



City of Stevenson Personnel Policy

Appendix # A-8

DRAFT CITY ADMINISTRATOR

POSITION: City Administrator
REPORTS TO: Mayor
EFFECTIVE DATE: July 29, 2026
FLSA STATUS: Exempt

SUMMARY:

The City Administrator serves as the City's chief administrative officer and is responsible for overseeing the day-to-day operations of the City organization. Working under the direction of the Mayor and in coordination with the City Council, the Administrator provides professional leadership in municipal administration, financial management, personnel management, policy implementation, and intergovernmental relations.

The City Administrator ensures that City operations are conducted efficiently, transparently, and in accordance with applicable laws, regulations, and policies. The position plays a key role in implementing policies adopted by the City Council, supporting strategic initiatives, managing City resources responsibly, and advancing the long-term goals of the community.

The City Administrator supervises department heads and works closely with the Mayor and City Council to implement adopted policies and priorities while maintaining effective coordination among City departments and programs

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent the essential elements and criteria necessary to successfully perform the job. Other related duties and responsibilities may be assigned as needed.

- Provide leadership and administrative direction for City departments and staff.
- Serve as the City Clerk and City Treasurer, ensuring that the statutory duties and responsibilities of both offices are fulfilled in accordance with applicable laws, regulations, ordinances, and City policies.
- Implement policies and directives adopted by the City Council and directives of the Mayor.
- Provide professional recommendations, analysis, and reports to assist the Mayor and City Council in policy decision making.
- Attend City Council meetings and provide administrative support to the governing body.
- Supervise department heads and support coordination between City departments to ensure effective delivery of municipal services.
- Assist the Mayor and City Council in developing long-term strategic goals and priorities for the City.
- Lead organizational improvements that strengthen administrative systems, operational efficiency, and service delivery.



City of Stevenson Personnel Policy

- Oversee development and administration of the City's annual operating and capital budgets.
- Provide financial forecasting and long-range fiscal planning.
- Monitor City revenues, expenditures, reserves, and debt obligations and ensure transparent financial reporting.
- Oversee financial systems and internal controls to support sound fiscal management.
- Coordinate planning and implementation of major infrastructure projects including water, wastewater, transportation, and public facilities.
- Oversee development and implementation of capital improvement plans.
- Support identification and pursuit of grant funding opportunities and oversee administration of grant-funded projects.
- Serve as liaison with regional, state, and federal agencies and represent the City in intergovernmental coordination efforts.
- Work collaboratively with partner organizations including Skamania County, the Port of Skamania County, and other regional entities.
- Respond to citizen inquiries and concerns regarding City operations and promote transparency and accessibility in City government.
- Oversee administration of City contracts and agreements and ensure compliance with contract requirements and performance expectations.
- Assist in coordinating the City's emergency preparedness, response, and recovery efforts in coordination with regional and county agencies.
- Support development and modernization of City technology systems and ensure compliance with Washington State public records retention requirements.
- Ensure administrative practices comply with the Washington Open Public Meetings Act and the Washington Public Records Act.
- Ensure City compliance with applicable federal, state, and local regulations.
- Coordinate with legal counsel on matters related to City operations and regulatory compliance.
- Promote a collaborative workplace culture and support personnel administration including recruitment, evaluations, training, and organizational development.

ABILITY TO:

- Maintain confidentiality in sensitive matters.
- Communicate clearly and effectively both orally and in writing.
- Establish and maintain effective working relationships with elected officials, employees, governmental agencies, and the public.
- Analyze complex administrative, financial, and policy issues and provide sound recommendations.
- Exercise sound judgment and discretion in decision making.
- Appropriately and efficiently delegate responsibility.
- Prioritize work, manage multiple assignments, and meet deadlines.
- Adapt to new technologies, regulations, and policy changes.
- Maintain records and prepare reports.



City of Stevenson Personnel Policy

- Promote transparency, accountability, and professionalism in municipal operations.
- Work courteously and tactfully with customers, employees, and community members.

