

# City of Poulsbo

## Position Description

<b>Position Title:</b> City Administrator	<b>Reports to:</b> Mayor
<b>Department/Section:</b> Executive	<b>Date:</b> January 2025
<b>Salary Schedule:</b> Management	<b>FLSA:</b> Exempt

### General Scope of Work

The City Administrator, under the direction, supervision, and authority of the Mayor, acts as the Chief Administrative Officer of the city for day-to-day operations. This position directs the administration of city government functions and services and provides leadership in the long- and short-term goals of the city. The City Administrator makes recommendations to the Mayor and Council for policy and action. The City Administrator is an at-will employee and serves at the pleasure of the Mayor. The appointment of the City Administrator must be confirmed by a majority of the City Council.

### Supervisory Responsibilities

This position directly supervises Department Heads/Managers.

### Essential Functions

#### Duties

- Performs general management of the City by working with department directors to achieve the policy direction and priorities established by the Mayor; facilitates and encourages interdepartmental collaboration and cooperation.
- Assists the Mayor in developing and implementing short-term and long-term goals and objectives; develops strategic plans with department administrators to align project outcomes with the goals.
- Advises and assists the Mayor and City Council in the formulation and establishment of administrative policies.
- Plans and evaluates department directors' performances; establishes performance requirements and goals; provides coaching, mentoring, and professional development

opportunities; investigates, resolves, and monitors management performance issues and other personnel complaints.

- Communicates regularly to the Mayor the status of all assignments, duties, projects, and functions of the various city offices, departments, commissions, and boards. Reports to and advises the Mayor and City Council as appropriate, on immediate and emerging municipal issues.
- In conjunction with the Assistant City Administrator/Finance Director, the City Administrator directs the annual budget preparation and submittal to the Mayor and City Council, and monitors budget compliance.
- Analyzes operations to evaluate performance of city staff in meeting objectives and to determine areas of potential cost reduction, program improvement, or policy change.
- Coordinates between the Mayor, City Council, City officials, governmental agencies, and the community and meets with state and federal officials and legislators to represent the City of Poulsbo. The City Administrator serves on various regional committees and task forces, as necessary; cooperates with elected officials and staff of neighboring communities on common concerns; assists the Mayor and the Council in their roles on various regional committees.
- Attends city council meetings and various civic activities, business meetings, and community events on behalf of the City.
- Serves as the primary point of contact for the news media for the City.
- In conjunction with the City Clerk, directs the preparation of the Council agenda, furnishing pertinent documents, reports, and briefings as needed.
- Serves as the primary administrative contact for City Council members, supports the Mayor in efforts to inform the Council on important issues, and acts as an administrative resource to Council in meeting goals and objectives.
- Confers with the City Attorney to assure that City laws and ordinances are enforced and to assure compliance with applicable federal, state, and local laws, codes, and regulations.
- Reviews complaints in relation to matters concerning the administration of government of the city; responds appropriately with guidance from the City Attorney
- Serves as the Risk Manager
- Engages in union negotiations and contract interpretation and application.
- Performs related duties as assigned.

## Performance Requirements (Knowledge, Skills, and Abilities)

- Knowledge of principles and practices of municipal administration to include municipal budgeting.
- Knowledge of principles and methods of leadership, management, and supervision.
- Knowledge of Federal and State laws and regulations, city ordinances, rules, and regulations relating to the administration of city government.
- Knowledge of Municipal government and its interrelationship with the business community.
- Knowledge of Capital improvement programming and funding methods.
- Knowledge of City organization, operations, policies, and objectives.
- Knowledge of customer service and office procedures and operations
- Ability to establish and maintain effective working relationships with coworkers, other agencies, and the public.
- Ability to analyze situations accurately and adopt an effective course of action.
- Strong interpersonal skills, using respect, tact, and courtesy in an environment with diverse viewpoints, personalities, and with a multigenerational workforce; strong conflict resolution skills
- Proficiency in basic computer programs and applications.
- Excellent writing and communications skills using both technical and non-technical language. Ability to prepare clear and concise reports and ability to read, interpret, apply, and explain federal, state, and local laws, regulations ordinances, and policies.
- Must be able to maintain accurate records and files.
- Must be skilled in public speaking.
- Ability to maintain confidentiality in all aspects of the position.

## Working Environment

Work is performed in an office setting with extensive work performed at a computer workstation. Environment includes a normal range of noise and other distractions with very low every day risks working around standard office equipment. This position requires extensive reading and involves repetitive motion tasks. Attendance at meetings may require working evening hours.

## Experience and Training Requirements

Required Qualifications:

- Bachelor's Degree from an accredited college or university in Public Administration or a closely related field; and

- Five years of senior public-sector management experience, such as a city manager or city administrator, deputy/assistant or department director in a city, county or other applicable public-sector agency of similar or greater complexity and size; or
- Any equivalent combination of experience and education may be considered.

Preferred Qualifications:

- Master's Degree from an accredited college or university in Public Administration, Business management or closely related field; and
- Seven years of senior public-sector management experience, such as a city manager or city administrator, deputy/assistant or department director in a city, county or other applicable public-sector agency of similar or greater complexity and size.

## Licenses and Other Requirements

Membership with International City/County Management Association

Membership with Washington City/County Management Associations

### **NOTE:**

1. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
2. While requirements may be representative of minimum levels of knowledge, skills, and abilities, to perform this job successfully the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
3. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.
4. This document will be reviewed and updated yearly at time of employee performance appraisal, when position becomes vacant, or if position duties are changed significantly.