

**CLASS SPECIFICATION**

**City Administrator**

**PAY GRADE: 66**

**CLASS CODE: 30004100**

**EFFECTIVE: January 12, 2024**

**CLASSIFICATION SUMMARY**

Receives policy direction from the Mayor and City Council. Under general policy direction, this position directs, oversees, and provides chief administrative actions for the City and its Bureaus/Offices. Provides executive level leadership and representation on all matters concerning city government. The City Administrator receives policy direction from the City Council, and is chosen by the Mayor and confirmed by City Council based on executive and administrative qualifications, in accordance with the City Charter. Classification is exempt from Civil Service.

Responsibilities include: overseeing all city services and ensuring competent management of city operations; providing strategic leadership and expert advice to the City Council and Bureaus/Offices on citywide administration; exercise a high degree of independence, initiative, and professional expertise in the administration and day-to-day management of the City in accordance with policy established by City Council, the City Charter, and city, state, and federal laws, regulations, and guidelines; developing teams and a strategic vision for enterprise-wide change management. The City Administrator must be a person of demonstrated administrative ability with experience in a responsible, important executive capacity and must be chosen by the Mayor solely on the basis of executive and administrative qualifications.

**DISTINGUISHING CHARACTERISTICS**

The City Administrator is a single-incumbent classification and is a Charter designated position appointed by an elected Mayor and confirmed by City Council.

The City Administrator is distinguished from other Bureau/Office Directors in that it has the Charter designated authority to appoint all directors excepting the City Attorney and the Chief of Police.

**ESSENTIAL FUNCTIONS**

The incumbent may perform a combination of some or all of the following duties, and performs related duties as assigned.

General Duties:

1. Manages overall operations of the City through subordinate managers and chief officers; plans, directs, manages, and reviews all city operations; recommends and administers broad policies and procedures.
2. Except for the City Attorney and the Chief of Police, appoint, reassign, discipline and remove all directors of bureaus and departments and all employees, consistent with all laws and collective bargaining agreements; may delegate to directors the authority to appoint, discipline and remove subordinate employees.
3. Prescribe such general rules and regulations as the Administrator may deem necessary or expedient to the general conduct of the administrative departments under the Administrator's

jurisdiction. The Administrator may delegate rulemaking authority to other Bureau/Office Directors.

4. Directs the development and implementation of city goals, objectives, policies, and priorities for each service area.
5. Works with the Mayor and City Council to determine the strategic direction for the City; works with the executive management team to establish the City's strategic plan in alignment with City Council and Mayor's strategic priorities; reviews department performance measures and provides direction to achieve the City's strategic plan.
6. Prepares an annual budget under the direction of the Mayor for the Mayor's submission to the Council; controls and administers the financial affairs of the City; may appoint a Budget Director to act under the Administrator's direction.
7. Coordinates, organizes, and facilitates activities with the Mayor, City Council, and local and regional jurisdictions, agencies, business and community groups to provide systematic efforts in serving the citizens.
8. Represents the City to elected and appointed officials of local, state, and federal public agencies, community groups, private companies, and other organizations; negotiates and resolves sensitive, significant, and controversial issues; negotiates contracts and agreements with other organizations.
9. Identifies, develops, presents, and implements City Council policies and long and short-range plans for city government to improve efficiency of operations and range of services provided to citizens.
10. Represents the City at conferences at the local, state, and national level; serves as a competent force to communicate city plans, status, and goals.
11. Investigate affairs of the City under the Administrator's supervision, including any contract for the proper performance of obligations running to the City within the Administrator's jurisdiction.
12. Cultivates, builds, and fosters cooperative partnerships with other public and private organizations to access resources and improve the efficiency of service delivery.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under Charter and general policy direction established by the City Council and under general policy direction from the Mayor.

Directly supervises a minimum of four (4) executive management-level positions. Indirectly supervises staff assigned to subordinate managers and supervisors.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Advanced knowledge of principles and practices of strategic leadership in public administration, budget preparation and administration, and fields related to city governance.
2. Advanced knowledge of principles of management, supervision, training, and performance evaluation.
3. Knowledge of city operations and functions, and management, financing, budgeting, human resource, intergovernmental relations, and administrative services issues.
4. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
5. Knowledge of the organization, functions, legal requirements, operations, rules, and policies of the City Council.
6. Ability to oversee large municipal government and its departments bureaus/offices.
7. Ability to manage functions and operations including personnel management and budget administration, and apply program practices to diverse and complex services.
8. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.

9. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy and patience; gain cooperation through discussion and collaboration.
10. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
11. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
12. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex city services.
13. Ability to navigate sensitive political environments.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field;

AND

**Experience:** Ten (10) years of increasingly responsible experience in managing programs, activities, and personnel in management, finance, and/or administrative functions, including seven (7) years of leadership experience in a complex and diverse organization.

#### **Special Requirements and/or Qualifications:**

A valid state driver's license may be required.

#### **Preferred Qualifications:**

Management experience working for a public agency.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Established January 12, 2024

Revision Dates: