

## CITY OF QUINCY

### CLASS SPECIFICATION

**CLASS TITLE:** City Administrator

**DEFINITION:** This is a non-union, Fair Labor Standards Act exempt position.

1. Under the direct authority and supervision of the mayor, the Administrator coordinates, directs and administers the activities and functions of the various city offices, departments, commission and boards, in carrying out requirements of city ordinances and the policies of the City Council, and administers the carrying out of decisions, regulations, policies of the various city departments, commissions and boards.
2. Administer and supervise the carrying out of decisions, regulations, and policies of the Mayor, City Council and various City departments, commissions and boards; provided that nothing herein shall be construed to abridge or limit the responsibilities or authority of the civil service commission relative to uniformed personnel.
3. Report regularly to the Mayor and the City Council concerning the status of all assignments, duties, projects, and functions of the various City offices, departments, commission, and boards.
4. Assist the Mayor and the City Council generally in conducting all the City's business, to perform such other duties, and to assume such other responsibilities as the Mayor shall director and as may be required by ordinances and resolutions passed by the City Council.
5. Develop for approval of the Mayor and facilitate adoption, operating objectives, policies and programs necessary for the sound conduct of administrative operations.
6. Meet with the Mayor as often as is necessary to keep the Mayor well informed of the status and result of departmental operations and projects.
7. With the assistance of the Finance Officer supervise all expenditures by the various City offices, departments, commissions, and boards, for the purpose of keeping the same within the limitation of the annual budget and any long-range planning projected for the City.
8. Determine staffing needs, training, organizational structure and performance standards.

9. Assist the Finance Officer in preparing budget estimates by Sept. 1<sup>st</sup> each year for all City departments and, with the assistance of the Finance Officer, administer the budget after adoption.
10. Insure that all policies governing purchasing by the various City offices, departments, commissions, and boards and preparation of bid requests are compiled with.
11. Coordinate with the Department Heads the maintenance of a current capital improvements program predicated on long range plans and policies developed by the City.
12. Represent the City at meetings with other governmental units, agencies, commissions, and associations as directed by the Mayor or City Council.
13. Undertake special projects at the request of the Mayor or the City Council.
14. Coordinate City efforts to remain cognizant of federal and state grant and loan opportunities that could be a pecuniary value to the City.
15. Insure all complaints are investigated in regulation to matters concerning the administration of the government of the City in regard tot he service maintained by public utilities in the City, and to see that all franchises, permits, and privileges granted by the City are faithfully observed.
16. Obtain interpretations of City codes and official data as requested and as needed.
17. Attend all regularly and specially held Council meetings unless excused by the Mayor.
18. Serve as principal advisor to the City Council and Council Committees on a variety of technical and administrative issues regarding budget, funding, developing features for effective management, long range planning, developing service-oriented goals and programs, and fostering open and candid relations between the City government and the public.
19. Assume, at the direction of the Mayor and City Council, a leadership role in important community and regional matters. Serve as liaison between the City and civic groups, neighborhood representatives and private citizens; regional governmental agencies; neighboring cities, and Grant County. The City Administrator may frequently represent the City to a wide variety of groups and organizations.
20. Responsible for labor negotiations and principal contact with employee bargaining units. Responsible for knowledge of personnel policy and union contract and for discipline and termination.

21. Monitor state and federal regulations, suggest change to city code, policies and procedures when necessary.
22. As the City's grant manager, the Administrator is responsible for identifying outside sources of funding, for the application for such funds, and for the administration of all grant programs, in all aspects of city government, while working closely with the mayor.
23. Responsible for their own typing and be computer literate.
24. Perform other duties as directed.

### **MINIMUM QUALIFICATIONS**

1. Five years of municipal management experience.
2. A bachelor's degree in public administration or related field is desirable; Master's degree is preferred.

### **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES**

1. Ability to work in a fast paced environment.
2. Ability to develop, implement and maintain effective record keeping systems, procedures and policies.
3. Ability to lead large projects from inception to completion with close attention to detail.
4. Ability to establish and maintain working relationships at various levels.
5. Ability to exercise discretion, tact, courtesy, and patience with difficult internal and external customers.
6. Ability to express oneself effectively in all avenues of communication.
7. Intermediate computer and math skills.