

CITY OF SELAH
CITY ADMINISTRATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Performs high level administrative, technical and professional work in directing and supervising the administration of City government.

SUPERVISION RECEIVED AND EXERCISED

Works under the direct supervision of the Mayor.

Under the direction and authority of the Mayor: Supervises, administers and coordinates the activities of all City departments, carrying out the Ordinances of the Council; Supervises over all municipal employees either directly or through subordinate supervisors.

ESSENTIAL JOB FUNCTIONS:

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

1. Reports to the Mayor and Council concerning the status of all assignments, duties and functions of the various city offices, departments, commissions and boards.
2. In cooperation with the City Clerk/Treasurer, keeps the Mayor and Council advised of the financial condition of the City and its future needs, and assists in the preparation and submission of a preliminary budget to the mayor and council.
3. Serves as personnel officer for the City, including, without necessary limitation, the hiring and discharging, subject to the approval of the Mayor, of all City employees, except those employees and officers required by law to be appointed by the Mayor.
4. Supervises all purchasing of City all departments, commissions and boards; for the purpose of keeping the same within the limitations of the annual budget of the City.
5. Assists the Mayor and Council in conducting the city's business in all matters and performs other duties as the Mayor and Council direct.
6. Attends all meetings of the City Council and such other meetings as may be suggested by the Mayor.
7. Manages and supervises all departments, agencies and offices of the City to achieve goals within available resources. Plans and organizes workloads and staff assignments.
8. Trains, motivates and evaluates assigned staff. Reviews progress and directs changes as needed.
9. 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.
10. Provides professional advice to the Mayor, City Council and department heads. Makes presentations to councils, boards, commissions, civic groups and the general public.
11. Communicates official plans, policies and procedures to staff and the general public.
12. Issues written and oral instructions. Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
13. Maintains harmony among workers and resolves grievances. Performs or assists subordinates in performing duties.
14. Appoints and removes all department heads, officers, and employees of the city, except members of the Council.

PERIPHERAL DUTIES:

- Recommends for adoption by the Council such measures as City Supervisor may deem necessary or expedient.
- Prepares and submits to the council such reports as may be required by that body or as manager may deem it advisable to submit.
- May serve as the head of one or more departments of City government.
- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of modern policies and practices of public administration
- Working knowledge of municipal finance, human resources, public works, public safety, and community development;
- Skill in preparing and administering municipal budgets
- Skill in planning, directing and administering municipal programs
- Skill in operating the listed tools and equipment;
- 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.

TOOLS AND EQUIPMENT USED:

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

QUALIFICATIONS

Education, Experience, and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Graduation from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field. Master's Degree preferred.

Experience:

- Five (5) years of experience as a municipal administrator.
- Background in accounting and budgeting.

Training, licensing, or certifications:

- Possession of valid Washington State Driver's License
- Must be bondable

WORKING CONDITIONS

Environmental Conditions:

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.

Physical Conditions:

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 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.