

CITY ADMINISTRATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

Under policy direction, to plan, direct, manage and oversee the activities and operations of the City of Camas including City administration, finance, library, parks and recreation, public works, fire and police services; to serve as the Personnel Officer; to implement policy decisions made by City Council; and to provide complex administrative support to the City Council.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Assume full management responsibility for all City operations including administrative services, finance, library, parks and recreation, public works, fire and police services; recommend and administer policies and procedures.
2. Direct the development and implementation of the City's goals, objectives, policies and priorities.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through department heads and other staff, the work plan for the City; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor workload, administrative support systems and internal reporting relationships; identify opportunities for improvement and implement as appropriate.
6. Oversee the development and administration of the City budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
7. Explain, justify and defend City programs, policies and activities; negotiate and resolve sensitive and controversial issues.
8. Represent the City to all departments and outside agencies; coordinate City activities with those of other cities, counties, outside agencies and organizations in accordance with Council policies.
9. Provide staff assistance to the City Council; prepare and present staff reports and other necessary correspondence; prepare recommendations and advise the Council on matters requiring legislative action.

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10. Prepare original drafts and recommend ordinances, resolutions and contracts; institute programs and policy changes as directed by the Council.
11. Review materials submitted from various departments for Council action; determine completeness and accuracy of materials.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of City management and public administration.
13. Respond to and resolve difficult and sensitive citizen inquiries and complaints; contact departments involved; provide direction and delegate authority as necessary to correct issues.

AUXILIARY FUNCTION STATEMENTS

1. Follow all safety rules and procedures established for work area.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a municipality.
- Advanced principles and practices of public administration.
- Principles and practices of program development and administration.
- Methods of analyzing, evaluating and modifying administrative procedures.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Manage and direct the operations, services and activities of a major municipality.
- Plan, organize and direct the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Identify and respond to community and City Council issues, concerns and needs.
- Develop and administer City-wide goals, objectives and procedures.
- Prepare clear and concise administrative and financial reports.
- Operate a variety of office equipment including a computer and associated word processing applications.
- Prepare and administer large and complex budgets.

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Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration or a related field. An advanced degree in public administration or a closely related field is desirable but not essential.

Experience:

Seven years of increasingly responsible experience in municipal government, including five years of management responsibility.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands 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 these essential job functions.

Environment: Office environment.

Mobility: Sitting for prolonged periods of time.

Vision: visual acuity to review written materials

Other Factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

