



Job Title: City Administrator
Department: Administration
FLSA Status: Exempt, Salaried, Full Time
Revised Date: 6/7/2022 (Council Approval)

Accountability

Under the direction of the Mayor with the guidance of the City Council and in compliance with State Statute and City Code.

Job Summary

Performs administrative work in the execution of policies addressing City affairs as directed by the Mayor and City Council and managerial work in the general supervision of operations for the Electric Department, Water/Wastewater Department, Street Department, Building Inspection, Zoning Department, City Clerk/HR Director's Office, Seward Memorial Library, Public Properties Department, and the Lied Senior Center. Assists the Mayor in general supervision of the Police Department and assists the Civic Center Commission with general supervision of the Civic Center.

Essential Job Functions

Responsible for planning, organizing, directing, and coordinating plans and programs for those departments and personnel under their supervision; responsible for carrying out and ensuring compliance with policies established by the City Council; responsible for annual budgets of those Departments under their supervision; oversees preparation of the annual operations and maintenance budget for all City entities; oversees the development of annual capital budget and five-year Capital Improvement Program; determines administrative policies and procedures; initiates, prepares, and presents studies and research reports; oversees grants; supervises contracts; exercises general oversight of capital projects; recommends policy and solutions to problems to the Mayor and City Council; advises and keeps Mayor and City Council informed regarding City operations and matters affecting the well-being of the City; oversees and assists in preparation of City Council and Committee meeting agendas and materials; attends all meetings of the City Council and Committees; consults with external professionals and engages their services on major projects with approval of Mayor and City Council; directs personnel under their supervision in carrying out departmental and City-wide programs/projects; hires, disciplines, and terminates personnel in departments under their direct supervision; evaluates department heads under their direct supervision; oversees City purchasing policy; oversees the development and implementation of the City Strategic Plan; serves as Program Administrator for the City Economic Development Program; serves as administrator for City Performance Management System encompassing all employees; at the direction of the Mayor, serves as City spokesperson and liaison with media; receives and acts upon citizen complaints; maintains liaison and cooperative relationships with citizens, community groups, organizations, and governmental agencies related to City goals and objectives.

Additional Duties and Responsibilities

Directs and coordinates City safety and risk management activities; plans and coordinates inter-departmental training as needed; serves as City representative and liaison to the Nebraska Public Power District and the Nebraska Municipal Power Pool; plans, coordinates, and periodically performs annual wage/fringe benefit studies; oversees City disaster response/recovery plan; speaks to community groups, organizations, and media regarding City programs/projects; serves as City's Americans with Disabilities Compliance Officer; directs and coordinates City information technology planning; performs other related work as directed by Mayor and City Council.

Knowledge, Abilities and Skills

Thorough knowledge of the principles, practices, and policies of municipal government; knowledge of public personnel administration; knowledge of public budgeting and municipal finance; knowledge of economic development practices and strategies; thorough knowledge of computers and of relevant computer applications; knowledge of information technology practices, concepts, and strategies relating to local government. Ability to plan, organize, staff, direct, coordinate, and evaluate City programs; ability to plan, coordinate, assign, delegate, supervise, manage, and evaluate the work of subordinate personnel; ability to mentor, coach, and discipline employees in coordination with the HR Director; ability to work more than 40 hours per week, including response to emergency events, evenings, or whenever meetings are scheduled; ability to sit and/or stand for long periods of time; high degree of organization skills to effectively administer adopted City Council action; ability to learn and interpret rules, regulations, laws, and ordinances; ability to attend meetings and/or conferences in town or out of town. Good oral and written communication skills to effectively communicate with employees, elected officials, media, and the general public.

Education and Experience

Bachelor's degree in Public Administration, Political Science, or related field from an accredited four-year college or university. Considerable experience—at least five (5) years total in municipal government management, public administration, or a related field plus at least three (3) years of experience using related computer programs is desirable. Experience requirement may be supplemented by graduate study in public administration or specialized professional training courses. Master's Degree in Public Administration, plus at least three (3) years of field experience are preferred; or any equivalent combination of training and experience which provides the desirable skills, knowledge, and abilities deemed to be sufficient for the position.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*