

CITY ADMINISTRATOR/CLERK/TREASURER

Position: City Administrator/Clerk/Treasurer

Reports to: Mayor and City Council

FLSA Status: Exempt

POSITION SUMMARY

Performs a variety of public administration duties, as specified in state law or local ordinance, or as directed by the City Council/Mayor in the daily operation of city government. Advise and direct Mayor/Council on current problems and future needs of the city and will make recommendations and offer alternative solutions. Responsible for the supervision and actions of all city employees except the Library Department. Coordinates the implementation of Mayor/Council directives and/or policies. Evaluates community needs and wants and provides qualified and quality direction and guidance for the community as a whole.

ESSENTIAL JOB DUTIES

- Attends all council meetings and meetings of other boards and commissions as required. Assists City Clerk in preparation of annual budget recommendation for City Council consideration and controls expenditures within approved budgetary guidelines.
- Demonstrates innovation and sound judgment in planning, organizing, directing, coordinating and evaluating the operations, programs, activities and services of all city departments, offices, and agencies of the city.
- Makes recommendations and provides quality and qualified guidance regarding future planning for the city including a comprehensive plan, capital improvements, financing, equipment, staff, economic development and operational needs.
- Develops and oversees the enforcement of city ordinances.
- Researches and drafts ordinances with assistance from the City Attorney.
- Ensures publication of ordinances and amendments adopted by the City Council.
- Maintains copies of all current city Ordinances and codes for public use.
- Supervises all city employees except the Library Department.
- Develops and implements appropriate training programs for city employees.
- Conducts annual employee performance evaluations and makes recommendations to the City Council regarding pay increases, including the Police Department and Library.
- Recommends employee benefits and personnel policy programs.
- Initiates policy recommendations for consideration by the City Council and responds to requests from the City Council, Mayor and the public for research or recommendations on city policy issues.
- Confirm publication notices of public hearings, elections, and other official actions as required by local and state law.
- Prepares and posts an agenda of all council meetings as required by state law.
- Responds to questions, complaints and other concerns from the public.
- Attends a variety of meetings and acts as the city's representative to officials of other governmental units, the media, and the public.
- Regularly attends trainings and conferences pursuant to city administer duties and responsibilities.
- Represents the city, as directed by the Council, in all negotiations and relations with employees, contractors, consultants, other governmental units, and community groups in which the City may have an interest.

- Oversees building permits.
- Develops and monitors recommendations regarding buildings, subdivisions, park development, and other planning projects.
- Verifies that plans submitted for approval comply with established planning standards and municipal ordinances.
- Supervises the performance of all contracts for work to be done for the city.
- Coordinates the work of the City Attorney.
- Directs the purchasing of all commodities, materials, supplies and services as budgeted or appropriated by the Council.
- Provides general supervision of the of city property, including the use of vehicles owned by the city.
- Supervises the construction, improvement, repair, maintenance, and management of all city property.
- Assists city engineer with bids and public contracts.
- Plans, coordinates, and directs grant application activities, including grant writing and administration.
- Oversees all city fund management and investment activities, ensuring that effective accounting practices are used to properly control financial assets.
- Makes recommendations regarding financing of all city projects.
- Monitors all city finances including utility accounts and makes recommendations on tax levies and rate adjustments.
- Advertises bids as required by state law.
- Encourages and oversees economic and community development efforts in partnership with the Jackson County economic Alliance.
- Maintains all records as required by State law.
- Records and files city easements, ordinances, and alley vacates.
- Maintains city's website.
- Authorizes and coordinates appropriate action during emergency situations.
- Responsible for the City Budget and other reports mandated by the State of Iowa.
- Responsible for submission of required reporting of Gas and Electric reports to the Iowa Utility Board and the Environmental Protection Agency.
- Other duties as directed by the Council or as included in the City Code.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills, and abilities or able to explain and demonstrate they can safely perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skill and abilities.

- Knowledge of principles, practices, and objectives of public administration, including extensive knowledge of financial administration and personnel management.
- Knowledge Of municipal operations, standards and practices, including knowledge relating to public relations, economic development, land use and urban planning and zoning.
- Knowledge of local, state and federal laws, and regulations relating to municipalities.
- Knowledge of and ability to interpret and apply local, state, and federal laws and regulations relating to municipalities, particularly the following areas of municipal government: legislative process; finance; property assessment and taxation; budgeting

and accounting; revenue financing; public employment; contract letting; bonding; urban renewal; economic development; and zoning.

- Ability to perform complex and varied work; interpret technical information; gather and analyze financial information; conduct statistical analysis and prepare related reports; and analyze complex information in order to make sound decisions and recommendations.
- Ability to consult technical sources and documents, including city ordinances, the Code of Iowa and administrative regulations.
- Ability to establish effective working relationships with employees, co-workers, department heads, public officials, and the public.
- Skill in using modern office equipment, including computers and word-processing, and spreadsheet software; and telecommunications equipment.
- Ability to communicate clearly, both orally and in writing.
- Skill in personnel management, including the ability to effectively interview, hire, train, assign, motivate, counsel and discipline employees, and the ability to direct and evaluate the work of employees, while maintaining confidentiality.
- Mediate disputes between subordinates; handle citizen complaints in a professional and businesslike manner.

ENTRY REQUIREMENTS

Education/Training: Bachelor's Degree in public administration or closely related field is preferred but not essential.

Work Experience: Five (5) years of experience in related fields with particular emphasis on municipal government preferred but not essential.

Required licenses, registrations, and certifications: Valid Iowa motor vehicle operator's license.

Required post-offer physical examinations: Upon request of the City Council.

Required drug testing: Upon request of the City Council.

Other testing required: DCI background check.

REQUIRED SPECIAL QUALIFICATIONS:

- Shall be bondable.
- Shall generally be available for off-hour emergencies.

CLASSIFICATION HISTORY:

The City of Preston retains the authority to change the job duties included in the job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modifications as a reasonable accommodation for a qualified individual. The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

HOURS OF WORK :

Generally, 40 hours per week, Sunday through Saturday. May be required to work additional hours or to change hours with minimal notice because of operational needs.

1. Marginal functions of the position that are incidental to the of essential job duties have been excluded from this job description.

2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the City.
3. This job description in no way states or implies that it includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The City reserves the right to change or reassign job duties or combine positions at any Time.
5. The City of Preston is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Employee Signature

Date

Mayor

Date