

JOB TITLE: CITY ADMINISTRATOR (Salaried - Exempt)

ACCOUNTABILITY: Under the direction of the Mayor and City Council and in compliance with State Statute and City Code.

JOB SUMMARY: Performs administrative/managerial work in municipal government. Exercises general supervision of the Electric Department, Water/Wastewater Department, Public Works Department, Building Inspection and Purchasing Office, Administrator Assist/City Clerk-Treasurer Office, Library, Recreation Department and Senior Center. Assists the Mayor with supervision of the Police Department. Assists the Mayor and City Council on matters which affect the City of Seward and carries out City policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Responsible for planning, organizing, directing and coordinating of plans and programs for those departments and personnel under his/her supervision; responsible for carrying out and ensuring compliance with policies established by the City Council; responsible for annual budgets of those Departments under his/her supervision; oversees preparation of the annual operations and maintenance budget for all City entities; oversees the development of annual capital budget and five year Capital Improvement Program; determines administrative policies and procedures; initiates, prepares and presents studies and research reports; oversees grants; supervises contracts; exercises general oversight of capital projects; recommends policy and solutions to problems to the Mayor and City Council; advises and keeps Mayor and Council informed regarding City operations and matters affecting the well-being of the City of Seward; oversees and assists in preparation of Council and Committee meeting agendas and materials; attends all meetings of the City Council and Committees; acts as an ex officio member of the Library, Cemetery and Park & Recreation Boards; consults with external professionals and engages their services on major projects with approval of Mayor and Council; directs personnel under his/her supervision in carrying out departmental and City-wide programs/projects; hires, disciplines and terminates personnel in departments under his/her direct supervision; evaluates department heads under his/her direct supervision; oversees City purchasing policy; oversees the development and implementation of the City Strategic Plan; serves as Program Administrator for the City Economic Development Program; serves as administrator for City Performance Management System encompassing all employees; serves as primary City spokesperson and liaison with Media; receives and acts upon citizen complaints; maintains liaison and cooperative relationships with citizens, community groups and/or organizations and other governmental agencies related to City goals and objectives.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Directs and coordinates City safety and risk management activities; plans and coordinates inter-departmental training as needed; serves as City representative and liaison to the Nebraska Public Power District, the Nebraska Municipal Power Pool, and Seward County Economic Development Corporation; plans, coordinates and periodically performs annual wage/fringe benefit studies; oversees city disaster response/recovery plan; speaks to community groups and/or organizations regarding City programs/projects; serves as City Americans with Disabilities Compliance Officer; directs and coordinates City information technology planning; performs other related work as directed by Mayor and Council.

SKILLS/ABILITIES: Thorough knowledge of the principles, practices and policies of municipal government; knowledge of public personnel administration; knowledge of public budgeting and municipal finance; ability to plan, organize, staff, direct, coordinate and evaluate city programs; ability to work more than 40 hours per week; ability to attend meetings and/or

conferences in town or out of town; knowledge of economic development practices and strategies; knowledge of information technology practices, concepts and strategies relating to local government. Good oral and written communication skills to effectively communicate with employees, elected officials, media and general public.

EXPERIENCE & TRAINING: Graduation from a four-year college/university with a bachelor's degree in public administration or political science plus five years of experience in city government management, public administration or related field, supplemented by graduate study in public administration or special professional training courses. MPA degree and three to four years of computer experience is desirable; or any equivalent combination of training and experience.

Updated 7/2007