

City of Glendale

POSITION TITLE: City Administrator/City Clerk

REPORTS TO: Mayor and Board of Aldermen

FLSA Status: Exempt

Supervises: All City employees

POSITION SUMMARY: The City Administrator shall be the administrative assistant to the Mayor and, as such, shall be the administrative officer of the city government. The City Administrator will report directly to the Mayor and will work extensively with the Mayor and the Board of Aldermen in the administration of all city operations placed in the charge of the City Administrator by City ordinance and as directed by the Mayor. This leader is responsible for assisting in the development of and executing the long-term strategic goals and objectives set by the Mayor and Board of Aldermen. Additional responsibilities involve overseeing financial and personnel management; developing and administering policies and procedures in accordance with City ordinance; and overseeing the provision of all City services.

FUNCTIONS OF THE JOB

The essential functions of the City Administrator/City Clerk position within the areas of administration, operations, personnel, finance and land use/planning are as follows:

Administration:

- Maintain constant focus on the municipal needs of the residents of the City and respond to citizen inquiries and requests for service as well as media requests in a professional and customer service oriented manner.
- Attend all meetings of the Board of Aldermen and committees of its members and coordinate staff preparation of Board of Aldermen meeting agendas.
- Provide guidance and administrative support to all City boards and commissions, including the Board of Adjustment and Architectural Review Board.
- Provide that all laws, provisions of the ordinance and acts of the Board of Aldermen are faithfully executed.
- Investigate, examine or inquire into the affairs or operation of any department, and when so authorized by the Board of Aldermen.
- Interact frequently with elected officials, staff, citizens and others to interpret and implement policy directives.
- Represent the City in discussions and negotiations with other governmental entities.
- Perform such other duties as may be prescribed by ordinance or required by the Mayor and Board of Aldermen.
- Account to the Mayor and Board of Aldermen for any actions taken when requested to do so, and at all times be subject to supervision, control and direction of the Mayor and Board of Aldermen.

Operations:

- Engage in long-range strategic municipal planning for the current and future needs of the City and communicate with the Mayor and Board of Aldermen regarding such needs.
- Facilitate the prompt, economical and efficient dispatch of City business.

- Plan, direct, coordinate and exercise general supervision over the work of all departments, including the activities of Administrative, Police, Fire and Public Works Departments.
- Prepare and submit, on an ongoing basis, to the Mayor and Board of Aldermen policy recommendations for programs and priorities.
- Exercise responsibility for all real and personal property of the City, and maintain responsibility for all inventories of such property and the upkeep of all such property.
- Supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget.
- Supervise the preparation of all bid specifications for services and equipment; receive sealed bids for presentation to the Board of Aldermen.

Personnel:

- Appoint and manage, discipline and, where necessary, discharge, with the assistance of Department Heads, all personnel of the City.
- Recommend, for adoption by the Board of Aldermen, standard personnel procedures to include position classifications and pay schedules for all employees covered by the City's personnel policies.
- Delegate responsibility to senior staff and monitor their performance.
- Develop programs for management and employee development.
- Administer City personnel systems to ensure internal equity and market competitiveness.

Financial:

- Supervise and be responsible for the preparation of the annual budget, budget amendments and Capital Equipment and Improvement Program, and submit each to the Mayor and Board of Aldermen.
- Keep the Mayor and Board of Aldermen fully advised on the financial condition and future needs of the City.
- Submit to the Mayor and Board of Aldermen and make available to the public a complete report on the finances of the City at the end of each fiscal year.
- Be responsible for the timely manner and completeness of the annual audit.

Land Use/Planning:

- Perform the general job duties of Building Commissioner of the City.
- Working in concert with the City Engineer or designated City staff, ensure the proper review of all construction and development plans submitted to the City, determine whether such plans require submittal to the City's Board of Adjustment or Architectural Review Board and issue building permits in accordance with the ordinances and policies of the City.
- Attend all Board of Adjustment and Architectural Review Board meetings and coordinate staff preparation of meeting agendas and necessary documentation.
- Review required plan changes by the Architectural Review Board and verify that those changes have been made to the plans submitted to the City for final approval.
- Plan municipal economic development activities.

Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

1. Ability to stand and/or sit for long periods of time.
2. Ability to concentrate for long periods of time.
3. Talking, hearing, listening and walking.
4. Concentrated mental and visual attention with normal hand-eye coordination required.
5. Clarity of vision at 20 inches - corrected or uncorrected.
6. Generally negligible physical effort, but occasional moving of 1 to 60 lb. items.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Normal office conditions.

POSITION QUALIFICATION REQUIREMENTS

Education and Experience:

Degree from an accredited college or university, preferably in Public Administration, and/or five years professional experience in municipal or public agency administration and documented competency in municipal or public agency administration

Knowledge, Skills, and Abilities that may be representative but not all inclusive of those commonly associated with this position.

1. Ability to manage and plan for change and provide leadership for the City.
2. Ability to exercise strategic planning for the City and its finances.
3. Ability to make wise decisions based upon sound best practices.
4. Knowledge of safety rules and procedures.
5. Skill in dealing tactfully, compassionately and courteously with the public and staff.
6. Ability to approach all matters with a focus on customer service for the benefit of the City's residents.
7. Ability to think creatively and make independent decisions.
8. Ability to work under general direction.
9. Ability to read, write, and speak in a professional manner. Ability to present ideas in an easy to understand and engaging manner, both orally and in writing.
10. Ability to establish and maintain budget and fiscal responsibility.
11. Highest level of ethics and confidentiality.
12. Ability to supervise/direct all operational functions of City.
13. Ability to review and understand construction drawings and plans.
14. General knowledge of zoning, building code, architectural review board and board of adjustment issues.
15. General knowledge of public works.
16. Ability to establish a constructive and informative relationship with and between employees, the public, and City officials.
17. Working knowledge of principles and practices of public administration.
18. Aptitude in financial matters.
19. Demonstrable proficiency in the operation of personal computers for the performance of regular job duties, including experience with Adobe and Microsoft® Word, Excel, PowerPoint, and Outlook.
20. Experience dealing with a variety of people on a professional level.
21. Knowledge of modern and highly complex principles and practices of management, administration and organization.
22. Knowledge of modern principles of human resources management including supervision, compensation, performance evaluation and staff development.
23. Ability to establish and maintain effective working relationships between various employees, departments, outside agencies and the general public.
24. Ability to interact effectively in group situations.
25. Ability to be compassionate with people.
26. Ability to work as a team member as well as independently.
27. Knowledge of functions, policies and procedures, and methods, specifically as they relate to the general operation and organization of an Ordinance City.
28. Aptitude for financial reporting.
29. Knowledge of LAGERS.
30. Ability to quickly compose and edit correspondence.
31. Ability to handle public relation problems courteously and tactfully.

32. Knowledge of data processing systems.
33. Knowledge of risk management including all forms of insurance.
34. Knowledge of Missouri Statutes and the Ordinances of the City.
35. Ability to work long days and some weekends and evenings.
36. Ability to plan and execute an effective economic development program.
37. Ability to provide effective personal leadership and direction to all activities of a municipal government organization.
38. Ability to effectively represent the interests, policies and positions of the City before administrative and elected bodies, the news media, and business and civic associations.

Machines, Tools, Equipment and Work Aids that may be representative but not all inclusive of those commonly associated with this position.

Normal office equipment, personal computer and associated software.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

Applicant Certification:

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I would perform those above and other related duties as directed by my supervisors. I am not related to any elected or appointed official or employee of the City of Glendale.

Signature

Date