

**Job Title:** City Administrator  
**Reports To:** Mayor and the Board of Aldermen  
**FLSA Status:** Exempt  
**Department:** Administration

**Pre-employment processes:**

Reference Check	Criminal Background	Financial Background	Driver's License	Education/License Certification	Drug Screen	Physical
X	X	X	X	X	X	

**Purpose of Position:**

The purpose of this position is to coordinate departments in the delivery of city services, communicate city government activities to the Mayor and Board of Aldermen for policy determinations and implement city administrative policies. The City Administrator shall be employed by the Board of Aldermen with the approval of the Mayor. The work is performed under the direction and supervision of the Mayor.

**Essential Duties and Responsibilities:**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

**Administrative Responsibilities:** The City Administrator shall be the Chief Administrative Officer of the City and report directly to the Mayor. The City Administrator shall coordinate and generally supervise and ensure the efficient and effective operation of the City, except the Police Department or as otherwise specified by the Statutes of the State of Missouri, or the laws and ordinances of the City of Marshfield. When necessary, the City Administrator shall investigate, examine, or inquire into the affairs and operations of any department.

The City Administrator shall communicate using any means necessary and available with all internal and external individuals in a manner reflecting the vision, mission and values of the City; develop and maintain procedures for the incorporation of and enforcement of all Federal, State and Municipal Codes or requirements in any City function; schedule the use of City building facilities including but not limited to the community room and counsel room in City Hall by City personnel, or other citizens, organizations or persons; and be responsible for sale of personal property belonging to the City with the approval of the Board of Aldermen.

**Financial Responsibilities:** The City Administrator shall serve as the Budget Officer of the City of Marshfield. In this position, the City Administrator shall coordinate and assist in the budget process with individual department heads. After providing proper analysis, and in cooperation with the Finance Director, the City Administrator shall prepare budget documents for each department/fund which embody the goals of the Board of Aldermen and respect the financial power and condition of the City. These documents shall be presented to the Mayor and Board of Aldermen in a reasonable time frame to allow for due process prior to required passage. Throughout the year, the City Administrator shall

maintain a system to assure timely reporting of budget versus actual receipts, expenditures, and variances; analyze and explain variances; and make recommendations and plans to meet budget targets.

The City Administrator shall establish and maintain files and procedures with regard to State and Federal grants and assist in the preparation of request for such grants including follow-up action and preparation of any reports required to comply with the requirements to receive such grants when so authorized by the Mayor and Board of Aldermen.

**Purchasing Responsibilities:** The City Administrator shall serve as the Purchasing Agent for the City, and as such, develop procedures and systems applicable to procurement and purchases in order to conform to all statutory and policy requirements, and establish and maintain appropriate files regarding the business dealing with procurements in accordance with the policies of the Mayor and Board of Aldermen.

The City Administrator shall review and approve purchase orders and/or contracts for items or services; establish and maintain contact with vendors representing suppliers or potential suppliers to the City of supplies or services and disseminate information to any City official or employee of possible new items or services available to the City in which the City may be interested; develop and implement procedures for receiving, opening and review of all bids for proposed City contracts; assure that summaries of compliance with specifications and bid pricing information are available from the appropriate department heads for review and approval by the Mayor and Board of Aldermen.

In addition, the City Administrator shall establish and maintain files and procedures to ensure that all insurance needs of the City are maintained and kept in effect for coverage as approved by the Mayor and Board of Aldermen.

**Personnel Responsibilities:** All City Officers and employees, except employees of the Police Department and elected officers, shall be appointed and discharged by the City Administrator; however, the Board of Aldermen may, from time to time, make reasonable rules and regulations governing the same. The City Administrator shall prepare, develop, and maintain job descriptions applicable to City functions; handle all applications for employment, arrange interviews, testing and ensure files are maintained for all applicants. All personnel matters shall be addressed by the City Administrator, and actions taken shall be based on actual merit and qualification or disqualification of the officers and employees without regard to race, creed, national origin, sex, religion, marital status, or political belief or affiliation.

The City Administrator shall encourage employee development through training and opportunity and establish, assist all departments in loaning employees between each other as may be required to meet special conditions, events or situations such as illness or vacations, catastrophe, weather conditions, etc., so that the City business may function in as efficient a manner as possible concern to employees.

In addition, and as necessary or as directed by the Mayor, the City Administration shall substitute and assist in the City Clerk's office.

**Board of Aldermen and other Boards/Commissions/Committees:** The City Administrator shall attend the meetings of the Board of Aldermen and attend any other meetings or hearings as directed by the Mayor. During these meetings, the City Administrator shall advise on actions taken and topics of importance. The City Administrator shall develop and recommend policies for issuance by the Mayor and Board of Aldermen regarding any improvements to administration of the City's business, including

but not limited to records retention programs, personnel procedures, maintenance and up-keep of City property.

The City Administrator shall prepare and maintain a calendar of events which may require attention of City officials or department heads, provide coordination between City Boards or Commissions in any outside functions, and shall arrange any travel or meetings as necessary or as requested.

Further, the City Administrator shall encourage elected official development through training and opportunity and establish, prepare and maintain procedures for coordination of the transfer of functions during changes in administration, including any changes in the membership of the Board of Aldermen or changes in the membership of any board or changes in any City office.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Public Administration or related field, Master's degree preferred, five years city management experience with utility management experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

#### **Physical and Mental Abilities Required to Perform Essential Job Functions**

##### **Language Ability and Interpersonal Communication**

Ability to modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles. Ability to analyze and categorize data and information, to determine consequences and identify and select alternatives. Ability to decide the time, place, and sequence of operations within an organizational framework, as well as the ability to oversee their execution.

Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures, and standards to specific situations. Ability to provide formal instruction in a structured setting.

Ability to utilize a variety of advisory and design data and information such as budget reports, meeting agendas, insurance reports, employee records, personnel policies, maps, city code, DOT manual, state statutes, non-routine correspondence, city master plan and accounting methods.

Ability to communicate orally and in writing with city residents, city officials, city employees, news media representatives, state legislators and other government agencies.

##### **Mathematical Ability**

Ability to calculate percentages, fractions, decimals, and ratios. Ability to interpret basic descriptive statistical reports.

##### **Judgment and Situational Reasoning Ability**

Ability to apply functional reasoning in synthesizing information and functions, and ability to influence others in activities such as leading, controlling, managing, supervising, and teaching.

Ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

**Physical Requirements**

Ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, and calculator/adding machine.

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring moderate skill, such as typing.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling.

Ability to recognize and identify similarities or differences between characteristics of shapes and sounds associated with job-related objects, materials, and tasks.

**Environmental Adaptability**

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as irate individuals, intimidation and concurrent deadlines may cause discomfort and poses a limited risk of injury.

The City of Marshfield is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Mayor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date