

City of Connell, Washington		
Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position.		TITLE City Administrator
DEPARTMENT Executive		CLASS/EXEMPT STATUS Exempt
DIVISION	SUPERVISOR Mayor	CLASSIFICATION RANGE 26
<p>• POSITION SUMMARY</p> <p>Under the direction of the Mayor, plan, organize, control, and direct the operations of the City, providing support for the City Council, providing direction and vision for the organization, and representing the City internally and externally as its chief executive officer when designated; provide overall leadership and direction to the entire City government, implementing the policies of the Mayor and the City Council.</p>		
<p>• JOB FUNCTIONS/DUTIES</p> <p><u>Planning and Organization:</u></p> <ul style="list-style-type: none"> Plan and organize for the overall operations of the City government. Coordinate preparation of the City budget for Mayor and City Council approval. Monitor the activities of the entire City organization and assure that Mayor and City Council directives are properly implemented. Provide overall priorities, goals, and objectives for the City Staff. Maintain close contacts with community groups to represent the City of Connell. Develop, apply for and oversee the administration of project and program grants that are beneficial to the City. Develop community relations programs and policies. Represent the City as required in neighboring jurisdictions, governmental bodies, and the news media. Communicate with State and Federal officials and legislators to represent the City's viewpoint on pending administrative and legislative actions. Meet with representatives of agencies and outside entities to negotiate formal and informal agreements between City, State, and County governments, labor unions, and private interests as issues arise. <p><u>Management:</u></p> <ul style="list-style-type: none"> Control and direct the overall operations of the City government. Monitor the activities of the entire City organization and assure that Mayor and City Council directives are properly implemented, that City commitments are met, and that service delivery is maximized. Supervise and evaluate the performance of the department heads and assigned staff subject to the general supervision of the Mayor. Interview and select employees with the concurrence of the Mayor and approve transfers, reassignments, termination, and disciplinary actions. Implement the City budget in accordance with Mayor and City Council guidance, and to assure the financial soundness and integrity of the City. Meet with citizens as required to review and resolve customer service and other issues. Provide leadership and direction for major projects and long-range capital programs. Negotiate formal and informal agreements as required for the operation of the City. Supervise all purchasing by the various City Departments, boards, and commissions, including all expenditures, for the purpose of keeping same within the annual budget. Perform related duties as assigned. 		

Administration:

- Review, evaluate, and recommend revisions to city personnel policies, review personnel actions of the City.
- Attend City Council meetings; provide direct support to the Mayor and members of City Council as required and requested.
- Manage the coordination of all City boards and commissions.
- Assist City Council and the Mayor with a variety of activities, providing leadership and information as requested.
- Administer and enforce the city zoning laws.
- Assist the Mayor and City Council with drafting policies, developing City plans, regulations, and ordinances.
- Coordinate all legal issues with the City Attorney.
- Review and provide administrative and operational oversight for city contracts and agreements with external public and private service providers, including risk management and insurance services.
- Develop overall goals, objectives, and priorities for the City in accordance with the direction and guidance of the Mayor and City Council.

Labor Relations:

- Provide contract administration for the approved employee labor contracts, including training, grievance avoidance and grievance administration as required.
- Provide for contract negotiation by managing the overall negotiation process and coordinating the development of strategy.
- Meet with Union representatives and the City's negotiating consultant as required to negotiate and implement the labor contracts.
- Be responsible for all labor management matters under the direction and guidance of the Mayor and the City Council.

POSITION REQUIREMENTS (Sufficient education, training, and experience to demonstrate the attainment of the knowledge and abilities listed below):

EDUCATION

- Bachelor's Degree in Public Administration, Business Management, or related field (a master's degree in Public Administration is desired), AND

EXPERIENCE

- Five (5) years of progressively responsible senior management experience in municipal government or other governmental agencies. (Three (3) years required with a master's degree in Public Administration.)

- **KNOWLEDGE, SKILLS, ABILITIES, AND SPECIAL REQUIREMENTS**

KNOWLEDGE

The position requires an in-depth, professional understanding of:

- Municipal organization, operations, policies, and objectives.
- Principles and practices of administration supervision and training
- General municipal and public employment laws and codes
- Budget preparation and control
- Personnel management policies and procedures
- Laws, requirements, and regulations related to assigned activities
- Negotiation and public speaking techniques
- Labor/Management relations

- Operating office computer software including word processing, spreadsheet, database, and presentation programs
- Long range capital project and organizational planning
- Principles and practices of project management.

SKILLS AND ABILITIES

- Ability to plan, organize, control, and direct the operations of municipal organizations.
- Supervise supervisory, professional, and administrative support staff.
- Effectively communicate orally and in writing.
- Effectively deliver presentations, reports in a public forum and to city officials.
- Gather, interpret, and understand a variety of documents such as city regulations, policy and procedure manuals, and instruction.
- Make critical and high-impact decisions.
- Direct, organize, and coordinate multiple projects and activities.
- Resolve conflicts and issues with staff, public and other stakeholders appropriately and timely.
- Establish and maintain effective working relationships with policy makers, staff, public, city officials, consultants, and other public or private organizations.
- Gather, interpret, and present a variety of management analysis data and information.
- Recognize and understand the organizational and budgetary impacts of decisions and recommendations.
- Work independently under broad policy direction and goals.

SPECIAL REQUIREMENTS

- Successfully pass a modified background investigation and bondable.
- Occasionally lifting of up to 25 pounds of supplies and equipment
- Possess a valid Washington State Driver's license.

PREPARED BY Steve Taylor, CA	DATE	SUPERVISOR Gary Walton, Mayor	DATE	REVIEWED BY City Council	DATE	MAYOR APPROVAL Gary Walton	DATE
---------------------------------	------	----------------------------------	------	-----------------------------	------	-------------------------------	------