

# City Administrator

DEPT: Administration  
DIV:  
DATE: July 2016

FLSA: Exempt  
EEOC: Officials/Admin



## POSITION SUMMARY

Performs a variety of **professional administrative and managerial** duties related to planning, directing, organizing, and controlling the administrative processes necessary to carry out the efficient and economic operation of the city. This position is designated as at-will.

## SUPERVISION RECEIVED

Works under the policy guidance and direction of the governing body of Lehi City.

## SUPERVISION EXERCISED

Provides broad policy guidance and direction to department heads related to operations, fiscal and general management functions; provides close to general supervision to personnel of the administrative department.

## ESSENTIAL FUNCTIONS

Manages the day-to-day operations and internal affairs of the city; develops policies, procedures and processes as needed to implement the decisions of the governing body; performs and directs research on issues, policies, and political developments; advises and appraises governing body as needed; approves recommendations for executive and administrative actions; makes recommendations for legislative actions; conducts internal investigations, examines books, records and official papers of any office, department, agency, board or commission of the city as needed to assure integrity of operations and prevent impropriety.

As chief administrative officer, assumes responsibility for full and effective utilization of city personnel by establishing overall departmental objectives, priorities and standards; serves as final hiring authority for all non-exempt and most exempt city positions, makes recommendations for department head appointments to the governing body; gives final approval for all recruitment and selection activities coordinated by the personnel officer; monitors human resource management activities related to advancement, discipline, and discharge; supervises administrative departmental staff; evaluates performance; determines priorities and delegates assignments.

Directs the preparation and administration of the city's budget; submits budget and capital improvement programs to the mayor/council and department heads; monitors fiscal activity of the city to assure compliance with established budgets; appraises governing body regarding ongoing financial status.

Coordinates city-wide management activities and facilitates implementation strategies; monitors program success to determine continuance or discontinuance; coordinates with department heads to implement change in city policy and processes.

Attends and/or conducts various city meetings; directs the preparation of Council packet materials; ensures quality information for effective decision making; attends city council meetings; advises city boards and commissions; advises the governing body regarding policy and administrative issues in carrying out their direction for the City; proposes alternatives and options; makes recommendations; solicits legal responses and positions from city attorney.

Coordinates the master planning, capital facilities planning, financial planning and annual goal setting process for the Mayor and Council; prepares staff information to ensure that the planning process is on target with community needs and priorities; directs the work of other staff and consultants to ensure that the governing body has the information it needs to evaluate long-term planning issues critical to the future of the city.

Represents the city as directed by the governing body; participates in intergovernmental consortiums to establish mutual relationships and programs; facilitates and participates in interagency, intergovernmental and private enterprise programs and projects as needed; attends state legislative committee meetings to present logic, reason and argument for the acceptance or rejection of proposed statutory changes impacting city operations.

Assists in preparing state-of-the-city reports for the Mayor and Council; issues public statements to the press and responds to questions from the press related to city management, policies, procedures, administrative decisions, etc.; assumes responsibility for general public relations activities.

Serves as arbitrator or adjudicator of complaints filed against or between city employees, departments, divisions, or services; negotiates to achieve mutually agreeable solutions.

Exercises general supervision over public property under the jurisdiction of the city.

Performs related complex administrative and management duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from an accredited college with a Master's degree in business or public administration;

AND

B. Eight (8) years of progressively responsible experience in municipal management;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Thorough knowledge** of management theory, methods, and practices; municipal and fiscal accounting principles, practices and procedures; municipal organizations and department operations including applicable laws and regulations; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources. **Considerable knowledge** of state laws as they apply to city management practices; human resource management practices and procedures.

**Considerable skill** in resolving disputes and complaints from the public.

**Ability to** analyze a variety of financial problems and make decisions; coordinate a variety of intra-governmental policy matters between governing body and department heads; plan, organize, direct and supervise the work of professional and administrative subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with the mayor and the city council, department heads, intergovernmental agencies, employees and the public.

3. Special Qualifications:

Must be or become a city resident, living within the corporate boundaries within 12 months of hire.

Must be bondable.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
*Employee)*