

**City of
ST. FRANCIS**

POSITION PROFILE

Effective Date: January 2022

Position Title: City Administrator

Status: Exempt

Department: Administration

Approved: _____

Accountable to: City Council

Primary Objectives

Performs responsible administrative and managerial work coordinating and directing City government staff, operations and services; performs all duties and responsibilities as authorized and directed by State Statute for a Plan A form of Government; performs related duties as required.

Supervision Received

Works under the policy direction and oversight of the City Council.

Supervision Exercised

Provides administrative and/or general supervision to department heads and through them to all City employees.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Promotes effective community relations; coordinates and/or responds to a wide variety of requests and concerns from the City Council and City residents; mediates disputes and resolves issues as appropriate.
- * 2. Interprets and enforces the City Code of Ordinances; monitors new state and federal laws, rules and regulations as well as proposed legislation, evaluates the impact on the City and recommends appropriate action.
- * 3. Develops and issues administrative policies and guidelines to ensure proper functioning of all departments; advises and directs department heads in the vision, goals and policy direction of the City Council.
- * 4. Supervises all staff directly or through departmental supervisors; established goals and priorities; acts as final authority of all personnel actions subject to approval of the City Council on hiring, severe disciplinary action, and dismissal; keeps the Council informed on all disciplinary actions.

- * 5. Plans, directs and oversees City operations, programs and services and ensures systems are in place to evaluate and promote quality, cost-effectiveness and responsiveness to the needs of the City and its residents.
- * 6. Attends Council meetings and provides information, guidance, and sound recommendations, with rationale to the City Council; ensures the directives of the City Council are implemented.
- * 7. Drafts or oversees preparation of City ordinances, resolutions, policies and procedures; executes official papers and documents on behalf of the City and represents the City in local, regional, state and federal activities of concern to the community.
- * 8. Oversees budget preparation and administration; develops and submits the annual budget and Capital Improvement Plan to the City Council; coordinates and directs staff on budget objectives
- * 9. Oversees City finances and keeps the Council informed as to the financial status and needs of City government; coordinates or oversees public improvement and bond issuance activities.
- * 10. Administers appropriations, analyzes bids and proposals and approves or recommends approval of major purchases and contracts; ensures financial controls are in place and the City maintains an acceptable bond rating.
- 11. Oversees staff assistance to the City Charter Commission and other special purpose commissions, boards and committees.
- * 12. Oversees and directs economic development and community planning; oversees contracted engineering, legal, auditing, planning and building inspection services.
- * 13. Assists the City attorney with collective bargaining; enforces union contract provisions and personnel policies and manages the grievance and discipline process.
- 14. Serves as the City's public information officer; confers with the media and approves all press releases; may speak at school, civic and community meetings.
- * 15. Evaluates potential programs, projects and services to determine feasibility, funding alternatives, and community impact and makes recommendations to the City Council.
- * 16. Ensures effective management and utilization of City assets; recommends significant facility and equipment upgrades to the City Council.
- * 17. Manages and negotiates purchases and leases of land and facilities for City use; oversees and participates in construction of City buildings and facilities and ensures that all city-owned property is well maintained.
- * 18. Develops and maintains a positive, productive working environment so personnel are motivated to perform to the best of their abilities.
- 19. Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Thorough knowledge of the functions, organization, staffing and operations of municipal government.
- * ➤ Considerable knowledge of public sector management principles and practices.
- * ➤ Considerable knowledge of State and Federal rules and regulations relating to municipal government.
- * ➤ Considerable knowledge of budget preparation and administration, accounting, and government finance policies and procedures, including tax increment financing.
- * ➤ Considerable knowledge of municipal planning and zoning, land use, and economic development.
- * ➤ Working knowledge of human resource and labor relations laws, principles and practices.
- * ➤ Considerable ability to research and analyze complex information, utilizes resources, develop alternatives and prepare and present reports.
- * ➤ Considerable ability to direct and motivate staff and to promote and facilitate cooperation, teamwork and communication between various departments, City Council and City Staff.
- * ➤ Considerable ability to communicate effectively and tactfully, both orally and in writing, including making formal presentations.
- * ➤ Considerable ability to maintain confidentiality and to read, understand and enforce laws, rules, regulations, policies and procedures.
- * ➤ Considerable ability to promote and develop positive community relations and effective working relationships with City staff, public officials, commission members, businesses owners, state and county agencies and the public.
- * ➤ Considerable ability to organize and prioritize work, meet deadlines and to manage multiple tasks in a timely manner.
- * ➤ Considerable ability to analyze, interpret and enforce laws, rules, regulations and policy affecting administrative operations in a municipality.
- * ➤ Considerable ability to respond to questions and concerns, mediate disputes and determine appropriate action to resolve a large variety of municipal issues.
- * ➤ Considerable ability to develop goals and objectives and measurement tools and to ensure accountability in all City functions.
- * ➤ Considerable ability to deal objectively and tactfully with sensitive or controversial issues, and to provide solutions and alternatives that recognize each stakeholder's concerns.
- * ➤ Working ability to sit or stand, sometimes for long periods of time and to use fine motor skills for writing and computer use.
- * ➤ Working ability to drive safely and legally.

MINIMUM QUALIFICATIONS

A graduate degree in public administration or a related field and two years of leadership/management experience in a local government setting; OR a bachelor's degree in the above and four years of the above experience.

*Note: Asterisked items are essential to the job.