

## **City of Bingen Job Description**

**Job Title:** City Administrator  
**Department:** Administration, Accounting and Financial Management  
**Reports To:** Mayor  
**Approved Date:** October 4, 2017  
**Salary Range:** 23 – 40

### **SUMMARY**

This is an exempt full-time management position. The City Administrator is a salary position and may work in excess of eight hours per day or 40 hours per week.

This is a professional administrative/management level position requiring experience and training in government management, fiscal/accounting systems operations, contract management, program design and development, grant writing and administration, personnel administration and general policy research for the City Council. Oversees City operations and reports directly to the Mayor.

The City Administrator assumes the duties of the City Clerk Treasurer. By Charter, the City Clerk Treasurer acts as custodian of all records and files of the City and is the ex officio clerk of the City Council. The City Clerk Treasurer also plans and directs the operation and activities of the accounting department and financial management.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job-related duties requested by the Mayor. The job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Reports directly to the Mayor
- Oversees and coordinates overall operations of the City in carrying out the requirements of ordinances, laws, rules and regulations, and polices of the City Council and acts as a technical resource to department supervisors.
- Reports regularly to the Mayor concerning the status of projects and functions of the various city departments and offices.
- Advises and assists the Mayor and City Council in the formulation and establishment of administrative policies for the operation of city departments and offices, as well as developing policy related to the general future direction of city government.
- Reports to and advises the Mayor, and City Council as appropriate, on immediate as well as emerging municipal problems.

- Attends various civic and business meetings on behalf of the city, as the Mayor direct. Attends city council meetings twice monthly on the 1st and 3rd Tuesdays of each month.
- Directs the preparation of the Council agenda furnishing pertinent documents, reports and briefings as needed.
- Seeks out funding sources and prepares and processes grant applications.
- Serves as the Personnel Director for the City – having responsibility for overseeing city personnel and personnel system including scheduling, assisting with evaluations, staff training and general strategic planning.
- Represents the City on various boards and committees as directed by the Mayor and City Council.
- Acts a liaison with other governmental organizations.
- The City Administrator is available for emergency response and is on call 24 hours per day and may be called back to work before or after normal work hours and/or on a scheduled day off.
- Responds to citizen complaints and inquiries and coordinates council responses to these complaints.
- Performs the duties of the City Clerk Treasurer (see City Clerk Treasurer job description).

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) in public administration or related field from four-year college or university and five years of progressively responsible management experience in governmental administration, contracting, grant writing, planning, finance and public works; or equivalent combination of education and experience determined to be acceptable by the hiring authority. Washington State governmental experience helpful.

## **LANGUAGE SKILLS**

Communicates effectively, both orally and in writing, with diverse audiences. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Recognize sensitive issues and politically charged situations and exercise discretion, diplomacy and tact. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to read, analyze, and interpret, financial reports, legal documents, and common scientific and technical journals. Ability to speak Spanish is beneficial but not required.

## **MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to work with mathematical concepts such as probability and statistical inference.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

A Certified Public Accountant certificate would be beneficial, but is not necessary.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.