

# City of Proctor

## City Administrator Job Description

JOB TITLE: City Administrator/Clerk-Treasurer FLSA Status: *Exempt*  
REPORTS TO: City Council  
JOB DESCRIPTION UPDATED: February 12, 2020  
SALARY RANGE: \$80,000-\$100,000

### General Definition of Work

Performs complex executive work planning, directing and supervising City government operations, serving as the chief administrative and operating officer, and setting policies and goals under administrative oversight of the City Council. General and administrative supervision over all staff. Acts as a leader, open communicator, and idea generator for the City of Proctor.

*Requirements listed below are representative of the knowledge, skill and/or ability required to perform this job successfully. The listed functions may not include all duties performed in this position. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.*

### Essential Functions

Directs, supervises and coordinates the operations and functions of all City departments, including the Liquor Store, in compliance with applicable statutes, code, laws, regulations, rules and policies. Develops, interprets and monitors administrative rule, policies and procedures.

Prepares reports, resolutions and provides recommendations to City Council and city boards; coordinates meeting agendas and minutes, and attends all meetings of the City Council.

Provides required notice for elections, meetings, ordinances and bids; responsible for maintaining records of minutes, ordinances, and account books in accordance with applicable requirements.

Responsible for economic development coordination, including research, writing, and maintenance of grants and comprehensive plan management. Non-voting member of the Proctor Economic Development Authority.

Performs planning and zoning functions; responds to questions from residents and developers regarding zoning and land use regulations. Non-voting member of the Planning & Zoning Commission.

Oversees personnel policies and rules, and provides recommendations on hiring, discipline, and dismissal. Supervises employees, establishes and communicates performance expectations, provides staff development, and evaluates staff performance. Non-voting member of the Personnel Committee.

Administers human resource policies; actively pursues, evaluates, coordinates and negotiates compensations plans and employee benefits.

Negotiates labor contracts with Negotiating Committee for Council approval; monitors contracts. Non-voting member on the Negotiating Committee.

Works in cooperation with appointed legal counsel and engineering, planning, and financial consultants appointed by City Council and manages consultant service agreements.

Develops and administers City budget and Capital Improvement Plan; oversees municipal finance including bond sales, Tax Increment Financing, short and long-term financial planning and all aspects of investment administration.

Supervises the preparation of special assessments rolls; maintenance of records and files. Advises on release of information in accordance with data privacy statutes.

Coordinates municipal activity with public utilities.

Expected to develop relationships with citizens, civic leaders, business groups and community organizations by attending community events, activities and business functions.

Oversees applications and approval for home occupation, towing, liquor licensing and required insurance certificates. Oversees general and special elections.

Other duties as assigned.

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

Comprehensive knowledge of principles and practices of public administration; thorough knowledge of municipal finance practices; comprehensive knowledge of laws, including election laws, ordinances and regulations applicable to City government; considerable knowledge of government processes, services, economic development, planning and zoning; general knowledge of standard office equipment, computers and software; strong communication and research skills to produce clear and concise reports, directives, grants and letters; ability to establish effective working relationships with elected and public officials, and citizens; ability to analyze complex problems and develop comprehensive plans; ability to plan and direct the work of operating departments; considerable ability to establish and maintain effective working relationships in the supervision of staff.

### **Education and Experience**

Bachelor's degree in public administration, political science, community development, business, finance or a related field and three years of public sector administrative experience; or a bachelor's degree in one of the above areas and five years of public sector professional experience. A master's degree in one of the above fields may substitute for two years of the required experience.

### **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands and fingers; frequently requires walking, reaching with hands and arms and repetitive motions and occasionally requires standing; work has standard vision requirements; vocal communication is required by means of spoken work and conveying information to others accurately; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location in a business office.