CORE COMPETENCIES:

- Leadership and Organizational Management – Demonstrates the ability to lead a municipal organization with professionalism, accountability, and integrity. Provides clear direction to staff, supports collaboration across departments, and fosters a positive and productive workplace culture.
- Strategic Thinking – Ability to evaluate complex issues, anticipate future challenges, and develop long term strategies that support the City's goals. Helps elected officials translate policy priorities into effective administrative action.
- Fiscal Stewardship – Maintains a strong understanding of municipal finance and demonstrates sound judgment in budgeting, financial planning, and resource allocation. Supports transparent financial reporting and responsible management of public funds.
- Communication and Public Engagement – Communicates clearly and effectively with elected officials, employees, residents, and partner organizations. Demonstrates the ability to explain complex issues in a way that promotes understanding and constructive dialogue.
- Collaboration and Intergovernmental Relations – Builds productive relationships with regional agencies, neighboring jurisdictions, and community partners. Works cooperatively with other governmental entities to advance projects and initiatives that benefit the City.
- Problem Solving and Decision Making – Approaches challenges thoughtfully and objectively, gathers relevant information, evaluates options, and implements practical solutions that align with City policies and legal requirements.
- Integrity and Professionalism – Maintains high ethical standards and demonstrates fairness, transparency, and accountability in all aspects of City administration.

SUPERVISORY RESPONSIBILITIES:

- The City Administrator directly supervises department directors, department heads, and administrative staff.
- The position provides leadership and direction to City departments and promotes coordination across the organization. The Administrator supports a team-centered management approach that encourages collaboration, accountability, and professional development among City employees.

JOB CONDITIONS:

- This position operates primarily in a professional office environment.
- The position may require extended periods of sitting, standing, stooping, or reaching. Occasional lifting of objects weighing up to twenty-five pounds may be required.
- Attendance at evening meetings, community events, and occasional travel for training or regional coordination may be required.



City of Stevenson Personnel Policy

MINIMUM QUALIFICATIONS:

Education and Experience:

- A bachelor's degree from an accredited college or university in public administration, business administration, planning, finance, or a related field;
- **AND** at least five (5) years of progressively responsible experience in municipal government, public administration, or a related field, which may include roles such as City Administrator/Manager, Assistant City Administrator, Finance Director, Community Development Director, Department Head, or similar leadership positions;
- **OR** any satisfactory equivalent combination of education and experience which demonstrates the knowledge, skills, and abilities necessary to successfully perform the essential functions of the position.

Additional Qualifications:

- Demonstrated experience in organizational leadership, budget development and oversight, and working effectively with elected officials, staff, and the public.
- Working knowledge of municipal operations, including budgeting, personnel administration, and applicable public sector laws and regulations.
- Possession of, or ability to obtain, a valid Washington State driver's license within a reasonable timeframe.

DESIRED QUALIFICATIONS:

- Experience working in a small to mid-sized municipal government or similarly scaled organization.
- Experience with capital planning, infrastructure projects, or utility system oversight.
- Experience with grant development, administration, and funding strategies.
- Familiarity with Washington State laws and regulations applicable to municipal government, including public meetings, public records, and budgeting requirements.
- Engagement in professional organizations such as the Association of Washington Cities (AWC), International City/County Management Association (ICMA), or similar.

PERFORMANCE EXPECTATIONS:

The City Administrator is expected to support the Mayor and City Council in achieving the City's strategic priorities and operational goals. Performance may be evaluated based on the Administrator's ability to:

- Provide timely and accurate financial information and budget recommendations.
- Ensure effective implementation of policies adopted by the Mayor and City Council.
- Maintain efficient and responsive City operations.
- Support successful completion of infrastructure and capital improvement projects.
- Promote organizational stability, staff development, and effective personnel management.
- Maintain strong relationships with regional partners, governmental agencies, and the community.
- Promote transparency, accountability, and professionalism in City government.



City of Stevenson Personnel Policy

DISCLAIMER:

- This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.
- The City reserves the right to revise or modify the job description as organizational needs evolve.



