

## **POSITION DESCRIPTION**

### **City Administrator**

#### **SUMMARY:**

Under the direction of the Mayor and City Council, the City Administrator is responsible for ensuring the efficient and effective operation of the City. This includes managing the day-to-day activities of a highly qualified and dedicated staff, the revenues and expenditures of the City's multiple funds, and guiding the organization through a course of continual change and innovation. The City Administrator makes recommendations to the Mayor and City Council concerning administrative affairs, financial conditions and long-range financial needs, ensures that ordinances and applicable laws are enforced and directs and oversees the operation of City departments.

#### **SUPERVISION RECEIVED:**

Works under the broad policy guidance of the Mayor and City Council.

#### **SUPERVISION EXERCISED:**

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

#### **COMPETENCIES:**

Conflict Resolution	Relationship-Building
Interpersonal Communication	Organizational Management
Professionalism & Integrity	Critical Thinking

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

##### **Administration**

- Assures that assigned areas of responsibility are performed within budget.
- Performs cost control activities.
- Monitors revenues and expenditures in assigned area to assure sound fiscal control.
- Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Daily city administrative management responsibilities and department head oversight in the delivery of municipal services to the citizens of Saco in concurrence with the Mayor.

## **Budget**

- Prepares and submits a preliminary annual City budget.
- Administers the adopted budget of the City.

## **Mayor/Council Relations**

- Advises the City Council of financial conditions and current and future city needs.
- Attends all meetings of the Council at which attendance may be required by the Council.
- Provides management information to the Mayor, City Council, and department heads through research, memos, proposal development and recommended courses of action and alternatives.
- Sets agendas for these meetings in conjunction with the Mayor, City Council, City Clerk's Office, and department heads. Manages all staff work in preparation of the follow-up to these meetings.
- Represent the Mayor's Office and City policy positions at all times on behalf of Saco.
- Attends functions and meetings on behalf of the City and the Mayor.

## **Employee Relations**

- Manages and supervises all departments, agencies and offices of the city to achieve goals within available resources.
- Plans and organizes workloads and staff assignments.
- 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
- Studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Appoints, suspends and removes department heads, in consultation with the Mayor and confirmation by the Council.
- Appoints, suspends and removes other officers and employees of the city.
- Develops and issues administrative rules, policies, and procedures necessary to ensure proper functioning of all Departments.
- Performs related personnel work as needed (i.e. collective bargaining, conducting grievance hearings, and union contract management),
- Conducts meetings of department heads and other administrative boards and committees.

## **Public Relations**

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

- Sees that all laws and ordinances are faithfully performed.
- Periodically reviews and assists in staffing City committees and commissions and attends regional committee or agency meetings.

### **Reports**

- Prepares a variety of studies, reports and related information for decision-making purposes.
- Prepares and presents to the Mayor and City Council, an annual report of the operations and costs of the city government for the preceding fiscal year and a proposed budget for the next fiscal year.
- Strategic Plan updates.
- Performs other work as required

### **NECESSARY KNOWLEDGE AND ABILITIES:**

- Strong financial management capabilities with a proven track record of success in government finance practices i.e. budgeting, accounting, and government financing.
- Considerable knowledge of laws, regulations, ordinances, etc., applicable to City government.
- Thorough knowledge of government processes, services, and planning.
- Highly developed team leadership abilities with a solid knowledge of management principles and practices as they apply to public sector management including personnel management and organization development.
- Ability to plan and analyze City operations; develop alternatives and determine the costs, advantages and disadvantages of various alternatives.
- Strong research skills with the ability to prepare accurate and thorough reports.
- Excellent interpersonal and communication skills with an ability to interact effectively with citizens, city officials, agencies, and employees.
- Well-developed organizational skills with an ability to work on multiple projects, within deadlines in a fast paced and ever-changing environment.
- Advanced to intermediate knowledge of computers, software programs, internet use, and e-mail. Comfortable with the use of advanced technology to meet citizen and organizational needs.
- Ability to work long hours and attend many night meetings.

**OTHER DUTIES:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

**EDUCATION AND EXPERIENCE:**

The City Administrator shall be a graduate of an accredited 4-year college or university with a degree in Public Administration or Business Administration. Master's Degree preferred. A minimum of 5 years of municipal management experience and/or related business experience.

**TOOLS & EQUIPMENT USED:**

Microsoft Office Suite (including Word, Excel, Access and PowerPoint), Shoretel, MUNIS, and Paychex.

**PHYSICAL DEMANDS:**

The physical demands described herein 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 limitations to perform the essential functions. The employee must occasionally lift and/or move up to 25lbs. This position requires full range of body motion, to include bending at waist and full use of all extremities and back muscles.

**WORK ENVIROMENT:**

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. The noise level in the work environment is usually normal for business conditions.

**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 of the employer and requirements of the job change.

**OFFERS MADE:**

Offers made are contingent upon passing a background, physical, and drug test.

**EQUAL OPPORTUNITY EMPLOYER:**

The City of Saco is strongly committed to diversity in its workforce. We are an affirmative action / equal employment opportunity employer.