

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

CITY ADMINISTRATOR

1107

GENERAL PURPOSE:

Develops, plans, administers and directs through subordinate supervisors, the programs and activities of the City according to federal, state and city law and ordinances

CLASSIFICATION SUMMARY:

The City Administrator is the chief appointed administrative officer of the City. As such, direct supervision is exercised over all city departments including public works, finance & administrative services, legal, public services, police, fire, community development, and library. The work requires excellent communication skills, program planning, implementation, and evaluation skills, and leadership/motivational skills in a team management environment. The City Administrator reports directly to the Mayor. Work is performed with a great deal of independent latitude in program planning, problem-solving and decision making.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervises, administers and coordinates the work of city departments; conducts department head meetings; meets as needed with department heads and other key staff, conducts performance evaluations, holds administrative conferences and employee meetings as needed on a wide variety of issues.

Ensures that staff reports presented to City Council are accurate and of high quality so that City Council has the necessary information to make rational policy decisions.

Initiates new administrative programs, policies, and projects and assigns to appropriate staff person for completion; evaluates program accomplishments.

Responds to departmental requests for direction in resolving operational issues & problems; works to develop a work environment which fosters productivity and high morale; responds to concerns raised by employees during individual or group meetings.

Develops policy proposals for City Council consideration; organizes and participates in the City Council's annual goal-setting process; reviews program accomplishments with department heads; attends City Council meetings and reports regularly to the Mayor and City Council on the status of projects.

Develops jointly with the Mayor and Finance and Administrative Services Director a budgeting approach; jointly reviews departmental requests; jointly formulates a preliminary budget; oversees administration of the adopted budget, Capital Improvement Program (CIP) & Transportation Improvement Program (TIP)

Participates in the labor negotiation process by providing direction to the City's hired negotiator; conducts labor-management meetings.

Responds to inquiries from the public and the media; gives presentations to community groups; organizes and conducts tours of city operations.

Works with other major employers on issues of mutual interest; provides input to the legislature on

issues of legislative concern to the city; maintains a good working relationship with other public/private organizations in the area.

Works with city staff and other groups to foster orderly growth of the city; formulates project or program proposals relating to economic development; works with city staff on recruiting new businesses to the city; serves as an active participant in meetings with economic development organizations.

Represents the City at various community meetings and functions; performs interagency work with other public organizations, multi-agency groups and private organizations.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Municipal government organization, authority, functions, and relationships with other governmental jurisdictions;
- The principles and practices of goal setting, program planning/implementation/budgeting, and management by objectives and results;
- Labor law and bargaining techniques.
- Economic development programs and strategies;
- Organizational management theory.

Ability to:

- Attend work on a regular and dependable basis;
- Establish and maintain cooperative and harmonious working relationships with elected officials, employees, representatives of business, labor, and government organizations and the general public;
- Provide leadership to City departments and staff;
- Develop and prepare effective and complete correspondence and administrative reports;
- Speak effectively in front of various groups;
- Build coalitions and develop consensus;
- Appraise the quality of varied municipal services through inspection and review of work reports and to develop and effectively implement improvements;
- Analyze complex problems and conduct necessary research in solving them;
- Lead, coach, and motivate department heads and to coordinate their efforts at the policy/program implementation level;
- Comprehend and interpret laws, ordinances, rules, and regulations;
- Adapt to and work within the prevailing political and social environment;
- Delegate responsibility;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Four years of experience in municipal government administration as a City Manager or City Administrator; assistant City Manager or City Administrator; or department manager and a bachelor's degree in political science, public administration, or a related area; or, substituting major course work at the graduate level in public administration for up to two years of the experience; or, any satisfactory equivalent combination of experience and training. A Master's Degree in a relevant field is preferred.

TOOLS AND EQUIPMENT USED:

Personal computer, telephone, copy machine, and fax machine.

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.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time. However, some travel to a variety of locations to perform work and/or attend meetings is required. Minimal physical exertion may be required to lift office materials. Sufficient powers of observation are required to review written reports and other materials and monitor staff performance.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Exempt

Adopted: 9/82 Revised: 9/91, 5/94, 6/99, 09/01, 12/01, 6/16, 12/18, 4/2022