

**CITY OF MADERA**  
**CITY ADMINISTRATOR**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under policy direction, serves as the Chief Administrative Officer of the City and directs the activities and operation of all departments; advises and assists the City Council in the conduct of City business; provides administrative oversight to the operational and policy functions of City government; coordinates City business with the various programs, officials and outside agencies; provides a variety of other responsible and complex administrative support to the City Council; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **City Administrator** is the highest administrative management level position in the City and has responsibility for the administrative operation of the City departments which may include developing, recommending and implementing policies, program planning, fiscal management, administration and operations of all City functions and services. The incumbent is responsible for accomplishing the City's goals and objectives and for ensuring that the citizens are provided with desired and mandated services in an effective, cost efficient manner.

**SUPERVISION RECEIVED/EXERCISED:**

Receives policy direction from the City Council. Exercises direct and indirect supervision of all department heads and City staff with the exception of Council appointed positions.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accepts full responsibility for all City activities, programs and services including directing the development and implementation of goals, objectives, policies and procedures; ensures that established goals and priorities are achieved.
- Provides advice and consultation to the City Council on the development and implementation of City programs and services.
- Directs and participates in the preparation and administration of the City budget.
- Reviews and evaluates program service delivery methods and systems within the City including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services.

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- Coordinates the preparation of the agenda for the City Council with the City Clerk; addresses the City Council on behalf of City staff; represents the City Council to employees, community groups, individual members of the public and other governmental agencies.
- Directs the implementation, maintenance and enforcement of City personnel policies and practices as prescribed by the City Council.
- Prepares long-term plans of capital improvements with plans and determines their financing.
- Confers with department heads and managers concerning administrative and operational problems, work plans, and strategic plans; makes appropriate decisions or recommendations.
- Prepares and submits to the City Council reports of finances and administrative activities; keeps City Council advised of financial conditions, program progress, and present and future needs of the City.
- Confers with residents, taxpayers, businesses and other individuals, groups and outside agencies having an interest or potential interest in affairs of City concern.
- Responds to the most difficult complaints and requests for information.
- Selects, supervises, trains and evaluates staff.
- Serves as a resource for the City Council, department personnel, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Studies systems and procedures and proposes improvements and simplifications; conducts continuous research in administrative practices and recommends to the City Council those practices which will produce greater efficiency and economy in operations.
- Coordinates various City activities with the Redevelopment Agency and with other governmental agencies and outside organizations.
- Performs all duties as may be prescribed by City Council action; directs the preparation of plans and specifications for work which the City Council orders.
- Attends and participates in professional and community meetings as necessary; stays current on issues relative to public administration and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard.

Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **City Administrator**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of directly related experience at an administrative, management or staff level in municipal government with at least two years as a manager or supervisor, and a Bachelor's degree in public administration, planning, business administration, public finance or a related field. A Master's degree in public administration is highly desirable.

**License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Modern public administrative methods and procedures, organizations and functions; current social, political, and economic trends and operating problems of municipal government; principles and practices of municipal budgeting and finance; local and state legislative processes; applicable federal and state laws, rules and regulations regarding local government operations; principals of effective public relations and interrelationships with community groups and agencies, private businesses and firms and other levels of government.

**Ability to:**

Provide effective leadership and coordinate the activities of a large, full service, municipal organization, including housing and redevelopment and economic development programs; analyze, interpret, summarize and present administrative and technical information and data in an effective manner; appraise situations and people accurately and quickly and adopt an effective course of action; work with and coordinate the activities of administrative officials while encouraging their development as administrators; analyze organizational and administrative problems, adopt an effective course of action, and provide leadership to others in such action; prepare clear and comprehensive written reports; serve effectively as the administrative agent of the City Council; select, supervise, train and evaluate staff; represent the City Council to the general public and representatives of other agencies; facilitate group participation and consensus building; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.