

## City of Palouse

### City Administrator Job Description

#### **Description:**

This position is responsible for the receipt and safekeeping of all moneys of the City, keeping a full and true record of every act and proceeding of the City council, maintaining a record of all ordinances, keeping such books, accounts and reports as required by the state auditor including the duties as provided in RCW 35.27.220, RCW 35.27.230 and RCW 35.27.170. This position performs a variety of professional, fiscal, and clerical functions in maintaining the proceedings, fiscal records, and systems of the City. The City Administrator acts as the project manager for all city projects to ensure proper compliance, execution and funding measures are in place prior, during, and upon completion. The City Administrator is appointed by the Mayor and subject to confirmation by Council. The City Administrator is administered a sworn oath of office by the Mayor and is bonded. This position is responsible for the supervision of the Deputy Clerk.

#### **Abilities and Qualifications:**

Requires knowledge of governmental accounting theory, public finance and fiscal planning, payroll, internal control procedures, management information systems, BARS (Budgeting, Accounting, and Reporting System) financial software experience, and Microsoft Office Suite. A degree in finance, business or similar field is preferred but not required. Any combination of education and experience which would provide the desired knowledge, skills and abilities required to perform the job of City Administrator will be considered.

#### **Essential Functions:**

##### Financial:

- Prepares the preliminary budget and final budget upon Council ratification and administration of the final budget.
- Prepares budget projections for the city's annual approximate \$3 million budget.
- Posts financial transactions to the City's accounting system.
- Prepares the City's Annual Financial Report and submits it to the State.
- Processes monthly payroll and submits monthly and quarterly reports as required.
- Prepares and administers grants and loans awarded to the City.
- Coordinates bond financing for the City.
- Responsible for reconciling bank statements, collecting, recording, depositing, and investing all City moneys.
- Accountable for the state auditor's office grueling audits a minimum of every three years.

##### Administrative:

- The City Administrator is responsible for the direct supervision of the Deputy Clerk and Building Inspector.
- Screens and responds to citizens' concerns in a courteous manner, independently providing responses within scope of knowledge, or initiating appropriate actions to respond to requests.
- The City Administrator independently or in conjunction with the Mayor, Deputy Clerk, and the City Attorney prepares draft ordinances, resolutions, proclamations, and public notices concerning land use, Shore Line Management Program (SMP), SEPA, public hearings, hiring, calls for bids, request for proposals, and other City matters for the consideration by the Mayor and Council.

Upon action by the appropriate body, the City Administrator is responsible for the proper posting, publication, and retention of the above.

- Recommends, writes specifications for, purchases, installs, and performs general maintenance functions on office machines, computer hardware and software systems.
- When requested, obtains documents, contacts outside agencies, and performs various forms of research for the Mayor, City Attorney, Council, Police Department, and Public Works Department
- Executes the written policies of the Council.
- Prepares and files various local/county/state monthly, quarterly and annual reports.
- Conducts sale of City property, arranges for payment schedule, and issues deeds.
- Plans, assigns, and directs the collection of all license and permit fees, water bills, and special assessment payments i.e. CDBG, etc. Maintains accurate records and accounts of moneys and assessments collected, prepare collection reports, and notify the Public Works Superintendent of water/sewer disconnects. Evaluates collection practices and installs or proposes procedural improvements to the Mayor.
- Serves as Board of Volunteer Firefighters Board Secretary; conducts research; serves as liaison with other Board members and processes bills.
- Meets and confers with auditors, officials, utility customers, vendors, community organizations, the general public, and other persons to provide information on questions pertaining to City ordinances, policies, finance and administrative procedures, or other laws and regulations.
- Acts as the City's Public Records Officer.
- Prepares grant applications
- Interprets and enforces the Palouse Municipal Code.
- Guides Palouse through the remainder of the COVID-19 emergency declaration including the coordination of virtual City Council, Planning Commission, and Board of Adjustment meetings.

General:

- Attends work on a regular and dependable basis.
- Is sworn to uphold constitutional government and the laws of the community.
- The City Administrator, holding a visible position in the community, strives to impart to their office standards of quality and integrity that will be above reproach and contribute to the public confidence of the community.
- Strives to be neutral and impartial, providing equal service to all.
- Strives to improve the administration of the affairs of their office consistent with applicable laws and produce continued progress in the fulfillment of their responsibilities to the community.
- Strives to attain an awareness of operations and foster a good working relationship between their office and all City departments as well as State, County, special purpose district functions and the community in general.
- Participates in the professional organizations open to their position and actively pursues continuing education in this profession.
- Acts as a notary public.
- Attends bi-monthly City Council meetings. Presents a City Administrator report at each meeting and a quarterly financial report. Provides input as requested by the Mayor and Council. Attends additional meetings as necessary.
- The City Administrator performs other duties and responsibilities as assigned by the Mayor.

Compensation:

- \$50,000.00 DOE, Salary Exempt Position
- 457 Deferred Comp at 9% of salary
- Medical and Dental

Position: Open until filled