

**CITY ADMINISTRATOR**

**Summary**

Responsible for the day to day administrative operations of the City and its departments. The powers and responsibilities of the City Administrator are those specifically set out by the City Council and the ultimate responsibility for the operation of the City is vested with its elected officials. Serves as City Clerk and Treasurer.

**DUTIES AND RESPONSIBILITIES**

**A. Administrative Duties (60%)**

* Collaborates with department heads to prepare the annual budget for submittal to the City Council.
* Acts as the Appointing Authority for the City with the authority to investigate, conduct, and discipline, all employees of the City, except department heads, as provided by the Civil Service Act and appropriate departmental policies.
* Prepares the agenda for all Council meetings and serves as the Council’s principle staff advisor.
* Prepares and recommends to the Council, Mayor and Civil Service Board any changes in the personnel classification and compensation plan of the City.
* Acts as the purchasing agent for the City.
* Conducts and manages municipal elections.
* Issues all licenses for the City.
* Reviews and approves the recommendations of the Finance Director regarding the placement of all City investment funds and banking accounts maintained by the Finance Director.
* Coordinates the activities of the various department heads to further the goals and objectives established by the City Council.
* Is responsible for providing the centralization of the administrative responsibilities of the City.

**B. Council Liaison/Public Relations (30%)**

* Represents the Council and ensures that its policies and procedures are carried out in a highly professional manner.
* Serves as a policy advisor to the Council and Mayor on revenues, laws, policies and administrative procedures of the City.
* Keeps the Council and Mayor fully informed about the financial condition of the City.
* Provides the Mayor and Council with accurate and specific knowledge of numerous matters that affect the operation of the City.
* Develops and submits plans to the Council and Mayor for long-range improvements.
* Receives and settles claims against the City.
* Takes minutes of all Council meetings; finalizes and distributes minutes.
* Responsible for questions and complaints from the public.
* Acts as custodian for the City Council of all municipal properties, real and personal.

**C.** **Records/Reports (10%)**

* Acts as custodian of the City Seal and serves as the official keeper of all municipal records.

**D. Is accessible while on duty and works harmoniously with all employees and citizens.**

**E. Performs any other job related duties in a safe manner as assigned by the City Council.**

**JOB SPECIFICATIONS**

**Qualifications**:

* Must have a Bachelor’s degree in Civil Engineering, Planning, Public Administration, Business Administration or related field from an accredited college or university.
* Ten years of progressively responsible experience in local government desired.

* Must hold City Clerk certification or be able to obtain one in a three (3) year period.
* Must be bondable.
* Must have a valid driver’s license and have a safe driving record.
* Full time residency in Tuscaloosa County is preferred.

**Knowledge, Skills, and Abilities:**

* Knowledge of all areas of local government, including but not limited to the following; public safety, public works, city planning and management, building and construction, finance and human resources.
* \*Extensive knowledge of the general layout of the City, including schools, businesses, residential areas, etc.
* \*Extensive knowledge of State laws and local ordinances that impact the day to day operations of the local government.
* \*Thorough knowledge of the Civil Service Act.
* Excellent interpersonal skills.
* Good bookkeeping and mathematical skills.
* Excellent managerial skills.
* Ability to supervise in an impartial, yet firm manner.
* Ability to schedule own time and work against deadlines.

* Ability to maintain an effective working relationship with other employees and must be able to treat employees, Council, Mayor and citizens with dignity and respect.
* Must be able to maintain regular attendance on the job.

**Physical Characteristics:**

* See well enough to read and print numbers without error.
* Hear well enough to understand normal conversation.

* Speak well enough to converse with large groups and other City employees.
* See well enough to read text on a computer monitor.
* Have mobility to move freely about the office.
* Have ability to enter, exit and operate a motorized vehicle.

\*May be learned on the job.