

City of Saxman  
Job Description  
City Administrator

Supervisor:	Mayor, City Council
Work Schedule:	Monday - Friday 40 hours/week
Wage Range:	\$70,000-85,000 <i>I</i> year – DOE CPI and Merit increases per policy
Employee Name:	

**SUMMARY:**

Under the administration direction of the City Council, with direct supervision by the Mayor, the City Administrator shall be responsible for the efficient administration of all the affairs of the City. The City Administrator shall plan, direct, and coordinate through staff, the various services and activities as determined by the City Council in accordance with the city ordinance. Establish marketing and develop business opportunities for Totem Park.

1. Human Resources
  - a. With Mayoral approval, establish job descriptions
  - b. Deliver employee evaluations on a yearly basis
  - c. Manage CPI and Merit increases per budget
  - d. Establish performance improvement plans
  - e. Promote, demote, discipline and discharge employees as appropriate
  - f. Ensure all federal employee forms are completed and filed
  - g. Follow up with employee grievances
  - h. Ensure all state and federal equal opportunities laws are complied with
  - i. Ensure all human rights requirements are complied with
  - j. Keep employee information confidential
  - k. Provide for mentoring and leadership
2. Business Development
  - a. Establish a marketing plan for Totem Park and the City's rental business
  - b. Provide for the improvement and maintenance of Totem Park
  - c. Establish and monitor key performance indicators for tourism
  - d. Promote the City's rental business
  - e. Continually look for and develop revenue sources
  - f. Represent the City in revenue contract negotiations
3. Manage the City's finances
  - a. Inform the City Council of yearly budgetary needs
  - b. Ensure the City's money is spent according to budget and in a fiscally responsible manner
  - c. Draft and revise as directed by Mayor/City Council a proposed annual budget and salary plan for the City
  - d. Provide for the preparation of a monthly review of the city's financial and fund status
  - e. Ensure accounts receivable are collected in a timely manner according to best practices

- f. Ensure that maintenance funds for utilities and buildings are properly funded
4. Manage City Utilities
    - a. Ensure all RUBA and DCRA requirements are met
    - b. Work with ANTHC to maintain the city infrastructure
    - c. Hire and manage a water treatment plant operator as required by DCRA
    - d. Ensure all required water tests are completed and the results stored on site
    - e. Ensure the city earns maximum scores on the DEC best practice scores
    - f. Anticipate utility maintenance and prepare for funding
    - g. Ensure regular deposits in the utility maintenance fund
  5. Manage City Ordinances
    - a. Follow and apply city ordinances
    - b. Identify ordinances that need revising
    - c. Ensure new ordinances are codified per establish procedure
  6. Manage Grants
    - a. Provide for the procurement of new grants
    - b. Ensure the appropriate administration of awarded grants
    - c. Communicate with the City Council on the status of new grants and awarded grants
  7. Positively represent the City of Saxman
    - a. Uphold agency values, mission and vision statement
    - b. Follow agency policies and procedures
    - c. Create policies and procedures as needed
    - d. Communicate positively and clearly with the City Council, Mayor and subordinates
    - e. Meet established timelines and deadlines
    - f. Maximize and responsibly utilize agency and community resources
    - g. Complete duties assigned by Mayor and/or City Council

**QUALIFICATIONS:**

- Highly organized team player who is positive and professional
- High school diploma or GED, advanced education and/or certifications preferred
- Strong computer skills including use of standard Office programs, accounting software, maintaining databases and navigating websites and online media
- Able to read, write and verbally communicate effectively
- Ability to pass criminal/registry background checks
- Ability to pass and maintain required training
- Previous management experience necessary
- Experience in clerical duties – at least 2-3 years preferred.
- Grant writing experience and skills is preferred
- Municipality experience necessary

PHYSICAL DEMANDS:

- Duties require the employee to walk, stand and sit for various amounts of time
- Will be required to move or lift 50 pounds in an incidental basis
- Will be required to climb, balance, stoop, kneel, crouch or crawl

*I have presented the employee with the job description as expectation and the employee has had opportunity to read and ask any clarifying questions.*

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

*I have read and understand the position description as written.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date