

CITY OF ORTING

JOB DESCRIPTION

Job Title: City Administrator

Department: Administration

Reports to: Mayor

SUMMARY DESCRIPTION

The position of City Administrator is a full-time, Federal Labor Standard Act -Civil Service exempt management position which reports directly to the Mayor of the City. This position is appointed by the Mayor. Employment is at will. Individual holding this position must be bondable. The City Administrator assists in supervising the City's department heads and assists in managing the City government on behalf of the Mayor to implement City Council policies and goals. The individual serving in this position provides advice and counsel to the Mayor and department heads concerning fiscal and administrative alternatives and options.

This is specialized work for a municipal government, which requires the ability to exercise independent judgment, initiative and discretion based upon knowledge of administrative and legislative policies, as well as the policies and ordinances of the City of Orting. The City Administrator makes reports to, and as required by, the Mayor and the City Council. The City Administrator also completes projects and accepts additional responsibilities as directed by the Mayor.

The City Administrator assists in supervising the activities of all subordinate personnel. Supervision techniques encompass a broad range of interaction with all levels of employees and includes responsibility to assign priorities, assign specific tasks, review work performed or produced by subordinate staff, direct work activities of subordinate staff.

The City Administrator has frequent contact with the City's elected officials, with state, county and municipal government officials, and with consultants conducting business with the City. This individual has frequent occasion to work with the City's attorney to protect and benefit the well-being of the City and its residents. These contacts involve a wide variety and range of purpose, including the need to provide or collect information, coordinate projects or activities, and to solve or negotiate solutions to problems. Communication may be either by telephone, in person, or through written communication.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to the following:

1. Provide a preliminary budget proposal to the Mayor and City Council each fiscal year
2. Keep the Mayor fully informed of the financial condition of the City, to include anticipated future needs

3. Utilize financial and administrative expertise to perform analysis and provide special reports to the Mayor to facilitate decision-making
4. Provide advice and guidance with respect to any issue affecting the business or the well-being of the City. Participate in related committee work or prepare special projects to accomplish same
5. Prepare administrative or financial reports for the Mayor
6. Make recommendations to the Mayor regarding adoption of such financial measures as may be deemed appropriate or expedient
7. Assist in supervising duties of the department heads
8. Participate as a member of the City's bargaining committee in all labor negotiations
9. Attend meetings of the City Council and such other meetings as may be suggested or required by the Mayor
10. Perform duties as assigned by the Mayor
11. Conduct the City's business with the public (i.e., answer questions, provide information)
12. Seeks funding sources and prepares and processes grant and furtherance of municipal planning goals
13. Ability to plan and prepare grants and monitor resultant program activity

QUALIFICATIONS

Knowledge of:

- Group dynamics
- Local government laws, functions and organization
- Management practices and techniques
- Accounting and financial practices and techniques
- Office practices and procedures

Ability to:

- Ability to render decisions in accordance with all duly enacted laws, rules, regulations, ordinances and resolutions
- Ability to establish and maintain cordial and cooperative relations with elected officials, state and local officials, department heads, employees and the general public
- Ability to deal with a variety of diverse issues with innovation, integrity and honesty.
- Abilities or aptitudes to perform each duty proficiently.
- Ability to work with a variety of personalities in numerous and stressful situations.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education/Training:

- Bachelor's Degree in Public Administration, Planning or Business

Experience:

- Three (3) years of progressive management experience
- Five (5) years' experience in local government
- Experience working with elected and appointed officials in a variety of situations
- Experience in writing and presenting information to the public and elected officials
- Strong leadership and communication skills and be able direct effective and amicable community relations.
- Strong oral and writing skills

License or Certification:

- Valid Washington State Driver's License

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed in an office setting. Close and constant work with computers exposes the individual to normal emissions from the computer monitor and repetitive motion tasks. The work area can be noisy at times

Physical: The employee performing the duties of the City Administrator must be able to perform the bona fide occupational qualifications of the position with or without accommodation. If accommodation is required, the employee must specify how duties will be performed and what accommodation is required. The position may require sitting or standing for extended periods of time.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.