

Department: Administration
Supervisor: Mayor and City Council
FLSA Status: Exempt
Work Comp Classification Code: 8743
Grade: 100
Group: Non-Bargaining
Date: April 2026
Prepared by: AEM/EA, KS, KS

Job Summary:

As the Chief Administrative Officer of the City, the City Administrator provides leadership to the City staff and helps the Mayor and City Council to define, establish and attain overall goals and objectives of local government. The City Administrator serves at the will of the Mayor and Council and is responsible for carrying out policies established by the City Council. The City Administrator may appoint, suspend, and remove all employees of the local government and is responsible for supervising all city staff and consultants directly or indirectly through department heads. The City Administrator is responsible for working with the department heads to establish operating practices and policies for all departments, agencies and offices of the City and to prepare and administer the affairs of the city, including the overall City budget subject to Council approval. The City Administrator is responsible for delivering quality service to citizens and is responsible for compliance with all legislative, judicial and administrative obligations established by higher authority and performance of all duties required by ordinance, resolution or City Charter.

Scope of Responsibility:

The City Administrator is directly or indirectly responsible for all functions of the City within the limits of authority established by the City Charter. There are approximately 1,100 employees. The annual consolidated operating budget, including enterprise operations, is approximately \$437 million.

Essential Duties and Responsibilities:

Council Relations and Strategic Direction

Using knowledge of the scope of services provided by local government and personal leadership skills, the Administrator communicates with the City Council to develop priorities for new and existing activities of government.

- Evaluate services provided by the City and develop options for improving services or matching services more closely to citizen needs; options are presented, blended with Council input and established as annual Council/Administrator goals.
- Educate the City Council about City services and present optional approaches for improvement of services.
- Direct research at the request of the Council and present analysis of the strengths and weaknesses of various options.
- Seek to identify common ground among competing interests and facilitate a productive working relationship among staff and Council.
- Take a leadership role in projects involving development initiatives approved by the Council.
- Negotiate and administer contracts for City services with outside agencies, subject to Council approval.
- Recommend measures for Council action.
- Report regularly to the Council on administrative actions or as required by Council

Budget Management and Fiscal Oversight

Oversee the budget function of the City.

- Analyze, interpret, and communicate financial operating results for the information and guidance of the Council, and provide fiscal direction to all City departments.
- Ensure through subordinate staff that financial records and budgets are maintained and that Council is properly advised regarding the fiscal position of the City, with a public presentation at least quarterly.
- Provide leadership in budget preparation under the direction of the City Council.
- Administer the annual budget and recommend changes in spending on line-items based on changing conditions in order to balance revenues with expenditures.
- Recommend appropriate fee schedules for City services and ensure that project costs are accurately tracked and charged to the correct accounts.
- Review investment policies and ensure through subordinate staff that idle monies are invested according to legally approved investment policies and practices, and act in a direct leadership role in debt management and bond issuance to ensure the most efficient utilization of monies available.

Public and Intergovernmental Relations

Represent the City in front of the public, news media and government agencies in a manner that conveys a positive image of city government and that fosters cooperation and support.

- Using respect for individual ideas and interests, the Administrator is sensitive to diverse audiences in communicating about city business.
- Provide well-defined information to the local media and foster cooperative professional relationships with members of the media in order to facilitate accuracy of information regarding matters of importance and interest.
- Follow all legal communication requirements including those relating to public access to information and open meetings and counsel others regarding appropriate procedure and content.
- Listen to various individuals and groups, including citizens and other units or agencies of government and brings that information into the formulation of positions and directions.
- Seek cooperation from others in the form of actions, grants or other desired outcomes by framing requests in a concise and favorable form.
- Build working relationships with elected and appointed officials at the federal, state, county and regional level in order to be in a position to advocate for the best interests of the City.

Operational Oversight and Legal Compliance

Oversee the technical operations of City government and is responsible for compliance with all legal requirements.

- Ensure that the staff in each department follow appropriate procedures and comply with City policies and general government requirements.
- Ensure that the City Clerk is performing all statutory City Clerk duties; that all election laws and procedures are followed and that elections are conducted in an efficient manner; and that all records are maintained in a manner consistent with best practices and that regulations involving data privacy are followed.
- Under Council authority, supervise the enforcement of all laws, codes, ordinances and resolutions in a manner that protects and safeguards the welfare of the public and enhances quality of life in the City.

Hiring Authority and Workforce Management

Directs hiring of qualified senior staff, involving department heads as appropriate.

- Administer the hiring process for senior positions and delegate the hiring process for others, ensuring that appropriate procedures are followed.
- Manage daily and annual performance of senior staff directly and others indirectly through department heads.
- Take a leadership role in the development of employment policy, staff compensation and benefit plans.
- Under direction of the Council, administer the use of outside consultants for those functions of government that are contracted.
- Ensure that all employees are trained in workplace safety and work through department supervisors to ensure that best practices are followed.
- Appoint, with the approval of the City Council, a qualified acting administrator to exercise the powers and perform the duties of the Administrator during temporary absences.

Perform other duties as needed.

Required Qualifications and Skills:

- A bachelor's degree in public administration, business administration, public policy, or related field
- Ten (10) or more progressively responsible years of related experience, or equivalent
- Key characteristics are knowledge of government, knowledge of financial management in a government setting, strong leadership, interpersonal relationship skills at a level that is able to set a positive overall tone for employee and public relations, and strategic problem-solving skills
- The Administrator shall not be the mayor or a Councilmember at the time of employment
- Federal and State criminal history background check and driving records check

Preferred Qualifications and Skills:

- A master's degree in public administration

Physical Demands & Working Conditions:

Most work is in a normal office environment. Intermittent lifting of ten pounds or less is required. Travel within the City or region to view properties or attend meetings is likely to occur numerous times weekly. There is intermittent exposure to field or construction site conditions when visiting properties within the City. Attendance and participation at Council meetings and related meetings is required.

The City Administrator is responsible for diverse matters, many of which have deadlines and require significant attention to detail. Approximately 45% to 70% of the time, work is performed at the highest level of detail and pressure of deadlines.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise. City Council retains the discretion to add duties or change the duties of this position at any time.