, orally and in writing.
- Appraise situations and people accurately and quickly, and adopt an effective course of action.
- Serve effectively as the administrative agent of the City Council.
- Select, supervise, train and evaluate staff.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**EXPERIENCE:**

- Eight years of progressively responsible municipal government experience in an administrative, managerial, or staff capacity involving the responsibility for the planning, organization, implementation and supervision of varied work programs.

**EDUCATION:**

- Equivalent to a Bachelor's degree from an accredited college or university with major work in public administration, finance, or a related field.