

## **POSITION DESCRIPTION**

Class Title: City Administrator

Department: General Government

Salary Schedule: Exempt

Range: Set by Employment Agreement

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### **POSITION SUMMARY:**

The City Administrator is an exempt position under FSLA. The City Administrator serves at the pleasure of the City Council as the Chief Administrative Officer for the City. The Administrator provides administrative support and leadership in all aspects of city business.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the City Council

### **SUPERVISION EXERCISED:**

Provides general supervision and discipline to all City Employees; provides recommendations to the City Council on the retention of appointed personnel.

### **GENERAL RESPONSIBILITIES:**

Develop and recommend the annual budget for the City Council based on priorities set by the council and needs for continued daily operations.

Provided daily supervision and direction to all city personnel including the ability to discipline and terminate in accordance with the City Code. Termination of appointed positions remains with the City Council.

Translate wishes of the council into action including the implementation of the strategic plan and direct administrative policy to effectively pursue the goals set by the city council

Represent the city in dealings with entities outside of the city including businesses, organizations, and to other units of government

Create and disseminate agendas for the city council meetings and provide council with all information required to make informed decisions; attend all meetings of the city council

Represent the city in the media as needed including interviews, press releases and serving as the Information Officer in the city's emergency operations plan.

Serve as the Chief Financial Officer for the organization supervising the financial affairs of the city including purchasing, investments, revenue collection and financial procedures.

Provide information technology support and decision making including the administration of the city's website and social media pages.

Serve as the chief economic development representative of the community working with businesses on expansion and retention and recruiting new businesses to the community.

**PERIPHERAL DUTIES:**

Performs other duties as deemed necessary or assigned by City Council.

**MINIMUM EDUCATION/EXPERIENCE:**

Must be 21 years of age or older

No Felony convictions or disqualifying criminal history.

U.S. Citizen.

Bachelor's degree from an accredited institution in public administration, business administration, or related field is required; Master degree in public administration, business administration or related field is strongly preferred.

Minimum of two years experience as City Administrator or Department Head level position in a similarly sized community or larger.

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of all areas of city government including police, fire, and public utilities

Working knowledge of laws governing municipalities in the State of Kansas

Strong communication skills both written and verbal with public speaking experience

Ability to maintain composure and confidentiality in all dealings

Skill in operating PC and network computers, printers, scanners, and fax machines; learning multiple computer software applications; proper telephone etiquette and operation of telephone systems

Strong analytical skills and sound fiscal management skills

Knowledge of current best practices in management and ability to learn and implement new practices as situations dictate.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions

Ability to operate effectively in emergency situations within the Incident Command framework

**LICENSES REQUIRED:**

Must possess, or be able to obtain by time of hire, a valid Kansas driver's license without record of suspension or revocation in any state.

**PHYSICAL DEMANDS:**

The job may require maintaining physical condition necessary for sitting, standing, bending and stooping for prolonged periods of time; using various office equipment including a computer screen and keyboard. The job may require maintaining physical condition necessary to operate potentially hazardous situations and environments.

The employee may occasionally be required to lift and/or move more than 30 pounds.

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

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed indoors, in an office setting.

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 City Administrators position is governed by an employment agreement negotiated and agreed upon by the City Council and City Administrator. The terms of that agreement will define the aspects of employment with the City of South Hutchinson.

**I have read this position description and understand its contents.**

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Employee Signature

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Date