

City Administrator Job Analysis / Description

Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the administration of municipal operations, under supervision of the Mayor; Coordinate assigned activities with other City departments and outside agencies; Administer policies established by the Mayor and City Council for efficient operation of the municipality, and provide highly responsible and complex administrative support to the Mayor and City Council in legislative, policy, fiscal, and other technical matters.

CAPACITY

The City Administrator serves in the following capacities:

- Chief Administrative Officer
- City Auditor

SUPERVISION RECEIVED AND EXERCISED

- Receives general administrative direction from the Mayor and City Council.
- Position is accountable to the Mayor and performance is evaluated by the Mayor.
- Under the direction of the Mayor, exercises supervision over department heads, supervisory, technical and clerical staff; evaluates the performance of each Department Head along with Mayor.

ESSENTIAL FUNCTIONS

Essential responsibilities and duties may include, but are not limited to, the following:

- Confers with department heads concerning operating problems, plans, and policy questions; Assists department heads in the management, development, and implementation of department goals, objectives, policies, and priorities for City Departments; Providing leadership and direction for effective City service; Serves as facilitator/communicator between departments to coordinate efficient provision of municipal services; Reviews progress and advises or directs administrative and operating officials in the conduct of functional programs.
- Develops proposals for the Mayor and City Council on citywide policies and coordinates the application of these policies in city procedures according to City Code; Provides leadership and direction in the development of short and long term plans; Gathers, interprets, and prepares data for studies, reports, and recommendations; Attends all City Council meetings; Makes such reports as required by the Mayor and the City Council; Serves as liaison for City on major projects as directed by the Mayor; Responds to complaints to maintain positive community relations for the City; Represents the City Council in public meetings and before the State Legislature and other elected bodies and boards when requested.
- Staffs the budget framework process and presents recommendations to the Mayor; Maintains sound fiscal position for the City through preparation of annual budget, financial reporting, treasury and cash management, debt administration, accounting, utility billing, special assessments administration, risk management, pensions, business and occupational licensing, permits, and record management; Provides policy guidance for the development and review of budget requests and program proposals through coordination with City Department Heads; Assesses governmental operations to ensure effectiveness, efficiency, and public convenience in coordination with the Mayor; Review and evaluate work methods and procedures; Meet with management staff to identify and resolve problems.

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- Represents the City, as directed by the Mayor, on various committees involving other public entities or private organizations; Provides professional advice to the Mayor, City Council, and to Department Heads; Makes presentations to councils, boards, commissions, civic groups, and the general public; Receives visitors; Reviews, investigates, and resolves all inquiries and requests from citizens in conjunction with the appropriate Department Head; Disseminates public information and media information regarding City activities.
- Performs other related duties of a comparable level as required by the Mayor.

ESSENTIAL KNOWLEDGE AND ABILITIES

KNOWLEDGE

- Knowledge of laws, ordinances, regulations, operations, services and activities of governing municipal governments.
- Thorough knowledge of public administration, functions, structures, and operating routines of municipal governments and modern office management and information systems.
- Knowledge of principles and practices of municipal budget preparation, program development, and administration.
- Knowledge of principles of supervision, training, and performance evaluations.
- Knowledgeable in pertinent Federal, State and local laws, codes and regulations.

SKILLS

- Skilled in communicating clearly and concisely, both orally and in writing.
- Skilled in establishing and maintaining effective working relationships with city employees, public officials and the public.
- Skilled in maintaining effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Able to maintain a mental capacity, which allows the capability of making sound decisions and demonstrating intellectual abilities.

ABILITIES

- Ability to plan, organize and supervise the work of others.
- Ability to delegate authority and responsibility.
- Ability to lead and direct the operation, services, and activities of City Departments.
- Ability to identify and respond to community, business, economic development, and City Council issues, concerns, and needs.
- Ability to develop and administer departmental goals, objectives, and procedures.
- Ability to prepare clear and concise administrative and financial reports.
- Ability to prepare and administer large and complex budgets.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to prepare short and long range plans, establish goals and objectives, and develop applicable action plans.
- Ability to research, analyze, and evaluate new service delivery methods and techniques.
- Ability to interpret and apply Federal, State, and local policies, laws, and regulations.

QUALIFICATIONS

- Bachelor's degree in Public Administration, Business Finance, or a related field; Master's degree in Public Administration or related field preferred
- 3 years of increased responsibility within leadership/management roles; Continuous career advancement in municipal operations or within related position preferred
- Possess strong financial aptitude and demonstrated budget and financial management skills; Working knowledge of municipal finance, budgeting, and strategic planning preferred.
- Firm understanding of the complexities of municipal utilities.
- Strong communication skills, both orally and in writing.
- Knowledge of organizational management principles and ability to apply to public sector organizations.
- Ability to establish and maintain effective working relationships with a variety of people/groups such as City Council members, directors, consultants, other government entities, and the public.
- Ability to communicate with the public, present proposals, discuss problems and respond to complaints.

Other Requirements of Position

- Possession of, or ability to obtain a valid driver's license.
- Employment contingent upon successful post-offer background check, credit check, and drug screen.

WORKING CONDITIONS:

Environmental and Physical Conditions

- Office environment; travel from site to site; works with computers.
- Essential and marginal functions require maintaining physical condition necessary for standing, or sitting for prolonged periods of time.

The City of Jamestown is an Equal Opportunity Employer. We consider applications for all positions without regard to race, gender, creed, religion, sexual orientation, national or ethnic origin or any other legally protected status.