

# CITY OF SOUTH PITTSBURG, TENNESSEE MUNICIPAL GOVERNMENT

## Job Description

Job Title: City Administrator

### **DEFINITION**

The City Administrator is responsible for day to day operations of the city government. The employee is under the general supervision of the City's Board of Mayor and Commissioners ("Board") and serves at the will and pleasure of the Board. Instructions to the employee are general and the employee must routinely use independent judgment when completing tasks. The employee must consider different courses of action and sometimes deviate from standard operating procedures. The work requires frequent contact with the Mayor and Commissioners, committees, all department heads and employees, and the general public.

### **EQUIPMENT AND LOCATION**

The employee will operate a computer, fax machine, copier and other modern office equipment.

The employee will normally work indoors in an office environment but may occasionally work outdoors when monitoring projects, inspecting services, etc.

### **ESSENTIAL FUNCTIONS OF THE JOB**

Responsible for implementation of Board directives in a cost-efficient, effective, and timely manner.

Responsible for the preparation and administration of the city budget, as well as the development of documents such as the capital budget, personnel policies and procedures, etc.

Responsible for the overall operation of the city and monitors the performance of all departments. Coordinates and supervises all day to day administrative activities and operations for each department, under policies established by the Board. Holds departments accountable for their operations. Interacts at a high level with each department, is a people person, and in part "manages by walking around."

Ability to develop the City's workforce into an effective team. Also able to integrate the employee team with the Board in order to achieve goals and provide effective services.

Consults and cooperates with the committees of the Board in the administration of City affairs. Collaborates with committees to achieve results.

Keeps the Board informed as to departmental operations. Communicates openly, equally, timely, and in a variety of ways in order to keep the Board informed.

Prepares administrative directives and bulletins and conducts, on own initiative or upon request of the Mayor or Commissioners, analysis of administrative programs and projects confronting City operations.

Makes recommendations to the Board for improving the quality and quantity of public services to be rendered by the officers and employees to the citizens of the City.

Responsible for recommendations to the Board regarding the hiring, promotion, evaluation, termination, and discipline of City personnel under policies established by the Board, City Charter or Municipal Code.

May recommend specific personnel positions and/or reorganization of City administration, as may be required to meet the needs and operational requirements of the City, with approval of the Board.

#### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

Keeps the Board fully advised as to the conditions and needs of the City.

May collaborate with a variety of groups and agencies, both public and private, in development of the City's economic base.

Reports to the Board the condition of all City equipment, buildings and facilities, and real estate; makes recommendations regarding repairs, replacement or improvements.

Makes recommendations to the Board on policies and procedures for the efficient business-like operation of city government.

Serves as liaison with County, State, and Federal officials and other agencies. Stays abreast of grant opportunities and opportunities for cooperation with other groups in order to achieve common goals. Is knowledgeable regarding legislation and its effect on City operations.

Routinely evaluates the City's infrastructure and recommends to the Board the priority of programs or projects involving public works, public improvements, public safety, etc.

Develops an orientation program available to newly elected officials.

Works closely with department heads to ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills.

May help facilitate the establishment of a vision, set of goals and objectives, and actions to achieve those with both the Board and staff.

Performs other duties as required by the Board.

### **REQUIRED KNOWLEDGE AND ABILITIES**

Knowledge of municipal finances and budgetary principles and practices.

Knowledge of the organization, functions and problems associated with municipal government operations.

Public relations skills including the ability to make presentations to community groups, explain issues, develop support for programs, etc. Is visible in the community.

Knowledge of municipal purchasing practices as required by law.

Knowledge of municipal personnel administration, including policies and procedures and federal and state laws dealing with personnel administration.

Knowledge of administrative skills, practices and procedures related to effective and efficient administration of city government.

Ability to evaluate situations and make decisions in a timely manner.

Ability to study municipal operations and make recommendations to the Board for improvements.

Ability to plan, assign, supervise and coordinate the activities of City employees and other resources in order to achieve the most efficient and effective day to day operations.

Ability to express ideas and information clearly, concisely and convincingly both orally and in writing to staff, the governing body, and to the general public.

Ability to establish and maintain effective working relationships with the general public, employees, and elected officials.

### **QUALIFICATIONS**

Graduation from an accredited college or university including or supplemented by accredited courses in accounting, business administration, political science, public administration, economics, or city management is desired, or equivalent education, training, and experience.

A minimum of 3 years administrative experience in public administration is desired.

Must become a resident of the City of South Pittsburg within ninety (90) days of appointment pursuant to the City's Charter.

**Employee Review:**

I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude the City's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the City's needs. I have been given a copy of this description.

Applicant's/Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Date Approved:** \_\_\_\_\_

**Reports to:** Board of Mayor and Commissioners

**FLSA:** Non-Exempt or Exempt???

This job description reflects the Board's assignment of essential functions; and nothing herein restricts the Board's right to assign or reassign duties and responsibilities to this job at any time.