



# CITY OF SEDALIA, MISSOURI

Job Description

<b>Job Title:</b>	<b>CITY ADMINISTRATOR</b>		
Department:	Administration		
Supervisor:	Mayor & Council		
Date:	February 2012	Position No.	ADM/1
FLSA Status:	Exempt	Random Substance Testing:	Y

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## **Job Summary:**

The purpose of this position is to administer the city government. Successful performance ensures the sound administration of the City of Sedalia.

## **Job Scope:**

The Mayor and/or City Council assign work in terms of city goals and objectives. The City Administrator is responsible for implementing policies as set forth by the Mayor and City Council. The work is reviewed through conferences, reports, and observation of city operations.

## **Essential Duties and Responsibilities:**

1. Acts as the chief administrative assistant to the Mayor and shall have general superintending control of the administration and management of the government business, officers and employees of the City, subject to the direction of the Mayor.
2. Assures the development of short- and long-term plans to meet the goals and objectives of the City; directs the development of city operations and presents policy recommendations to the City Council regarding all aspects of city programs and services; implements the policies established by the council.
3. Oversees the operation of all city departments. 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 programs responsibilities to department heads and works with them in developing administrative and departmental goals.
4. Acts as purchasing agent for the city; supervises preparation of bid specifications for services and equipment.
5. 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.

6. 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.
7. Prepares the city's annual report.
8. Administers the city's personnel system: consults with department heads regarding advancement and salary increases for and selection and termination of city employees; makes recommendations to the Mayor and City Council regarding the appointment and removal of department heads.
9. 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.
10. Recommends appointment of department heads to Mayor, subject to the concurrence of the City Council, and evaluates department head performance.
11. Oversees preparation of the agenda for City Council meetings, consulting with the Mayor and department heads as needed to identify appropriate issues to include on the agenda; reviews and approves staff reports and recommendations; makes policy recommendations to the Mayor and City Council; attends all City Council meetings.
12. Serves as liaison to local commissions, boards, and committees to coordinate their activities. Assures city participation in intergovernmental and intercommunity groups and takes an active role in representing the City; serves as board member on intergovernmental agencies, committees and commissions.
13. 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 reviews grant applications prepared by city staff.
14. Attends seminars, conferences, and programs pertaining to municipal government.
15. Communicates with media representatives and prepares press releases as necessary.
16. Supervises the maintenance of all city records and documents.
17. Provides for citizen awareness of city goals and operations by maintaining close contact with citizens, responding to questions and making public presentations.

18. Provides primary interface with City Council and city staff; keeps the City Council informed of city program activities and events affecting city services.
19. Supervises the maintenance of records of all real and personal property owned by the city; coordinates the sale of property as directed.
20. Performs other related duties as assigned.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. Master's degree in related field from an accredited college
2. 5+ years of managerial experience in a related field with similar sized municipalities
3. Knowledge of municipal government practices preferred
4. Missouri drivers license
5. Must successfully complete a pre-employment drug screen and agree to be subject to random drug screen throughout employment.

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of city codes, ordinances, policies, and procedures.
2. Knowledge of state and federal laws governing municipal operations.
3. Knowledge of media relations
4. Knowledge of communications through modern media techniques.
5. Knowledge of public administration, including management, supervision, and budgeting procedures.
6. Knowledge of general office principles and practices.
7. Knowledge of accounting principles and practices.
8. Knowledge of laws and regulations relating to the preservation of official records.
9. Skill in operating a computer and standard office equipment.
10. Skill in preparing and maintaining reports and records.
11. Skill in planning, assigning, and supervising work.
12. Skill in interpersonal relations.
13. Skill in oral and written communication.

**Guidelines:**

1. City codes and ordinances

2. City and department policies and procedures, the Comprehensive Plan, and parliamentary procedure rules.
3. Guidelines require judgment, selection, and interpretation in application. This position is also responsible for developing departmental guidelines.

**Complexity:**

The work consists of varied duties related to the administration of city operations.

**Principal Working Relationships:**

1. Co-workers, other city employees.
2. Mayor, City Council Members and other City Officials.
3. General public.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, influence persons, and justify matters.

**Supervisory and Management Responsibility:**

This position has direct supervision over Airport Director (1), City Attorney (1), City Clerk (1), Community Development Director (1), Cemetery Director (1), Fire Chief (1), Finance Director (1), Personnel Director (1), Police Chief (1), Information Technology Manager (1), Public Works Director (1) and Senior Administrative Assistant (1).

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

**Work Environment:**

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer. Evenings and weekends may be required.