

CITY OF ISSAQUAH
CLASSIFICATION DESCRIPTION

CITY ADMINISTRATOR

SUMMARY:

A position in his class, under the direction and authority of the Mayor, acts as the chief executive officer of the City for day-to-day operations. Directs, administers and coordinates the activities and functions of the various City offices, departments, commissions and boards in implementing the requirements of City ordinances and the policies of the City Council. Assures the effective and efficient utilization of City employees, funds, materials, facilities and time. Directs and controls the overall operations of the City to assure optimum services to the community. Represents the City to the community, state legislature, congress and other governmental agencies. Interacts directly with elected officials to ensure the smooth and efficient running of the City organization and the handling of important issues and concerns of a highly political nature. The incumbent works under the stresses of a highly sensitive and responsible position and environment. On a day-to-day basis, this position has the full responsibility to see that all functions of the City are carried out efficiently and effectively.

SCOPE:

Reports to: Mayor

Supervises: Deputy City Administrator, Police Chief, Fire Chief, Finance Director, City Clerk/Director of General Services, Director of Parks & Recreation, Director of Public Works Engineering, Director of Public Works Operations, Human Resources Manager, Planning Director and Building Official. Indirectly supervises subordinates to these positions.

Independently manages and directs all City operations in compliance with City ordinances and directives of City Council. Has broad latitude for independent actions and decisions. Works closely with other cities and government agencies to ensure overall operations of the City are directed toward common City goals and objectives.

WORK ENVIRONMENT:

Work is performed primarily indoors with some travel to visit organizations and groups within the City.

ESSENTIAL FUNCTIONS:

- Assures the development of short and long term plans to meet the goals and objectives of the City; directs the development of City operation and presents policy recommendations to the City Council regarding all aspects of City programs and services; implements the policies established by the Council.
- Assures efficient and responsible City operations by providing managerial leadership and direction; designs and maintains organizational structure, establishes major operational objectives, monitors progress and takes necessary corrective action; assigns project and program responsibilities to department heads and works with them in developing administrative and departmental goals.

- Assures City participation in intergovernmental and inter-community groups and takes an active role in representing the City; serves as board member on intergovernmental agencies, committees and commissions.
- Provides for citizen awareness of City goals and operations by maintaining close contact with citizens, responding to questions and making public presentations.
- Reviews and approves or disapproves the hiring, termination or changes in status of employment and pay for City employees; oversees labor relations function of the City and recommends bargaining guidelines and settlements to the City Council.
- Oversees preparation of the agenda for City Council meetings, consulting with the Council President and department heads as needed to identify appropriate issues to include on the agenda; reviews and approves staff reports and recommendations.
- Provides primary interface with City Council and City staff; keeps the City Council informed of City program activities and events affecting City services.
- Oversees preparation of the City's annual operating budget; establishes administrative objectives for the budget and identifies budgetary constraints; evaluates budget proposals submitted by department heads, develops final budget recommendations for consideration by the Mayor and City Council, and makes oral presentations at budget hearings regarding specific budget proposals.
- Monitors the City's financial condition by regularly evaluating revenue/expenditure trends and authorizing specialized studies, recommending to the City Council changes in service levels or in user fees, utility rates and taxes as necessary to maintain a sound financial condition; plans and prepares data for grants and funded programs; establishes and maintains intergovernmental coordination related to available funding.
- Oversees the City's intergovernmental relations function representing the City with federal, state, county and regional agencies; advocates City positions on proposed legislation and program regulations and reviewing grant applications prepared by City staff.
- Recommends appointment of department heads to Mayor, subject to the concurrence of the City Council, and evaluates department head performance.
- Manages the contract for legal services for the City.

OTHER JOB DUTIES:

- Meets with a wide variety of civic and business leaders and community groups regarding their concerns, program priorities, and City services.

QUALIFICATIONS:

Education and Experience:

Bachelor's degree in public administration or related field, and ten years of progressively responsible management experience in public administration; Master's degree in public administration or related field is desirable; or any combination of education and experience, which would provide the applicant with the desired skills, knowledge, and ability, required to perform the job.

Licensing and Certifications:

None.

Knowledge, Skills, and Abilities:

- Comprehensive knowledge of the principles and practices of municipal government management.
- Thorough knowledge of effective managerial principles, practices and methods.
- Thorough knowledge of organization, with regard to carrying out complex, multi-faceted services, including budgeting processes.
- Considerable knowledge of short- and long-range planning processes.
- Ability to communicate both orally and in writing, including public speaking and presentation skills.
- Ability to develop and monitor work procedures and budget guidelines.
- Ability to establish and maintain effective working relationships with the City Council, elected officials, government agencies, other employees, and the general public.
- Ability to develop, organize, and direct comprehensive citywide goals, objectives, and administrative operations.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

ORIGINATION DATE: January 1998
EEO CATEGORY Officials and Administrators
STATUS Exempt
CLASS CODE: 11109