

**City of Lawson**  
**CITY ADMINISTRATOR**  
**Job Description**

**Definition**

The City Administrator oversees policy, development, staffing, and finances for the city. The incumbent is to serve as a conduit between the mayor, city council and city personnel. This position requires a variety of administrative skills.

**Supervision Received and Exercised:**

Appointed by and receives administrative direction from the city council and mayor.  
Exercises direct supervision over the supervisors, department heads and directors.

**Essential Functions:**

- Confers with department heads concerning operational problems, plans, and policy questions: Assists department heads in the management, development and implementation of department goals, objectives, policies and priorities for City Departments: Providing leadership and direction for effective City service: Serves as facilitator/communicator between departments to coordinate efficient provision of municipal services: Reviews progress and advises or directs administrative and operation officials in the conduct of functional programs.
- Develops proposals for the Mayor and City Council on citywide policies and coordinates the application of these policies in city procedures according to City Code: Provides leadership and direction in the development of short and long term plans: Gathers, interprets and prepares data for studies, reports and recommendations: Attends all City Council meetings: Makes such reports as required by the Mayor and the City Council: Serves as liaison for City on major projects and directed by the Mayor; Responds to complaints to maintain positive community relations for the City: Represents the City Council in public meetings and before the State Legislature and other elected bodies and boards when requested.
- Maintains a sound fiscal position for the City through preparation of annual budget, financial reporting, treasury and cash management, debt administration, accounting, special assessments administration, risk management, pensions, business and occupational licensing, permits and record management. Provides policy guidance for the development and review of budget requests and program proposals through coordination with City Department Heads. Assesses governmental operations to ensure effectiveness, efficiency and public convenience. Review and evaluate work methods and procedures. Meet with management staff to identify and resolve problems.
- Represents the City, as directed by the Mayor, on various committees involving other public entities or private organizations. Provides professional advice to the Mayor, City Council and to Department Heads: Makes presentations to councils, boards, commissions, civic groups and the general public. Receives visitors: Reviews, investigates and resolves all inquiries and requests from citizens in conjunction with the appropriate Department Head. Disseminates public information and media information regarding City Activities.
- Performs other related duties as assigned by the Mayor and Council.

## **ESSENTIAL KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE**

- Knowledge of laws, ordinances, regulations, operations of stormwater and streets, services and activities of governing municipal governments.
- Thorough knowledge of public administration, functions, structures and operational routines of municipal governments and modern office management and information systems.
- Knowledge of principles and practices of municipal budget preparation, program development and administration.
- Knowledge of principles of supervision, training and performance evaluations.
- Knowledgeable in pertinent Federal, State and local laws, codes and regulations.
- Possess the knowledge and abilities to locate, apply for, and administer grants.

### **SKILLS**

- Skilled in clear and concise communication, both orally and in writing.
- Skilled in establishing and maintaining effective working relationships with city employees, public officials and the general public.
- Skilled in maintaining effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Able to maintain a mental capacity, which allows the capability of making sound decisions and demonstrating intellectual abilities.

### **ABILITIES**

- Ability to plan, organize and supervise the work of others.
- Ability to delegate authority and responsibility.
- Ability to lead and direct the operation of services and activities of City Departments.
- Ability to identify and respond to community, business, economic development and City Council issues, concerns and needs.
- Ability to develop and administer departmental goals, objectives and procedures.
- Ability to prepare clear and concise administrative and financial reports.
- Ability to prepare and administer large and complex budgets.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support to goals.
- Ability to prepare short- and long-range plans, establish goals and objectives and develop applicable action plans.
- Ability to interpret and apply Federal, State and local policies, laws and regulations.

### **Working Conditions**

- This position requires working in a fast-paced, high-pressure environment.
- The City Administrator needs to stay on top of many issues at once and be in constant communication with City staff and all other stakeholders.
- Office environment; travel from site to site; working with computers.
- Essential and marginal functions require maintaining physical condition necessary for standing or sitting for prolonged periods of time.

### **Qualifications:**

#### **Education and/or Experience:**

- Preference will be given to candidates with five years or more experience as a city administrator/manager or as an assistant city administrator/manager. A combination of education and experience that provides the required knowledge and skills will be considered.
- A bachelor's degree in business administration, public administration or an advanced degree in a related field from an accredited college or university is required.

#### **Additional Requirements:**

- Possession of, or ability to obtain a valid driver's license.
- Employment contingent upon successful post-offer background check, credit check and drug screen.
- Available for contact 24-7. Although this is considered a full-time job, it requires extensive work outside of normal business hours. City Administrators need to attend city council meetings, many of which take place in the evenings. They must be available whenever there is a need for their input, which may include evenings and weekends, especially in times of crisis.

The City of Lawson is an Equal Opportunity Employer. We consider applications for all positions without regard to race, gender, creed, religion, sexual orientation, national or ethnic origin or any other legally protected status.