

CITY ADMINISTRATOR

Position: City Administrator

Reports to: Mayor and City Council

Revision Date: June 27, 2016

FLSA Status: Exempt

POSITION SUMMARY

Performs a variety of public administration duties, as specified in state law or local ordinance, or as directed by the City Council/Mayor in the daily operation of city government. Advise and direct Mayor/Council on current problems and future needs of the city and will make recommendations and offer alternative solutions. Is responsible for the supervision and actions of all city employees except the Police and Library Departments. Coordinates the implementation of Mayor/Council directives and/or policies. Evaluates community needs and wants and provides qualified and quality direction and guidance for the community as a whole.

ESSENTIAL JOB DUTIES

- Attends all council meetings and meetings of other boards and commissions as required.
- Prepares annual budget recommendation for City Council consideration and controls expenditures within approved budgetary guidelines.
- Demonstrates innovation and sound judgment in planning, organizing, directing, coordinating and evaluating the operations, programs, activities and services of all city departments, offices, and agencies of the city.
- Makes recommendations and provides quality and qualified guidance regarding future planning for the city including capital improvements, financing, equipment, staff, economic development and operational needs.
- Develops and oversees the enforcements of city ordinances.
- Researches and drafts ordinances.
- Ensures publication of ordinances and amendments adopted by the City Council.
- Maintains copies of all current city ordinances and codes for public use.
- Hires, terminates, develops, and supervises all city employees except the Police and Library Departments.
- Conducts annual employee performance evaluations and makes recommendations to the City Council regarding pay step increases.
- Recommends employee benefits and personnel policy programs.
- Initiates policy recommendations for consideration by the City Council and responds to requests from the City Council, Mayor and the public for research or recommendations on city policy issues.
- Prepares and publishes notice of public hearings, elections, and other official actions as required by local and state law.
- Prepares and posts an agenda of all council meetings as required by state law.
- Responds to questions, complaints and other concerns from the public.
- Represents the city, as directed by the Council, in all negotiations and relations with employees, contractors, consultants, other governmental units and community groups in which the City may have an interest.

- Certifies all measures establishing any zoning district, building lines, or fire limits, and a plat showing each district, lines, or limits to the appropriate county recorder.
- Acts as city's zoning compliance officer.
- Receives and evaluates zoning applications.
- Develops recommendations regarding zoning applications; building and park development; and other planning projects.
- Verifies that plans submitted for approval comply with established zoning and planning standards and municipal ordinances.
- Supervises the performance of all contracts for work to be done for the city.
- Coordinates the work of the City Attorney.
- Oversees purchase and inventory of materials and supplies.
- Provides general supervision of the use of city property, including the use of vehicles owned by the city.
- Monitors building and park development and other planning objectives.
- Supervises the construction, improvement, repair, maintenance, and management of all city property.
- Assists city engineer with bids and public contracts.
- Plans, coordinates, and directs grant application activities, including grant writing and administration.
- Oversees all city fund management and investment activities, ensuring that effective accounting practices are used to properly control financial assets.
- Makes recommendations regarding financing of all city projects.
- Advertises bids as required by state law.
- Encourages and oversees economic and community development efforts.
- Maintains all records as required by state law.
- Records and files city easements, ordinances, and alley vacations.
- Authorizes and coordinates appropriate action during emergency situations.
- Other duties as directed by the Council or as included in the City Code.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skill and abilities.

- Knowledge of principles, practices, and objectives of public administration, including extensive knowledge of financial administration and personnel management.
- Knowledge of municipal operations, standards and practices, including knowledge relating to public relations, economic development, land use and urban planning and zoning.
- Knowledge of local, state and federal laws, and regulations relating to municipalities.
- Knowledge, of and ability to interpret and apply local, state and federal laws and regulations relating to municipalities, particularly the following areas of municipal government: legislative process; finance; property assessment and taxation; budgeting and accounting; revenue financing; public employment; contract letting; bonding; urban renewal; economic development; and zoning.

- Ability to perform complex and varied work, interpret technical information; gather and analyze financial information; conduct statistical analysis and prepare related reports; and analyze complex information in order to make sound decisions and recommendations.
- Ability to consult technical sources and documents, including city ordinances, the Code of Iowa, and administrative regulations.
- Ability to establish effective working relationships with employees, co-workers, department heads, public officials, and the public.
- Skill in using modern office equipment, including computers and word-processing, and spreadsheet software; and telecommunications equipment.
- Ability to communicate clearly, both orally and in writing.
- Skill in personnel management, including the ability to effectively interview, hire, train, assign, motivate, counsel and discipline employees, and the ability to direct and evaluate the work of employees, while maintaining confidentiality.
- Mediate disputes between subordinates; handle citizen complaints in a professional and business like manner.

ENTRY REQUIREMENTS

Education/Training: Bachelor's Degree in public administration or closely related field is preferred but not essential.

Work Experience: Five (5) years of experience in related fields with particular emphasis on municipal government, preferred but not essential

Required licenses, registrations and certifications: Valid Iowa motor vehicle operator's license.

Required post-offer physical examinations: Upon request of the City Council.

Required drug testing: Upon request of the City Council.

Residency requirement: Must reside within a 30 minute response time to City Hall and must be established no later than six months after the date of hire and shall be maintained throughout employment with the City.

Other testing required: DCI background check.

REQUIRED SPECIAL QUALIFICATIONS:

- Shall be bondable.
- Shall generally be available for off-hour emergencies.

CLASSIFICATION HISTORY:

The City of Prairie City retains the authority to change the job duties included in the job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modifications as a reasonable accommodation for a qualified individual. The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from 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.

HOURS OF WORK

Generally 40 hours per week, Sunday through Saturday. May be required to work additional hours or to change hours with minimal notice because of operational needs.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the City.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The City reserves the right to change or reassign job duties or combine positions at any time.
5. The City of Prairie City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Employee Signature

Date

Mayor

Date