

**CITY OF VALLEY CITY, NORTH DAKOTA
CITY ADMINISTRATOR
JOB DESCRIPTION**

Title: City Administrator

Date: 01/27/20

Department: City Hall/Public Works

Status: Exempt

Reports To: City Commission

Class Grade: E-81

Supervisory Position: Yes

POSITION OBJECTIVE and PURPOSE:

Under the general administrative direction of the City Commission, serves as the administrator of all city departments, including general government/finance departments and the city owned municipal utilities providing electric, sewer, water and sanitation service. The City Administrator is responsible for providing leadership and direction in the provision of city services by establishing goals and objectives within the policy directives set by the City Commission and by working with department heads and supervisors in developing and implementing procedures to accomplish departmental goals and objectives.

DISTINGUISHING CHARACTERISTICS:

The City Administrator is a stand-alone classification which is distinguished from other classifications by his or her role as the chief appointive officer of the city with the responsibility to supervise all other appointive officers and department heads.

ESSENTIAL DUTIES:

1. Oversees the activities of public works and city department supervisors. Direction includes delegation of authority, assignment and review of work, providing assistance, and coordinating with the Human Resource Director to administer disciplinary processes, evaluate performance and make hiring, termination and pay change recommendations.
2. Establishes goals and objectives for the Public Works Department and the City general government/finance departments to ensure compliance with City Commission policy directives and any applicable local, state or federal laws, rules and regulations. Works with department supervisors and department heads in the development, recommendation and implementation of policies and procedures to accomplish goals and objectives. Conducts annual performance appraisals of department heads and supervisors in conjunction with respective City Commission portfolio holder and Human Resource Director.
3. Supervises and supports City Project Manager and/or City Engineer for all approved city infrastructure improvements.
4. Directs interdepartmental communications for input, advice, technical assistance and factors contributing to quality services to the City.
5. Assists in budget development, makes recommendations and monitors budget for public works divisions and city departments with the city finance director by reviewing past expenditures, analyzing future needs and making determinations regarding the necessary resources to accomplish goals and meet community needs. Approves expenditures for large items to ensure compliance with purchasing guidelines.
6. Plans, coordinates and evaluates the activities, programs and services of the City, including

oversight and development of contracts and funding methods necessary to implement plans, to ensure effective and efficient operations and quality services to other city departments/employees and residents.

7. Represents City and Public Works departments to the City Commission (and other meetings and functions) to present the plans, performance, and accomplishments of each department and to provide technical assistance and recommendations regarding the development and implementation of current and/or new programs, projects, policies, etc. Attends all City Commission meetings.
8. With the support of City staff, maintains liaison with local, state and federal agencies; local, state and national associations; city electrical suppliers; private, nongovernmental organizations; news media, general public, and other groups and organizations concerned with the services and activities of the city.
9. Prepares a variety of reports and correspondence and reviews those prepared by staff relating to departmental activities (ie. monthly department reports), direction, accomplishments, compliance with federal rules and regulations, etc.
10. Serves alongside City Engineer and/or Project Manager as liaison for City on major projects. Responds to concerns and issues of citizens, contractors and other interested parties and determines appropriate resolutions to maintain positive community relations for the City.
11. Acts as the City's incident commander prior to, during, and following a state of emergency or disaster, and leads City response efforts in coordination with the County Emergency Manager.
12. Serves as City's chief public information official.
 - Oversees and participates in the research and composition of various types of communications such as news releases, media advisories, social media postings, brochures, speeches, advertisements, web page content, marketing plans and marketing videos, etc, to inform the public about the activities of the City and Public Works.
 - Develops and supervises social media plan.
 - Develops marketing strategy for City and Public Works in effort to maintain positive public relations and strengthen overall quality of place.
 - Provides support to the Mayor, City Commission, and department heads as it relates to communicating the City's message to the public and the media.
 - Participates in planning, organizing and publicizing press conferences as needed.
 - Attends citywide events as representative of City.
 - Acts as spokesperson for the City, as needed, providing interviews on camera, print, and radio.
 - Maintains relationships with local, regional, and state organizations to promote City.

13. Maintains confidentiality at all times

14. Performs other duties of a similar nature or level.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Public Administration, Business Finance, or related field; Master's degree in Public Administration, Business Administration, or related field, preferred.

- Five years of progressive responsibility within leadership and management roles; career advancement within municipal, or related, organization preferred.
- Knowledge of governmental administrative procedures and practices such as budgeting, purchasing, policy formulation and municipal engineering and construction concepts.
- Knowledge of functions and operations of a municipality, including: public works (including an electrical department), planning and development, engineering, budget and finance, auditing, property assessment, administration, human resources, public safety and emergency management.
- Knowledge of state and federal laws, rules, regulations, guidelines and codes relating to public sector projects.
- Knowledge of effective public relations methods and strategies.

MINIMUM QUALIFICATIONS:

- Skill in leadership and management in order to coordinate the diversified activities of individuals and groups toward the achievement of common goals.
- Skill in effective public relations methods.
- Skill in information analysis and problem solving to assess large amounts of information and formulate decisions.
- Skill in communication including persuasive communication and interpersonal skills as applied to interaction with City Commission, other municipal officials, coworkers, supervisors, the general public and external organizations and agencies sufficient to exchange or convey information and to receive work direction.
- Ability to prepare clear and concise administrative reports.
- Ability to understand and implement large, complex budgets.
- Ability to understand and apply federal, state, and local policies, laws and regulations.

OTHER CONDITIONS OF EMPLOYMENT

- Valid driver's license
- Post-offer background check, credit check, and drug screen
- Travel is required

PHYSICAL REQUIREMENTS:

Keyboarding, grasping, talking, hearing/listening, seeing/observing, repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.