



Job Description

Department: Administration

Job Title: City Administrator

Salary Range: Starting at \$75,000

GENERAL DESCRIPTION OF DUTIES:

Highly visible role for a community leader who is responsible for the administrative and managerial work in serving as the Chief Administrative Officer of the City. The position is responsible for preparation and coordination of all aspects of the City's finances, personnel, management, and construction projects and for carrying out the policies of the City Council.

REPORTING RELATIONSHIPS:

Directs and coordinates the activities of all departments, department heads and employees of the City. Position is responsible to the City Council for all affairs of the City placed at the Administrator's charge under the general guidance and direction of the City Council and subject to annual evaluations.

ESSENTIAL DUTIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City of Salida retains the right to modify or change the duties or essential and additional functions of the job at any time.

- Plans, organizes and defines the organization of city administration to ensure the coordinated and efficient effort across all departments to meet goals and objectives established by council and other governing boards and commissions.
- Provides direction and support to Department Heads.
- Actively participates in City Council meetings. Informs the Mayor and Council of pertinent items on the agenda, which require their particular attention and concern. Provides background data on matters coming before the Mayor and Council.
- Oversees the development and dissemination of public information. Responds to public inquiries, complaints and concerns in a tactful, timely and respectful manner.
- Seeks, writes, and administers grants for various city projects.
- Enforces ordinances, policies, rules and regulations adopted by the City Council. Oversees and ensures the City's adherence to all statutory requirements.
- Develops and implements administrative policies, rules, regulations and procedures.
- Works with the City Attorney and all other attorneys in any legal issues involving the City.
- Researches and prepares varied projects and reports; presents findings and makes recommendations to the city council for solving administrative problems and for development and implementation of new or special administrative programs; assures that programs are implemented and evaluated.
- Manages, directs and develops systems for long-range planning and prioritization and completion of projects and programs. Works closely with departments to assure the success of City goals and objectives.
- Represents the City of Salida at meetings with Federal, State and other local government officials. As directed by council, acts as City spokesperson in the absence of the Mayor or Council.

- Attends a wide variety of professional and public meetings to represent the City; explains and interprets policies, procedures, and/or functions of departments at these meetings; makes presentations of special assigned projects.
- With council approval, participates in a variety of boards and commissions: attends and participates in professional groups and committees.
- Researches, prepares and documents informational studies or responses to inquiries from a variety of sources; compiles and tabulates data to prepare reports.
- Monitors pending federal and state legislation affecting municipal governments, secures policy direction from the Mayor and Council and communicates to legislators. Provides a liaison with the Colorado Municipal League.
- Responsible for the administration of the City's personnel system.
- Responsible for all department head performance evaluations. Administers disciplinary action in the form of suspension or dismissal as defined by the City personnel policies.
- Oversees all aspects of public projects and contracts.
- In conjunction with the Finance Director, oversees the administration of the annual budget.
- Performs related duties as assigned by city council.

KNOWLEDGE, SKILLS AND ABILITIES:

Education: Graduation from an accredited college or university with a BS/BA in Public or Business Administration or related field, with MS/MA preferred; plus

Work Experience: Minimum of five (5) years of top-level management experience with a public entity or any equivalent combination of education and experience.

Extensive and thorough knowledge of:

- Modern practices and principles of public administration,
- Research methods and practices, sources and availability of information,
- Modern municipal public finance administration and practices,
- Fiscal and other laws specific to Colorado, such as GASB, TABOR and the Sunshine Law.
- Understands risk management and insurance issues,
- Employment laws, such as FLSA, HIPPA, COBRA, Workers Comp, Unemployment, Family Medical Leave Act.
- Federal, state, and local laws and ordinances regulating city financial and environmental operations.

Skills in:

- Preparing and presenting written and oral reports.
- Communicating effectively with a wide variety of people, including city council, department heads, employees, and representatives of other governmental agencies by building collaborative relationships.
- Delegating work to staff and assuring completion of said work.

Ability to:

- Plan and coordinate a variety of problem-solving and fact-finding projects.
- Explain and interpret City policies, procedures and functions.

- Establish realistic goals and priorities and attain them.
- Maintain effective working relationships with the public, media, council, employees and citizens.
- Learn and retain technical and complex information, terminology, policies and procedures.
- Maintain composure under difficult situations.
- Build teams to foster cooperative relationships.
- Manage projects from inception to completion.
- Communicate with personnel and the public in a tactful, courteous and respectful manner in face-to-face, one-on-one settings, group settings, telephonically and in writing.
- Prepare and make oral and written presentations with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Proactively seeks to improve service delivery.
- Work well independently and with others to establish and attain objectives.
- Work safely without presenting a direct threat to self or others.
- Ensure accountability within the organization.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Essential duties include exposure to a variety of work areas, including extended periods of sitting and use of standard desktop office equipment; exposure to differing exterior and interior environments.

Physical activities required to perform essential duties include hearing conversation and traffic, speaking in an understandable voice, visual acuity sufficient to safely operate passenger vehicles in traffic, office machines, review work products, strength and manual dexterity to file and retrieve files, reach, handle and grasp standard office equipment requiring continuous or repetitive arm-hand movements; standing or bending to perform filing, occasional lifting and carrying of objects no heavier than 50 pounds.

Material and Equipment Directly Used: Desktop and/or laptop/notebook computer with e-mail, standard word processing and spreadsheet software, fax machine, writing utensils, calculator, desk calendar/appointment book or scheduling software, and cell phone/telephone with voice mail.

Additional Requirements: Requires extensive travel to off-site locations for meetings, appointments, conferences and training. If a City vehicle is used, must be physically capable of operating the vehicle safely. Must possess a valid driver's license and have an acceptable driving record.

FLSA Classification - Exempt: Based upon an examination and evaluation of the information contained in this job description, this position is not covered by overtime/compensatory provisions of the FLSA.