

FLSA STATUS	Exempt	CIVIL SERVICE	No
UNION	No	REMOTE WORK ELIGIBLE	Yes
DEPARTMENT	Administration	DEPARTMENT NUMBER	610
REPORTS TO (TITLE)	City Council	JOB FAMILY	City Management
PAY GRADE	17	DATE OF LAST REVIEW	June 2024

<b>NATURE OF WORK</b>
<p>The City Administrator serves as the Chief Administrative Officer of the City. The City Administrator is responsible for planning, administering, and directing activities related to all City departments and services. Responsibilities may include: advising City Council; supervisory responsibility for all appointed leaders; strategic planning; leadership development; overseeing and managing City finances including facilitation of the annual and long term budget planning process.</p> <p>This position requires the ability to handle and maintain the confidentiality of sensitive information with the utmost discretion and professionalism.</p>

<b>DUTIES / RESPONSIBILITIES</b> <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Plans, organizes, directs, coordinates, and evaluates the operations, programs, activities and services of all departments, offices, and agencies of the City, except as otherwise provided by City Ordinance and other relevant law.
2.	Develops and implements the City's annual budget; presents the proposed budget to the City Council for approval; prepares studies regarding areas related to capital expenditures and strategic planning; oversees the preparation of various reports affecting the City and/or the City Commission. recommends organizational direction based upon current and future plans
3.	Assists managers in development, recommendation and implementation of policies and procedures to accomplish goals and objectives.
4.	Establishes goals and objectives for all departments and the City to ensure compliance with City policy directives and applicable local, state and federal laws, rules and regulations.
5.	Provides periodic reports in compliance with the City Council's requirements and ordinance provisions concerning the operations, activities, and programs or the City departments, offices and agencies subject to the City Administrator's direction and supervision.
6.	Develops programs and strategies to enhance the effectiveness and efficiency of the City operations; provides guidance on the development of short and long range goals; implements goals by City Council's approval; encourages and oversees community development efforts including business retention, redevelopment and recruitment of new business.
7.	Maintains relationships with community organizations, contractors, developers, and citizens to exchange information; serves as a resource regarding department programs, policies and procedures.

**FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

N/A

**SUPERVISORY RESPONSIBILITIES**

The City Administrator directly supervises the Department Heads and indirectly directs all other regular employees.

**TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor's Degree from an accredited college in public or business administration, finance or related field.

AND

7 years of City of County government management experience with 5 of those years at the City of County Administrator level or Assistant City of County.

OR

An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

**LICENSING / SPECIAL REQUIREMENTS**

A valid driver's License;

Must maintain residency in the City of Ottumwa.

**SKILL / ABILITIES REQUIREMENTS**

- Knowledge of principles, practices and objectives of public administration, including, particularly, extensive knowledge of financial administration and human resource management.
- Knowledge of the principles and practices of managing and motivating people; ability to select, train, supervise, motivate and evaluate personnel.
- Ethical and servant leader
- Active listening skills with a collaborative and inclusive mindset
- Written and verbal Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction;
- Maintaining confidentiality;
- Prepare statistical reports;
- Analysis and reporting of financial and other data;
- Business management;
- Economic and accounting concepts;
- Data collection and interpretation;
- Report presentation techniques;
- Prioritizing and assigning work;
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).

**PHYSICAL REQUIREMENTS**

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sitting most of the time. Walking and standing are required only occasionally.

**WORKING ENVIRONMENT / CONDITIONS**

The working environment / conditions for this position may include:

- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Driving / Travel

**CLASSIFICATION HISTORY**

DATE	COMMENT
August, 2023	Draft prepared by CHM
December 2023	Updated as per PDQ by BC
June 2024	Updated as per feedback from Department by BC

**EEOC**

*The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.*

**ACKNOWLEDGEMENT**

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.