

CITY OF AVOCA DESCRIPTION

Title: City Administrator

FLSA: Exempt

Date: _____

Reports To: City Council

PURPOSE OF POSITION

Provides leadership and directs the City Council with sound financial recommendations to promote the City of Avoca. Directs and coordinates the administration of city government in accordance with the City Code and the policies determined by Mayor and City Council. Formulates policies and procedures, recommends revisions to city council, responds to council requests for information and studies on all aspects of city operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. Is responsible to the City Council and shall assist the Mayor in any duties as requested or prescribed by ordinance.
2. Builds a healthy working relationship with the City Clerk and team environment to promote the City of Avoca.
3. Attends all City Council meetings, and boards and commissions as requested by the City Council. Participates in the preparation and preservation of all official City records including public hearings, legal notices, ordinances, resolutions, assessment records and other Council records.
4. Oversees all departments and operations of the city with the exception of the Police Officer and City Clerk. Appoints, evaluates, and removes city employees in accordance with council, and personnel policies. This shall include annual reviews of employees, job descriptions and employee handbook.
5. Leads and monitors the weekly operational activities of departments, overseeing the disbursement of funds, maintenance, and construction of public works, and approves purchase of supplies and equipment.
6. Leads the City Clerk in the process and participates in the preparation and maintenance of all financial records including annual budget, state, and county management reports, as well as all deposits, disbursements, payroll, and other financial transactions.
7. Plans for future development of urban and non-urban areas to provide for population growth and expansion of public services.
8. To compile and maintain current and up to date information regarding all funding sources of the City, including State and Federal grant and loan programs; to plan, develop, prepare, and submit with the approval and direction of the Council.
9. Collaborates with Avoca Main Street, regional and state economic development activities. Ensures compliance with Tax Incremental Financing and Urban Renewal laws.
10. Receives all building, right of way and other permit applications and recommends zoning regulation controlling, and location and development of residential and commercial areas.
11. To consult with the City Attorney on all City legal matters and assist as needed.
12. Responds to comments and questions from citizens, employees, other municipalities, or governmental bodies, and explore or delegate research in developing and delivering satisfactory responses, as well as be an active and approachable representative in the community.

MINIMUM EDUCATION and/or EXPERIENCE

Graduation from four (4) year accredited college or university with an emphasis in Business, Municipal, or Public Administration, Accounting, or a related field. Three (3) years of related experience and/or training in a municipality; or an equivalent combination of education and experience which provide the required knowledge, skills, and abilities.

LANGUAGE ABILITY

Ability to develop relationships with wide variety of individuals. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, or members of the business community. Ability to write and present speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information and make recommendations to public groups, city council, boards, and committees.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistics. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COGNITIVE DEMANDS

Extensive knowledge of municipal, state, and local laws, procedures and administration. Knowledge of the principals and methods of public finance, taxing, and accounting. Ability to analyze difficult administrative problems and initiate creative and effective solutions. Ability to learn quickly and to manage several concurrent projects and activities. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to operate a keyboard; handle, reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell and distinguish between odors. The employee must frequently lift and/or move articles up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL ADAPTABILITY

Work is normally performed in an office or inside; however, the employee is occasionally exposed to outside and inclement weather conditions because of general oversight of all departments.

SALARY AND BENEFITS

Dependent upon qualifications

Holidays, Vacation, and Personal Sick Leave

Health Insurance is available

IPERS is available

Cell phone allowance

RESIDENCY

- Residency within the city limits is required within six months of employment unless an extension is mutually agreed upon

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee Signature_____

Date_____

The City of Avoca 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 encourages prospective employees and Incumbents to discuss potential accommodations with the Employer.