

CITY OF MAULDIN

POSITION DESCRIPTION

CITY ADMINISTRATOR

GENERAL PURPOSE

Performs high level administrative, technical and professional work in assisting the City Council in directing and supervising the administration of city government including finance, public works, judicial, business development services, community development, fire, police, and recreation departments. Works under the general supervision of City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to the City Council and department heads in all areas.

Communicates plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Maintains harmony among workers and resolves grievances. Provides leadership to department heads and other key staff.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Performs or assists subordinates in performing duties; addresses errors and complaints.

Prepares a variety of studies, reports and information for decision-making purposes.

Advises City Council on matters relating to various departments, and other issues and/or projects as assigned.

Attends meetings and makes presentations to City Council, various boards and commission, civic clubs and the general public.

Attends all meetings of the City Council.

Assist Department Heads in the selection of employees to fill vacant positions.

PERIPHERAL DUTIES

Recommends for adoption by the Council such measures as deemed necessary or expedient.

Prepares and submits to City Council such reports as may be required or as deemed advisable by the City Council.

Attends and provides assistance to Council committees as needed.

Assists Neighborhood Associations, churches, non profits, small business, and interacts with other governmental agencies.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Bachelor's degree in public administration, political science, business management or a closely related field; A Master's Degree in Business or Public Administration is preferred, but not required:
- (B) Seven (7) years experience at department head or similar supervisory level; or as and assistant administrator or key department head in a municipality or:
- (C) Any equivalent combination of education and experience which would provide the necessary experience and training to accomplish work needed.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of modern policies and practices of public administration.
- Working knowledge of planning, building codes, public works, fire, police, judicial, economic development, finance and recreation departments.
- Skill in preparing and administering budgets.

- Skill in planning, directing and administering municipal programs.
- Skill in operating the listed tools and equipment.

- Ability to prepare and analyze comprehensive reports.
- Ability to carry out assigned projects to their completion.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, city officials, and the public in general.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, calculator, telephone, copy machine, fax machine, and automobile. A valid driver's license is required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described is representative of activities required and work environment encountered while performing the essential functions of this job.

Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is frequently required to sit and talk or hear.
- The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift or move up to 50 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The noise level in the work environment is usually moderate.

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

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change.