

CITY OF NORTH BEND, Washington
POSITION DESCRIPTION



Class Title: **CITY ADMINISTRATOR**

Department: Administration

Non-Union, FLSA Exempt

POSITION SUMMARY:

An at-will management/professional position performs role of Chief Administrative Officer under the direction and authority of the Mayor. This position has the overall responsibility for the professional administration of City government through effective management of available human, financial and material resources. Work requires mature judgment and the application of management techniques and practices in a wide variety of administrative, fiscal and related areas.

ESSENTIAL FUNCTIONS:

Assures the effective and efficient utilization of City employees, funds, materials, facilities and time. Directs and controls the overall operations of the City to assure optimum services to the community. Represents the City to the community, state legislature, congress and other governmental agencies. Interacts directly with elected officials to ensure the smooth and efficient running of the City organization and the handling of important issues and concerns of a highly political nature. The incumbent works under the stresses of a highly sensitive and responsible position and environment. On a day-to-day basis, this position has the full responsibility to see that all functions of the City are carried out efficiently and effectively.

Assures the development of short and long term plans to meet the goals and objectives of the City; directs the development of City operation and presents policy recommendations to the City Council regarding all aspects of City programs and services; implements the policies established by the City Council.

Assures efficient and responsible City operations by providing managerial leadership and direction; designs and maintains organizational structure, establishes major operational objectives, monitors progress and takes necessary corrective action; assigns project and program responsibilities to department heads and works with them in developing administrative and departmental goals. Along with the Mayor, reviews and approves or disapproves the hiring, termination or changes in status of employment and salaries for City employees; oversees labor relations function of the City and recommends bargaining guidelines and settlements to the Mayor and City Council. The City Administrator supervises all personnel of the City of North Bend and regularly reviews the City's personnel policies and recommends changes.

Recommends appointment of department heads to Mayor, subject to the concurrence of the City Council, and evaluates department head performance.

Oversees preparation of the agenda for City Council meetings, consulting with the department heads as needed to identify appropriate issues to include on the agenda; reviews and approves staff reports and recommendations

Provides primary interface with City Council and City staff; keeps the City Council informed of City program activities and events affecting City services. Attends meetings of the City Council and responds to the media and other organizations as necessary.

Oversees preparation of the City's annual operating budget; establishes administrative objectives for the budget and identifies budgetary constraints; evaluates budget proposals submitted by department heads, develops final budget recommendations for consideration by the Mayor and City Council, and makes oral presentations at budget hearings regarding specific budget proposals.

Monitors the City's financial condition by regularly evaluating revenue/expenditure trends and authorizing specialized studies, recommending to the City Council changes in service levels or in user fees, utility rates and taxes as necessary to maintain a sound financial condition; plans and prepares data for grants and funded programs; establishes and maintains intergovernmental coordination related to available funding.

Reviews the City codes on a regular basis and assures that the codes, rules, and procedures of the City and City Council are up to date and the City's on-going procedures are in compliance with the laws of the State of Washington. This duty requires the administrator to maintain a working knowledge of the Revised Code of the State of Washington, the Washington Administrative Code, the Open Public Meetings Act and applicable codes of ethics.

Oversees the City's intergovernmental relations function representing the City with federal, state, county and regional agencies; advocates City positions on proposed legislation and program regulations and reviewing grant applications prepared by City staff.

Assures City participation in intergovernmental and inter-community groups and takes an active role in representing the City; serves as board member on intergovernmental agencies, committees and commissions.

Provides for citizen awareness of City goals and operations by maintaining close contact with citizens, responding to questions and making public presentations.

In times of emergency, this position shall partner in the City's incident command team.

AUXILIARY DUTIES:

Meets with a wide variety of civic and business leaders and community groups regarding their concerns, program priorities, and City services.

Performs such other duties as may be prescribed by the Mayor.

TOOLS AND EQUIPMENT USED:

Typical tools and equipment used would include personal computers, standard office machines and equipment, and automobiles.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office or conference room setting. Work involves walking, climbing stairs, talking, hearing, using hands to handle, feel or operate objects, tools or controls and reach with hands and arms. Vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee may be required to push, pull, lift and/or carry up to 50 pounds. The noise level in the work environment is usually moderately quiet while in the office or moderately loud in the field. Work may periodically require the employee to climb, balance, bend stoop, kneel, crouch and/or crawl. Some local traveling is involved in public relations activities, attending meetings and visiting city departments and facilities. The employee may be required to work in outside weather conditions, in wet and/or humid conditions.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in public administration or related field, and five years of progressively responsible management experience in public administration; Master's degree in public administration or related field is desirable; or any combination of education and experience, which would provide the applicant with the desired skills, knowledge, and ability, required to perform the job.

Necessary Knowledge, Skills, and Abilities:

- Comprehensive knowledge of the principles and practices of municipal government management.
- Thorough knowledge of effective managerial principles, practices and methods.
- Thorough knowledge of organization, with regard to carrying out complex, multi-faceted services, including budgeting processes.
- Considerable knowledge of short- and long-range planning processes.

- Ability to communicate both orally and in writing, including public speaking and presentation skills.
- Ability to develop and monitor work procedures and budget guidelines.
- Ability to establish and maintain effective working relationships with the City Council, elected officials, government agencies, other employees, and the general public.
- Ability to develop, organize, and direct comprehensive citywide goals, objectives, and administrative operations.

Licensing and Other Requirements:

Must have a current Washington State driver's license or evidence of equivalent mobility. Must be available to attend council meetings and participate in regular evening or occasional weekend meetings. Must have strong leadership and organizational skills.

ADDITIONAL INFORMATION:

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position. This description is not a contract of employment and is intended only to provide a general description of duties performed by an employee in this classification, other duties may be assigned and this description may be amended as needed.

Approved: _____
Ken Hearing, Mayor

Dated: February 2, 2012