

CITY ADMINISTRATOR

Administration Department

POSITION SUMMARY

Under the supervision of the City Council, the City Administrator is an exempt position under FLSA. This position is responsible for maintaining general administrative and managerial supervision over various functions, departments, personnel, projects and services. This employee shall possess excellent managerial, administrative, organizational, communication and public relation skills.

ESSENTIAL FUNCTIONS

- ÿ Maintains general administrative and managerial supervision over the various functions, departments, personnel, projects and services of the City of Marion;
- ÿ Assists the City Council in the performance of their respective duties;
- ÿ Administers the City's Salary Administrative Program within the City's approved budget and Personnel and Policy Manual;
- ÿ Furnishes information to the public via open records act requests in accordance with the Kansas Open Records Act;
- ÿ Coordinates the activities of all departments through department heads;
- ÿ Responsible for maintaining expenditures within the City's approved budget;
- ÿ Provides leadership and direction in the development of short and long range plans;
- ÿ Administers and monitors the State and City Tax Abatement incentives for qualified businesses;
- ÿ Prepares a variety of studies, reports, and related information for decision-making purposes;
- ÿ Recommends appointments and removals of all department heads, officers, and employees of the City with the approval of the City Council;
- ÿ Attends City Council Meetings;
- ÿ Fields questions, concerns, and complaints from the general public;
- ÿ Enforces City Policies and Procedures;
- ÿ Approves expenditures within the City's approved budget with subsequent reporting to the City Council;
- ÿ Hires and dismisses employees as necessary within the City's approved Personnel Policies and Guidelines with subsequent reporting to the City Council

MARGINAL FUNCTIONS

- ÿ Speaks to community and professional groups;
- ÿ Maintains proper certification in emergency management practices;
- ÿ Assists other departments as needed;
- ÿ Performs other duties as deemed necessary or assigned

CITY ADMINISTRATOR POSITION REQUIREMENTS

Experience: Two to five years of experience in governmental management and/or corporate administration are required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A college degree in Public Administration, Public Managements, or a related field is desirable.

Technical Skills: A thorough knowledge of local laws, regulations, ordinances, and resolutions, state statutes, government administration and management principles, cost analysis, budget preparation, and mathematics is required. This employee must be able to operate computers, printers, calculators, photocopiers, and other office equipment. The ability to develop policies and procedures, to prepare budgets, contracts, agendas, reports, and cost analysis, to interpret legal documents, laws, ordinances, financial statements, and other documents is required. This employee should possess excellent managerial, administrative, organizational, public relations, oral and written communications skills.

Problem Solving: Independent problem solving is a major factor in this position. This employee encounters problems with personnel issues, citizen and City Council concerns, and budget constraints.

Decision Making: Independent decision making is a major factor in this position. This employee makes decisions about resolving personnel issues, citizen and City Council concerns, recommending City needs and improvements, assigning daily work assignments, and performing daily duties in the most efficient manner.

Supervision: This employee works under the direction of the City Council. This employee exercises frequent supervision over subordinate personnel.

Financial Accountability: This employee is responsible for City equipment and resources. This employee does have the authority to purchase necessary equipment and supplies for the City. This employee oversees the preparation of the annual budget.

Personal Relations: Daily contact with the general public, subordinate personnel, supervisory personnel, and the City Council is expected.

Working Conditions: No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

Physical Requirements: Physical activity associated with working in an office setting is required to perform the daily duties of this position.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

THIS JOB DESCRIPTION WAS LAST UPDATED ON SEPTEMBER 4, 2012