

CITY OF BELLEFONTAINE NEIGHBORS

**9641 Bellefontaine Road
Bellefontaine Neighbors, Missouri 63137
JOB DESCRIPTION**

**POSITION TITLE: City Administrator
DEPARTMENT: Administration
SUPERVISOR: Mayor/Board of Aldermen**

Job Summary

The purpose of the City Administrator is to supervise, coordinate and direct the City's day-to-day operations. This will be accomplished by directing the activities of the various City departments and administrative staff. Working with department heads, the City Administrator will develop and implement policies/procedures with the approval of the Mayor and Board of Aldermen. The City Administrator will from time to time develop goals and objectives for the various departments within the city and be responsible for overseeing their operations and personnel. In addition, the City Administrator will address inquiries and requests of the Board of Aldermen and monitor and provide the Board status updates on strategic plans and initiatives and major projects of the City.

Job Scope

Direct, coordinate, and generally supervise department heads and employees and the operation of all departments of the City

Principal Duties and Responsibilities

- Administrative officer. The City Administrator shall be the chief administrative officer of the city government subject to the oversight of the Mayor and Board of Aldermen. Except as otherwise specified by ordinance or by the law of the State of Missouri, the City Administrator shall direct, coordinate and generally supervise department heads and employees and the operation of all departments of the City.
- Purchasing. The City Administrator shall be the purchasing agent for the City. All purchases amounting to less than five hundred dollars (\$500.00) shall be made under his/her direction and supervision, and all such purchases shall be made in accordance with purchasing rules and procedures approved by the Board of Aldermen.
- Budget. The City Administrator shall be the budget officer of the City and at least sixty (60) days before the start of each fiscal year shall assemble estimates of the financial needs and resources of the City for each ensuing year and shall prepare a program of activities within the financial power of the City, embodying in it a budget document with proper supporting schedules and an analysis to be proposed to the Mayor and Board of Aldermen for their final approval.
- Financial reports. The City Administrator shall make monthly reports to the Mayor and the Board of Aldermen relative to the financial condition of the City. Such reports shall show the financial condition of the City in relation to the budget.
- Personnel system. The City Administrator shall act as Personnel Officer of the City with authority to appoint, promote, discipline and discharge in the manner provided by law all employees of the City whose appointment or removal is not otherwise prescribed by law. All employment actions shall be in accord with State law and City ordinances and the personnel rules and regulations adopted and revised from time to time by the Board of Aldermen. The City Administrator shall maintain the records of all employees of the City, past and present. From time to time the City Administrator shall review all position classifications and pay plans and shall recommend to the Mayor and Board of

Aldermen such changes, improvements, and modifications as he/she may deem appropriate. The City Administrator shall have the administrative responsibility of maintaining and effecting compliance with all pay plans, staffing allocations and authorizations as shall have heretofore been authorized by ordinances of the City or resolutions of the Board of Aldermen.

- Planning. The City Administrator shall develop a multi-year strategic plan for the City. The City Administrator shall provide the Board with reports and updates on the status of the goals adopted in the strategic plan at least annually. Budgeting, purchasing, personnel decisions and capital improvement plans and major functional, operational, organizational and other projects of the City should be directly aligned to the strategic plan.
- Policy formulation. The City Administrator shall serve as the professional staff resource to the Mayor and Board of Aldermen and recommend to the Mayor and Board adoption of such policies and measures as may be necessary, prudent or expedient for the health, safety or welfare of the City or for the improvement of administrative services for the City.
- Board of aldermen meetings. Attendance. The City Administrator shall attend all meetings of the Board of Aldermen and shall have the right to be heard with respect to matters under consideration therein but shall have no vote thereon.
- Agendas. The City Administrator shall submit to the Mayor and Board of Aldermen a proposed agenda for each Board of Aldermen meeting at least forty-eight (48) hours before the time of the meeting.
- Committees, boards, and commissions. The City Administrator shall work with all Board of Aldermen committees and all City boards and commissions and help coordinate the work of each and shall attend meetings thereof as directed by the Board of Aldermen from time to time.
- Bid specifications. The City Administrator shall supervise the preparation of all bid specifications for services and equipment and receive sealed bids for presentation to the Mayor and Board of Aldermen.
- State and federal aid programs. The City Administrator shall coordinate and apply for grants or assistance from Federal and State programs which may have application to the City.
- City property. The City Administrator shall have responsibility for all real and personal property of the City and shall have responsibility for all inventories of such property and for the upkeep of all such property. Real and personal property of the City may be disposed of with approval of the Board of Aldermen.
- Investigate and report. The City Administrator shall have the power to investigate and to examine or inquire into the affairs or operation of any department of the City under his/her jurisdiction and shall report on any condition or fact concerning the City Government requested by the Mayor or Board of Aldermen.
- Record keeping. The City Administrator shall keep full and accurate records of all actions taken by him/her in the course of his/her duties, and he/she shall safely and properly keep all records and papers belonging to the City which are entrusted to his/her care; all such records shall be and remain the property of the City and be open to the inspection by the Mayor and Board of Aldermen at all times.
- Miscellaneous. In addition to the foregoing duties, the City Administrator shall perform any and all other duties or functions prescribed by the Mayor or Board of Aldermen from time to time.

Skills, Knowledge, and Abilities Required

Communication, decision making, leadership, management, problem solving and time management. Thorough knowledge of the principles, practices, methods, and techniques involved in the management city staff and resources. Knowledge of modern planning, budgeting, and supervisory methods, and techniques. Ability to establish and maintain effective working relationships with representatives of various community organizations and public agencies, City officials, and the general public.

Education, Certification, and Experience Required

Minimum Requirements:

- Graduate of an accredited college or university and preferably hold a Bachelor or graduate degree in public administration.
- Possess experience in the field of municipal or public administrative and financial management.

Other Requirements:

- Valid Driver's license required at time of hire. State of Missouri Driver's License required within 30 days from date of hire.
- Must be able to successfully complete and pass a background check.
- Background check will include: National criminal history, credit history, and education verification

Professional references will be contacted.

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a signification degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Position requires working some evenings and weekends, attending board meetings, and potentially overtime when necessary for events. Position requires overnight travel for events, as necessary.

For more information about the city administrator responsibilities go to <https://www.ecode360.com/29088868>

Disclaimer: The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approval

Employee

Date

City Clerk

Date

Mayor

Date