

RESOLUTION NO. 2019-10

A RESOLUTION OF THE CITY OF ELECTRIC CITY
ADOPTING A JOB DESCRIPTION FOR
CITY ADMINISTRATOR

RECITALS:

1. WHEREAS, the City of Electric City desires to adopt a job description for the following position: City Administrator.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Electric City:

1. The job description for the position of City Administrator as attached hereto is hereby adopted.

ADOPTED by the City Council of the City of Electric City, Washington, this 11th day of June, 2019.


John T. Nordine II, Mayor

ATTEST:



Russell D. Powers, Clerk/Treasurer

Class Specification: City Administrator

Department: Administration

Reports to: Mayor

Supervises: All Electric City Dept Heads including Public Works Director, Transfer Station Operator, Fire Chief, and regular employees and volunteers.

Classification: Full Time, FLSA Status-Exempt

Salary: \$70-90,000 DOE

Revised date: 6/11/2019

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

The following tasks are typical for positions in this classification. Any single position may not perform all these tasks and/or may perform similar related tasks not listed.

General Summary:

The position performs a variety of professional support work developing, implementing and overseeing the services, programs and activities of the City. This position maintains custody of official records and archives of the City, including ordinances, resolutions, contracts and minutes and personnel records. Responsible for the maintenance and indexing of official City records, and the enforcement of laws pertaining to public records. Work is performed under general administrative direction from the Mayor, discretion and independent judgement in the performance of duties based on extensive knowledge of City policies, procedures, and operations. This position also performs professional and technical work in the field of public personnel administration. This position performs a variety of routine and complex supervisory, clerical, accounting, finance and administrative work involving custody and safekeeping of City funds and monies, accounting records, personnel records, and public records conforming to City and State laws.

Knowledge, skills, and abilities:

- Knowledge of the concepts, practices and techniques of municipal management.
- Knowledge of municipal organization and of pertinent laws and ordinances affecting municipal government.
- Effectively supervise employees.
- Develop effective working relationships with City officials, other public and private agencies, civic groups and City residents.
- Identify and analyze problems, evaluate alternative solutions, make sound judgements in stressful situations.

- Prepare effective written reports and correspondence; confidently deliver oral communications.
- Knowledge of Washington State BARS Manual (budgeting, accounting, and reporting system) and annual reporting requirements to the State Auditor's Office.
- Proficient in Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and Outlook Express.
- Knowledge of Federal, state and local regulations pertaining to labor law; Equal Employment Opportunity; Affordable Care Act and other emerging employment best practices.
- Working knowledge of SAW and EAGL programs.
- Knowledge of BIAS accounting software highly desirable.
- Knowledge of RCW regulations for Washington cities Open Public Meetings Act and Public Records Act.

Duties and responsibilities

Administrative:

- Performs all the regular duties of the City Clerk Treasurer.
- Public relations; meeting with citizens, citizen groups, businesses and other stakeholders.
- Operate the city with a professional understanding of how all city functions work together to their best effect.
- Ensure that all legal notices and bid openings are properly prepared and published according to related laws, regulations and policies.
- Review and edit various documents prepared by others to ensure accuracy, correct English usage, clarity, spelling and grammar.
- Adherence to Washington State records retention schedule; is the official City Records Officer.
- Process and maintain confidential information.
- Advertise City job openings; receive and record applications; maintain application files and records of recruitment/hiring process.
- Serve as the point of general first contact for the public with regard to directing inquiries, release of City communications, postings, and ensuring continuity of communication.
- Serve as designated agent to receive claims for damage pursuant to RCW
- Provide applications and financial coordination of any grants/loans obtained by the City including preparation and submittal of required reports/reimbursement documentation for grants and loans.
- Supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget; receive bids or proposals for the purchase of contracts for presentation to the Council.

- Keep informed concerning the availability of federal, state and county funds for local programs; assist Department Heads and Council in obtaining these funds under the direction of the Mayor.

Human resources:

- Make recommendations to the Mayor and to the Council on the appointment, promotion and when necessary for the good of the City, the suspension or termination of employees.
- Assist the Mayor with conducting written performance evaluations and performance plans of Department Heads on a scheduled basis.
- Manage payroll functions including the collection and data entry of employee information; new hires and terminations; produce payroll and benefit reports; remit payroll taxes; remit payment to Department of Retirement; remit health insurance payments.
- Create and maintain personnel files and related personnel records according to retention scheduled and relevant laws and regulations, employing best management practices.
- Conduct employee recruitment efforts, including development of job announcements, advertisements, applications, testing, interview questions and rating forms.
- Conduct employee orientations and exit interviews and processes related paperwork.
- Work with the Mayor and Department Heads to provide information regarding training to maintain and improve employees' job related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.

License(s) and requirements

- Must be bondable.
- Must have valid Washington State Driver's license or ability to obtain one.
- Must have or obtain notary public certification within 3 months of hire.
- Must fluently read, write and speak the English language.
- Certified Public Manager Certification (CPM), Certified Municipal Clerk Certification (CMC), or Professional Finance Officer Certification desired.

Education and experience

Any combination of education and experience may be substituted as long as it provides the desired skills, abilities and knowledge to perform the essential functions of the job. A typical way to obtain knowledge and abilities would be:

- Education equivalent to a bachelor's degree from an accredited college or university with major course work in business, accounting, finance, human resources or closely related fields.
- 10 years progressively responsible experience including supervisory and administrative tasks in the field of governmental accounting, public administration, public accounting, human resource management or operational management.

Work environment

The physical demands herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Work is primarily performed in an office environment. Frequent public presentations of complex and sometimes controversial information are required.

While performing the duties the employee must be able to sit and/or stand for long periods of time. The employee must be able to frequently stoop and/or crouch to the floor. A ladder is occasionally used to reach supplies. The employee must occasionally lift and/or move up to 25 pounds.

Attendance at local and occasional instate training workshops is mandatory.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Mental acuity is required to ensure thorough mental analysis of situations in a fast-paced environment.

Acknowledgements

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Performance is generally evaluated annually. The evaluation is part of an employee's personnel record and may be a determining factor whether the employee receives a wage increase or is promoted, demoted, laid off or terminated.