



# City of Rice Job Description

**Position: City Administrator**

**Reports To: Mayor & Council**

**Salary TBD**

**Job Summary:**

Responsible for planning, organizing, directing and coordinating all municipal activities; serves as the chief administrative officer of the City and is responsible for the proper administration of all affairs of the City. Directs the administration of city government, providing leadership in the long and short-term goals of the city, including city budget. Typically makes recommendations to the Mayor and Council for action.

## Duties and Responsibilities

- Supports the Mayor with Information and documentation in preparations for meetings.
- Plan, organize and define the organization of the City Administration to ensure a coordinated and efficient effort to meet the goals and objectives established by the Council.
- Plan, develop and implement administrative policies, rules, regulations, and procedures.
- Coordinates the administration of all Departments.
- Directs all personnel matters as provided by the Personnel Policies of the City and Utilities.
- Develop and issue administrative rules, policies, and procedures necessary to ensure proper functioning of all Departments.
- Assist the mayor in the preparation and submission of the annual budget to the Council.
- Obtain input from Department Heads, and keeps the Council informed of the financial condition of the City and recommends action as appropriate.
- 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; prepares agendas, reviews meeting minutes; prepares resolutions and ordinances for the Council and carries out Council directives.
- Oversee 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, assessment rolls, certifications, resolutions, etc.
- Administer local elections in accordance with State and County requirements; and maintains election records.
- Serve as “Zoning Officer” to administer and enforce the provisions of the Zoning Ordinance and Land Subdivision Regulations; attends Planning and Zoning public hearings; reviews and recommends approval of zoning permits, variance requests,

conditional use permits, and other matters related to planning and zoning; Prepares the Planning and Zoning agenda and records meeting.

- Prepare or oversee preparation of grant and/or loan applications; administrators grant and/or loan money that is received, and prepared related reports.
- Coordinate and oversee the work of consultants hired by the Council.
- Represent the City with other governmental agencies and officials.
- Oversee and manage financial and accounting matters for City.
- Oversee preparation of information for bond ratings, bond issues, bond offering statements, and continuing disclosure statements.
- Oversee preparation of information for the annual audit and reviews reports.
- Monitor operations to ensure compliance with applicable laws, regulations, rules, policies and ordinances.
- Develop long and short-range goals and oversee their implementation.
- Evaluate potential projects, programs and services to determine feasibility and community impact and make recommendations to the Council.
- Prepare and arrange for publication of official and legal notices.
- Prepares necessary easements, coordinates easement releases and Street vacation issues.
- Oversee all municipal records and documents as required by law; prepare certified copies as requested.
- Approve all payroll and related tax reports,
- Maintain an awareness of constantly changing laws, rules, and regulations governing all aspects of city administrative and financial operations, including pay equity, grants, employment practices, bonding and special assessment changes, budgeting requirements, election changes, and other changes, so that the city council can be alerted to problems and the city's operations carried out in a lawful manner.
- Performs other duties as apparent or assigned.

### **Supervisory Responsibilities**

Responsible for the overall direction, coordination, and evaluation of the City.

Carries out supervisory responsibilities in accordance with the City policies and applicable laws. Responsibilities include interviewing; training; planning, assigning, and directing work; evaluating performance; rewarding and disciplining; suspending; transferring; adjusting grievances; addressing complaints and resolving problems of employees. Responsibilities also include the ability to effectively recommend: hiring; promoting; demoting; and discharging 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**

Bachelor's degree (B. A.) in Public Administration or related field preferred; three to five years related Type A General Law experience; or equivalent combination of education and experience to perform the job.

### **Language Skills**

Ability to read, analyze, and interpret plans and specifications, contracts, ordinances, technical journals, financial reports, and legal documents. Ability to prepare contracts, ordinances, resolutions, policies, reports and correspondence. Ability to present reports and make recommendations to Council and other Boards and Commissions. 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**

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages. Ability to understand governmental accounting standards and accounting standards for enterprise funds. Ability to oversee budget preparation and administer the budget.

### **Reasoning Ability**

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

### **Other Knowledge, Skills, and Abilities**

Considerable knowledge of laws, regulations, ordinances, etc., applicable to City government.

Considerable knowledge of budgeting, accounting, and government financing. Considerable knowledge of government processes, services, and planning.

Considerable knowledge of management principles and practices as they apply to public sector management including personnel management and organization development.

Considerable ability to plan and analyze City operations; develop alternatives and determine the costs, advantages and disadvantages of various alternatives.

Considerable ability to research and prepare accurate and thorough reports. Strong communication skills.

Strong organizational skills.

Knowledge of computers and software programs.

General knowledge of internet use, e-mail.

### **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; use hands to finger, handle, or feel objects, tools, or controls; and talk or 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 are 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.

The noise level in the work environment is usually moderate.