

# City of Colfax

## Job Description

<b>TITLE: CITY ADMINISTRATOR</b>	<b>DEPARTMENT: ADMINISTRATION</b>
<b>REPORTS TO: MAYOR</b>	<b>GRADE: 5</b>

### **MAJOR FUNCTION AND PURPOSE:**

Serves as administrative, assistant executive, personnel and liaison officer and building official for the City. Recommends appointments and removals of all department heads and staff. Recommends policy and implements policy as established by the Mayor and City Council.

### **SUPERVISION RECEIVED:**

Serves under the direction of the Mayor.

### **SUPERVISION EXERCISED:**

Provides direction to the Treasurer, City Clerk, Police Chief, Fire Chief, Public Works Supervisor, Fire Administrative Officer and Building Inspector.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

Coordinates, administers and supervises the carrying out of decisions, regulations and policies of the Mayor and City Council and the functions and activities of various city departments, commissions and boards; provided that nothing herein shall be construed to abridge or to limit the responsibilities or authority of the Civil Service Commission relative to uniformed personnel.

Reports regularly to the Mayor concerning the status of all assignments, duties, projects and functions of the various city offices, departments, commissions and boards.

Assists 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.

Develops, for approval of the Mayor, and facilitates adoption of operating objectives, policies and programs necessary for sound conduct of administrative operations.

With the assistance of the Treasurer, supervises all expenditures by the various city departments, commissions and boards for the purpose of keeping the same within the limitation of the annual

budget and for long-range planning of projects for the city. Insures the city complies with all policies governing purchasing and preparation of bid requests.

With the assistance of the City Clerk/Personnel Officer, determines staffing needs, training, organizational structure and performance standards.

Coordinates with department heads the implementation of capital improvement programs as predicated on long range plans and policies developed by the city.

Attends all regularly and specially scheduled council meetings unless excused by the Mayor and represents the City at meetings with other government units, agencies, commissions and associations as directed by the Mayor.

Acts as lead in obtaining information about Federal and State grant and loan opportunities and prepares and tracks the progress of grant and loan applications.

Monitors state and federal regulations and suggests changes to city code, policies and procedures when necessary. Obtains interpretations of city codes and official data when needed.

Prepares and administers contracts for professional services and construction projects.

Serves as principal advisor to the City Council on a variety of technical and administrative issues regarding budget, funding, management, long range planning and development of service-oriented goals and programs. Fosters open and candid relations between the city government and the public.

Assumes, at the direction of the Mayor, a leadership role in community and regional matters. Serves as liaison between the city and civic groups, neighborhood representatives and private citizens, regional government agencies, neighboring cities and Whitman County. The city Administrator may frequently represent the city to a wide variety of groups and organizations.

Performs other duties as directed.

#### **MINIMUM QUALIFICATIONS:**

5 years management experience; 2 years municipal management experience or equivalent; bachelor's degree in Public Administration or related field is required; masters degree is desirable.

Physical requirements--should be able to lift 25 to 50 pounds; move from desk to counter and among desks and computers; have sufficient manual dexterity to operate computers and other office equipment; be able to communicate with general public in person and by telephone.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work in a fast paced environment; to lead large projects from inception to completion with close attention to detail; to establish and maintain working relationships at various levels; to exercise discretion, tact, courtesy and patience with difficult internal and external customers; and to express oneself effectively in all avenues of communications.

**WORK ENVIRONMENT:**

Typically work is performed in a private office located in the moderately noisy office environment of City Hall. Often required to attend early morning and night meetings and occasionally required to handle work-related problems that occur on weekends.