

CITY ADMINISTRATOR**DEFINITION**

Under policy direction of the Mayor and City Council, plans, organizes and provides administrative direction, oversight and coordination for all City functions and activities; administers and coordinates, through management staff, all City functions and activities; encourages and facilitates provision of services to City residents and businesses; provides information and policy guidance to the City Council and the department heads; fosters cooperative working relationships with civic groups, inter-governmental and regulatory agencies, various public and private groups and City staff; and performs related work as assigned.

CLASS CHARACTERISTICS

This class has overall responsibility for policy development, program planning, fiscal management, administration and operation of all City functions, programs and activities. The incumbent is responsible for accomplishing Council/City goals and objectives and for ensuring that the community is provided with desired and mandated services in an effective, cost-efficient manner.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes and administers, either directly or through subordinate management and supervisory staff, coordinates and evaluates the work of the City in accordance with applicable laws, codes and regulations and adopted policies and objectives of the City Council.
- Directs and coordinates the development and implementation of goals, objectives and programs for the City Council and the City; develops administrative policies, procedures and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient and economical manner.
- Works closely with the Mayor, City Council, boards and commissions, a variety of public and private organizations, and citizen groups in implementing programs and projects to solve identified problems.
- Oversees the preparation of the annual budget for the City; authorizes directly or through staff, budget transfers, expenditures and purchases; provides information regarding the financial condition and needs to the City Council.
- Advises the City Council on issues, programs and financial status; prepares and recommends long- and short-range plans for City service provision, capital improvements and funding; and directs the development of specific proposals for action regarding current and future City needs.
- Oversees the administration, construction, use and maintenance of all City facilities and equipment, including buildings, parks, facilities and other public property.
- Represents the City and the Council in meetings with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations; acts as the City liaison with the media.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the City government.

- Oversees the selection, training, professional development and work evaluation of City staff; oversees the implementation of effective employee relations and related programs; provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures and other written materials.
- Oversees the maintenance of working and official City files.
- Ensures that the Council is kept informed of City functions, activities and financial status and of legal, social and economic issues affecting City activities.
- Monitors changes in laws, regulations and technology that may affect City operations; implements policy and procedural changes as required.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices and procedures of public administration in a municipal setting.
- Functions, services and funding sources of a municipal government.
- Functions, authority, responsibilities and limitations of an elected City Council.
- Applicable federal and state laws, codes, ordinances and regulations.
- Principles and practices of municipal budget development, administration and accountability.
- Principles, practices and legal elements of California economic, community development and redevelopment issues.
- Current social, political and environmental issues affecting City government and service provision.
- Funding sources impacting program development and service provision.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

- Planning, administering, coordinating, reviewing and evaluating the functions, activities and staff of the City.
- Working cooperatively with, providing staff support to and implementing the policies of the City Council.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.
- Overseeing all City financial activities, including administering investments, the development and implementation of the City budget and the control of all expenditures and purchases.

- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the City in meetings with governmental agencies, community groups and various professional, educational, regulatory and legislative organizations and the media.
- Directing the preparation of and preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from a four-year college or university with major course work in public or business administration, public policy, finance or a field related to the work and significant management or administrative experience in a municipal or other public agency setting. Possession of an appropriate Master's degree and experience in working with an elected Council or Board is highly desirable.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting, to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.