

City of Washington-City Administrator Job Description

The City of Washington is an Equal Opportunity Employer

The position of City Administrator is an exempt, at will, employment position.

The starting salary for the position is \$74,000 to \$80,000 based on qualifications/experience

A City Administrator is appointed by City Council pursuant to Section 112A of Title 11 (known as Third Class City Code) and oversees the administrative tasks that allow a city to operate.

Working closely with various city departments and city officials, The City Administrator, at the direction of Council, shall manage policies, create new public programs, maintain the city budget and advise the city council as to operational matters in all departments.

City Administrator Job Duties:

- Recommends programs and services by studying the changing needs of the city; identifying and anticipating community service trends; evaluating and offering options to Mayor and Council
- Managing the city's budget
- Achieves financial objectives by developing and recommending an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions; anticipating long-term issues.
- Enforces Council's decisions by developing, monitoring, and enforcing policies and procedures.
- Complies with federal, state, and local laws and regulations by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising management on needed actions.
- Promotes city services by coordinating and cooperating with federal, state, and other local units of government.
- Maintains rapport with the community reaching out to resolve concerns; settling disputes. Contributes to team effort by accomplishing related results as needed. Communicating and collaborating with City department heads.
- Supervising municipal projects and delegating responsibilities to the city operational Administrators of departments and city employees that are best suited for specific projects and jobs
- Works closely with the grant writer to acquire funds.
- Assist with Mayor and Council to negotiate Collective Bargaining Agreements
- Keeps Mayor and Council informed by collecting, analyzing, and summarizing information and trends; remaining accessible; answering questions and requests.
- Perform these and other duties as directed by Council
- Attend all meetings as requested, including some evenings and weekends if needed.

City Administrator: Education and Requirements

The City Administrator is expected to have earned an undergraduate or graduate degree or can show work experience that is comparable. The degrees can vary, especially since city managers are often recruited from other city departments. Degrees that complement this career include business, criminal justice, public administration, finance, and accounting.

It is important to note that experience counts. Typically, the City Administrator should have up to five years of experience working in City departments or other government or closely related positions in which the candidate has displayed upward mobility with an increase in responsibilities. This may also include experience as a head of a city department. Salary and benefits will be based on experience.

In addition to education, a prospective City Administrator may also need to obtain a Certified Public Manager (CPM) credential that involves training in areas that are specific to the job.

City Administrator: Skills and Competencies

- Diplomacy and tactfulness
- Strong written and verbal skills that are clear and understandable
- Excellent organizational skills in order to manage projects and delegate personnel
- Strong critical thinking skills
- Public speaking skills
- Knowledge of city laws and ordinances
- Understanding of governmental processes and requirements
- An ability to negotiate with employees, different jurisdictions, and those people, such as vendors, who provide services to the city
- Solid understanding of the key roles that others play in city government
- The ability to research and find needed resources as well as to adapt to changing situations
- Computer skills including M.S. office suite and general knowledge of financial management software.
- As a public employee you must be able to uphold a higher standard of public behavior as to reflect the acceptable norms expected by the City of Washington City Council both while at work and in the broader community.

The selected candidate will be required to pass criminal background and credit checks.