



CITY OF CLAREMONT JOB DESCRIPTION

POSITION: City Administrator
DEPARTMENT: Administration
REPORTS TO: City Council

SUMMARY

Responsible for planning, organizing, directing and coordinating all municipal activities; including activities of the Planning Commission and Economic Development Authority. Serves as the chief administrative officer of the City and is responsible for the proper administration of all affairs of the City.

ESSENTIAL FUNCTIONS OF THE POSITION

Plans, organizes and defines the organization of City Administration to ensure a coordinated and effective effort to meet the goals and objectives established by the Council, and various boards and commissions.

Plans, developments and implements administrative policies, rules, regulations and procedures with the oversight of the Council.

Coordinates the administration of all departments, boards and commissions.

Develops and issues administrative rules, policies and procedures necessary to ensure proper functioning of all departments.

Oversees preparation and submits an annual budget to the Council, obtains input from Department Heads, and keeps Council informed of the financial condition of the City and recommends action when appropriate.

Manages and invests City funds in accordance with Council and public finance guidelines and sound financial practices. Oversees preparation of information for annual audit and reviews reports.

Attends and participates in all Council meetings and other meetings with official bodies as directed by the Council, ensures that all laws and ordinances are enforced and carries out Council directives.

Coordinates and oversees the work of consultants and advisors contracted by the Council. Represents the City with other governmental agencies and officials.

Prepares or oversees preparation of grant and/or loan applications, administers grant and/or loan money that is received and submits related reports.

Oversees preparation of information of bond ratings, bond issues, bond offering statements and continuing disclosure statements.

Reviews Ambulance, Fire and Police requirements, prepares policies and makes recommendation for Council approval, carries out Council directives.

Works with County Public Health office to insure proactive measures on the protection of health and well being of citizens and visitors.

Oversees administrative portion of all improvement projects; reviews plans and specifications, advertisement for bid notices, contracts, pay requests, change orders, etc. Returns bid bonds, prepares assessment hearing notices, correspondence, certifications, resolutions, etc.

Facilitates the development of long and short-range goals and oversees their implementation and reports to the Council on their progress and accountability.

Evaluates potential projects, programs and services to determine feasibility and community impact and makes recommendations to the Council.

Develops long range capital asset plans and identifies funding for improvements.

Assists the City Clerk in maintaining all municipal records and documents as required by law, prepares certified copies as requested.

Reviews and/or performs rate studies and makes recommendations on rate changes for fees.

SUPERVISORY RESPONSIBILITIES

The Administrator is responsible for the overall direction, coordination and evaluation of the City program of progress.

Carries out supervisory responsibilities in accordance with the City policies and applicable laws. Responsibilities may include interviewing, training, planning, assigning and directing work. Also adjusting grievances, addressing complaints and resolving problems of employees.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

A degree in public administration, accounting, business administration or a related field; three to five years of experience and/or training; or equivalent combination of education and experience may be substituted for two years of experience.

LANGUAGE SKILLS

- Demonstrated ability to read, analyze and interpret plans and specifications, contracts, ordinances, technical journals, financial reports and legal documents.
- Demonstrated ability to prepare contracts, ordinances, resolutions, policies, reports and correspondence.
- Demonstrated ability to present reports and make recommendations to Council, and other boards and commissions.
- Demonstrated ability to communicate effectively both orally and in writing with elected and appointed officials, staff, other public officials, volunteer departments and the general public.

MATHEMATICAL SKILLS

- Demonstrated ability to make arithmetic computations using whole numbers, fractions and decimals.
- Demonstrated ability to compute rates, ratios and percentages.
- Demonstrated ability to understand governmental accounting standards and accounting standards for enterprise funds.
- Demonstrated ability to oversee budget preparation and administer the budget.
- Demonstrated ability to analyze and make recommendation on utility rates for Water and Wastewater Departments.

REASONING ABILITY

- Demonstrated ability to apply principles of logical thinking to a wide range of intellectual and practical problems.
- Demonstrated ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of laws, regulations and ordinances applicable to City government.
- Demonstrated knowledge of budgeting, accounting and government financing.

- Demonstrated knowledge of government processes, services and planning.
- Demonstrated knowledge of management principles and practices as they apply to public sector management including personnel and organization development.
- Demonstrated ability to plan and analyze City operations; develop alternatives and determine the costs, advantages and disadvantages of various alternatives.
- Demonstrated and applied strong communication skills.
- Applied knowledge of computers and software programs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.