City of Stevenson Personnel Policy

CURRENT CITY ADMINISTRATOR

POSITION: City Administrator
REPORTS TO: Mayor
EFFECTIVE DATE: June 21, 2018
FLSA STATUS: Exempt

SUMMARY:

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 all City operations and reports directly to the Mayor and Council.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Responsible for general governmental accounting, accounting systems, records, purchasing and payroll.
- Assist the Mayor in conducting all the city's business and performs such other duties and assumes such other responsibilities as the Mayor shall direct and as may be required by ordinances and resolutions passed by the City Council.
- Serve as the City's Clerk/Treasurer.
- Responsible for the preparation of monthly, quarterly, and annual fiscal reports.
- Monitor budgets.
- Generate information for other federal, state and local reports.
- Oversee issuance of debt, maintaining debt payments and debt ceilings.
- Oversee budget preparation and prepare final budget documents including preparation of financial forecasts for short- and long-term fiscal goals and conditions.
- Audit all City expenditures.
- Supervise all overall operations of the City.
- Interpret rules, policies, procedures of city functions and research data, laws, codes, regulations, and policies for the City Council in their policy making decisions.
- Serve as an advisor to the City council and its various boards and commissions.
- Responsible for maintaining consistency among the City's various boards and departments.
- Supervise the various department heads and acts as a technical resource.
- Manage City's contracts for compliance and performance.
- Negotiate contracts.
- Administrative responsibility for all contract management.
- Develop programs as directed by Council.



City of Stevenson Personnel Policy

- Prepare program proposals, budgets, implementation schedules, and evaluations.
- Perform special projects as assigned by council or insure implementation by appropriate city departments.
- Monitor performance and activities of department heads to ensure goals are met.
- Provide grant management for all city functions including research of grant opportunities, preparation of grant applications, and the administration of grants.
- Responsible for oversight of the city personnel and personnel system including supervision of department heads including scheduling, evaluations, staff training, and general strategic planning.
- Oversee the development and maintenance of general personnel policy and management issues.
- Oversee compliance with local, state and federal regulations and manages recruitment/dismissal issues.
- Administer contracts for liability, health, and other benefit programs.
- Maintain City compliance with Federal and State mandates.
- Prepare City Ordinances and Resolutions.
- Act as risk manager and maintain accident files.
- Oversee City coordination of land use reviews, subdivisions, short plats, comprehensive plan issues, various environmental permits, and Columbia River Gorge National Scenic Area regulations within the various city departments and with external parties.
- Attend all City Council meetings.
- Represent City on various boards and committees as directed by the City Council.
- Act as a liaison with other governmental organizations.
- Respond to citizen complaints and inquiries and coordinates council responses to these complaints.
- Serve with the Community Development Director and Public Works Director to coordinate emergency management and hazard mitigation planning/implementation.

ABILITY TO:

- Maintain confidentiality
- Work independently
- Appropriately and efficiently delegate responsibility
- Gauge project progress and make adjustments to meet deadlines
- Communicate clearly and effectively both orally and in writing
- Establish and maintain effective working relationships
- Work courteously and tactfully with customers and employees.
- Exercise discretion in confidential or sensitive situations
- Adapt to new technologies and policy changes.
- Maintain records and prepare reports.
- Demonstrate excellent problem solving and follow through skills.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.



City of Stevenson Personnel Policy

- Exhibit proficient computer skills.

SUPERVISORY RESPONSIBILITIES:

Responsible for directly supervising Directors, Department Heads and office staff; provide daily direction and guidance, make approvals and recommendations as needed. Indirectly supervise all remaining city staff; maintain and promote team-centered participatory management practices, delegating maximum responsibility to those in supervisory positions.

JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds.

Evening meetings and substantial overtime may be required.

MINIMUM QUALIFICATIONS:

College Graduate, previous government experience
Must have good accounting knowledge, management experience,
Communication skills
Leadership and analytical skills
Experience with standard office equipment including computers

PREFERRED QUALIFICATIONS:

Grant Writing Experience
Master's degree in a related field

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

First Aid & CPR Certification

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.

Signature

Date