

CITY ADMINISTRATOR

DEFINITION

Employees in this class are under the executive direction of the City of McMinnville Board of Mayor and Aldermen. Work is performed in managing the overall operations of the city. The City Administrator serves as the focal point for citizen complaints, recommends and implements policy; performs other work as required.

EQUIPMENT / JOB LOCATION

The City Administrator works in an indoor office environment. The City Administrator also travels about the city and drives to sites as needed.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this job. These are not construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Meets with the Mayor and Board members both individually and as a body
- Prepares and presents the City's annual proposed budget to the Board
- Reviews and recommends changes to the Board of City ordinances
- Serves as liaison with various local, state, development district, and Federal agencies
- Meets with individual employees concerning job related suggestions and complaints in accordance with chain of command
- Initiates and presents research and special studies concerning municipal functions
- Coordinates the Staff activities of the various City departments
- Responsible for both short and long-range planning recommendations
- Represents the City in meetings with private citizens and groups as directed

OTHER JOB FUNCTIONS

- Serves on numerous civic committees as the City's representative when appointed
- Represents the City in conjunction with the City Attorney, in court hearings involving the City's employees or property
- Completes a variety of surveys and reports
- Attends conferences, meetings, and conventions requiring overnight travel and out-of-town travel

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of the organization, functions, and problems of a municipal government
- Knowledge of current legislation, both Federal and State, which affect municipal governments
- Ability to establish and maintain an effective working relationship with other City employees and the general public
- Knowledge of the work of various civic groups and governmental organizations
- Knowledge of the principles and practices of public administration
- Knowledge of the function and problems of organization, administration, and supervision
- Ability to speak effectively in front of large groups
- Ability to speak and write effectively

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Any combination of training and experience equivalent to:

- High school diploma or equivalent
- Graduation from an accredited four-year college or university with a major in Public Administration, Business Administration, Economics, or related field.
- Eight years of increasingly responsible experience in a general business environment of which three years must have been in a responsible administrative, supervisory or consultative position.
- A Masters Degree in Public Administration (MPA), Business Administration or related field may be substituted for one year of the required experience exclusive of the administrative, consultative or supervisory.
- Possess a valid operator's license.
- Must be examined by a city designated physician to make a determination if applicant will be able to perform all essential duties required of this position.

(ADA) MINIMUM QUALIFICATIONS OR STANDARD REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines which include a computer, printer, facsimile machine, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for sedentary work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to this job. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to this job.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to use mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and use statistical inference.

FORM / SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to this job.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

Note: The City of McMinnville is an Equal Opportunity Employer. In compliance with the American with Disabilities Act (ADA), the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This job description does not constitute an employment agreement between the City of McMinnville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change.

City of McMinnville: 04/20/18