

**ADMINISTRATION
CITY ADMINISTRATOR**

GENERAL DUTIES: Chief Executive Officer and head of the Administrative branch of the City government. Subject to Charter and Council policy, acts for the City Council in directing and coordinating the administrative work of City departments and performs related work as required.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions – Follows all work instructions given, and completes all assigned duties. Follows the policies, rules and regulations of the City and Department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Attend-meetings of the City Council to advise members on established policy and advise the City Council on matters of administrative practices, City operations, policies and problems. Report to Council on various topics and make recommendations concerning the adoption of measures and ordinances. Receive various assignments from the Council.
2. Prepare an Annual Financial Plan and Capital Improvement Budget and submit it to the City Council for their review and adoption.
3. Exercise continuous budgetary controls to ensure proper expenditures of authorized funds.
4. Study systems and procedures and propose improvements and simplifications.
5. Conduct continuous research in administrative practices and recommend to the City Council

- those practices which will produce greater efficiency and economy in city government.
6. Represent the City Council and the City in relationships with other governmental agencies, and the general public.
 7. Coordinate interdepartmental and inter-jurisdictional projects and activities.
 8. Execute contracts on behalf of the City Council.
 9. Organize City Departments into effective, productive units.
 10. Plan for future City activities/projects with all departments.
 11. Appoint, suspend, discipline and/or remove all officers and employees as set forth in the City Charter; administer all the City's personnel rules and regulations.
 12. Act as Director of Emergency Services.
 13. Negotiate and lead initial planning of major civic or community improvement projects.
 14. Serve as the Authority Manager of SCRWA (South County Regional Wastewater Authority).
 15. Stay current and proactively respond to pending legislation which has potential to impact the City budget or other operations.
 16. Perform such special assignments as the City Council may direct.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES: (for acceptable job performance)

SKILLS:

1. Develop and maintain effective working relationships with those contacted in the course of work and handle citizen complaints and/or difficult customers.
2. Research and document various informational materials and compile periodic or special reports for the purpose of producing greater efficiency and economy for the City government.
3. Budgetary preparation and control.

KNOWLEDGE: Knowledge of:

1. Laws and regulations, modern principles and practices of city management, budget, finance, and public personnel administration.
2. General knowledge of the other aspects of city management such as police, fire, public works, parks and recreation, personnel and planning.

3. Current trends and recent developments in management and local government.
4. Developments in the availability of computer assisted management information systems.

ABILITIES: Ability to:

1. Plan, organize and manage the activities of the City under the policy guidance and direction of the elected officials of the City.
2. Develop, present and gain acceptance of program plans and funding recommendations to carry them out.
3. Analyze problems and exercise sound judgement in developing recommendations for solutions.
4. Plan, organize and supervise the work of subordinates.
5. Present ideas, facts and recommendations effectively in writing and orally.
6. Establish and maintain effective working relationships with the Mayor, City Council, subordinates, representatives of other agencies, business and community groups and the general public.
7. Set realistic goals and objectives to ensure the long-term viability of the city.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone
4. Copier
5. Calculator
6. Facsimile machine
7. Specialized computer software
8. Presentation equipment, microphones, easels, overhead projectors, tape recorder, etc.
9. Television and VCR equipment
10. Automobile

PHYSICAL DEMANDS:

Under typical office or field conditions, employee will perform the following physical activities which include handling files, books, binders, and sometimes boxes of work-related material:

1. Sitting, for prolonged periods of time working at a computer or attending meetings, including

Council meetings which may last over 6 hours.

2. Walking
3. Standing, for up to 4 hours during presentations and training seminars.
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling
10. Lifting up to 25 lbs.
11. Driving
12. Speed, in meeting deadlines and using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses while using a computer, printer, telephone, copier, calculator, fax machine, television, VCR, microphone, easel, overhead projector, tape recorder, or automobile:

1. Seeing
2. Speaking
3. Hearing
4. Touching

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, up to 75% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood and asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, radios, typewriters, etc.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical conditions, traveling to meetings, or attending training sessions, less than 25% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 10% of the time.
3. Flooring: Carpet, wood, tile, linoleum, uneven surfaces, grass, rock, asphalt, etc.
4. Noise Level: Normal outdoor levels when working or traveling in the field.
5. Lighting: Normal outdoor conditions, with chance exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by a vehicle or plane.
7. Dust or Fumes: Normal outdoor levels associated with pollen, dust, vehicle exhaust, etc.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, telephone, copier, calculator, fax machine, VCR, television, microphone, easel, overhead projector, tape recorder, etc.

When working or traveling in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIRED TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. A Bachelor's degree from an accredited college or university with a major in Public Administration, Business Administration, Political Science, Public Policy, or a closely related field. In addition, a Master's degree in Public Administration, Public Policy, Political Science, or related of field of study is required.
2. Recent Experience as an assistant administrative head of a city of comparable or larger size, or as the head of such a city, with at least five (5) years of experience as the administrative head of a city, OR ten (10) years of experience as assistant administrative head.
3. Additional related work experience may, at the sole discretion of the City, be considered in lieu of the Master's degree.
4. Pass a post-offer medical examination, which includes a drug test.
5. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
6. Pass a detailed background check for employment, including a Department of Justice criminal record check.
7. Prefer non-tobacco user.