

JOB DESCRIPTION
CITY OF CAMDENTON, MISSOURI

POSITION TITLE: City Administrator

DEPARTMENT: Administration

REPORTS TO: Mayor and Board of Aldermen

DEFINITION: Under the supervision of the Mayor and Board of Aldermen the City Administrator shall be the Chief Executive Officer to the Board and shall have general superintending control of the administration and management of the government business, officers, and employees of the City, subject to the direction and supervision of the Mayor and the Board of Aldermen.

Specific responsibilities include:

1. Approve purchases in accordance with purchasing rules and procedures approved by the Board of Aldermen as amended by ordinance from time to time.
2. Serve as an officer on the budget committee and shall assemble estimates of financial needs and resources of the City for each ensuing year to be proposed to the Mayor and Board of Aldermen for final approval.
3. Recommend to the governing body adoption of such measures as deemed necessary or expedient for the health, safety or welfare of the City for improvement of administrative services for the City.
4. shall submit to the governing body a proposed agenda for each board meeting.
5. shall attend all meetings and act as a liaison between the various boards and committees
6. shall supervise the preparation of all bid specs for services and equipment, and received sealed bids for presentation to the governing body
7. keep informed concerning the availability of federal, state, and county funds/grants for local programs, assist and coordinate with Department Directors in obtaining these funds on behalf of the City
8. shall attend state/regional conferences applicable to the office and the business of the City
9. shall be responsible for keeping the public informed in the purposes and methods of the City
10. shall keep accurate records of all actions taken by the City Administrator's office
11. conduct written performance evaluations of Department Directors on an annual basis; ensure that Department Directors conduct written evaluations of their employees on an annual basis
12. Recommend salary and wage scales for City employees not covered by collective bargaining coordinating through the Pay and Compensation Committee
13. Develop and enforce high standards of performance by City employees
14. Assure that City employees have proper working conditions
15. Work closely with Department Directors to promptly resolve personnel grievances using currently adopted policies
16. shall be responsible for the real and personal property of the City
17. shall coordinate and monitor the work of all City departments
18. shall perform any and all other duties prescribed by the governing body

MINIMUM QUALIFICATIONS: In order to hold the City Administrator, position an employee must:

1. be able to work under standard operating procedures and abide by policies stated in or granted by the municipal code
2. be able to work cooperatively and effectively with the general public, supervisors, subordinates, and other employees
3. Bachelor's degree in public or business administration and/or at least five (5) years of experience in municipal government
4. have excellent oral and written communication skills
5. have knowledge of modern office practices including computer skills
6. have considerable experience in public management, personnel management, public finance, grant preparation, infrastructure management, and economic development
7. possess mature judgment and have the ability to exercise initiative
8. have a valid Missouri Drivers License

ESSENTIAL FUNCTIONS: While performing the duties of this job the employee will:

- frequently required to sit and talk or hear
- ability to operate a keyboard and view computer screens
- sight, hearing, speech, frequent lateral mobility
- lifting items above head
- climbing ladders or steps
- stooping and bending
- squatting, sorting, kneeling and reaching to ground level and overhead as required for such tasks as retrieving files
- mentally analyze a situation
- solve problems
- make decisions under pressure in area of responsibility
- may work a varied schedule including some evenings and weekends
- may be subject to emergency call back on off duty hours
- will be subject to pre-employment physical and drug testing
- subject to monthly random drug and alcohol testing
- may be exposed to extreme weather conditions, dust and/or pollen
- primarily work indoors with heating and cooling regulated in a general office environment

INITIAL MERIT LEVEL: Salaried position.

The City Administrator is appointed, employed, and compensated at the discretion of the Mayor and Board of Aldermen.