

# **CITY OF OCEAN SHORES**

## **JOB DESCRIPTION**

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***Title:***            ***City Administrator***  
***Reports To:***    ***Mayor***  
***Salary Range:*** ***Exempt \$110,000-150,000***

### **Authority:**

The Mayor shall appoint a City Administrator, subject to confirmation by the City Council, who shall serve as the administrative chief of staff for the Mayor and liaison officer for the City government and the Mayor. All authority and responsibility of the City Administrator is derived from the Mayor. The Mayor retains the ultimate authority and responsibility for the administrative operations of the City. The Administrator shall serve at the pleasure of the Mayor. OSMC 2.10.010 (Ord. 893 § 1 (part), 2011)

### **Job Objectives:**

The City Administrator shall assist the Mayor and City Council in the performance of their duties. He/she shall supervise, administer, and coordinate the activities and functions of the various city officers, all departments, commissions, and boards in accordance with City ordinances, good government, state and federal statutes and the policies of the Mayor and City Council to assure the effective and efficient utilization of City employees, funds, materials, facilities, and time and optimum services to the community. OSMC 2.10.030 (Ord. 893 § 1 (part), 2011)

Under the direction, supervision and statutory authority of the Mayor, the City Administrator shall do the following: Supervise the administrative affairs and processes of the City's government. Supervise and oversee all departments, working with department heads to coordinate the activities of the City, assess needs, make recommendations for improvements, and develop and administer programs and budgets. Provide Human Resource services, hiring and firing as directed by the Mayor, and overseeing the negotiation, implementation, and day-to-day interpretation of Collective Bargaining Agreements. Carryout the requirements of City ordinances and policies, and coordinate City business between the City Council, the City Attorney, and City offices and departments. Work to insure a strong relationship between the City, City committees, boards and the commissions, citizens, and the City Council. Plan and organize reports and recommendations, and assure compliance with applicable Federal, State, and local laws and regulations. Represent the City at regional organizations and functions as at the Mayor's request.

### **Job Location and Equipment Utilized:**

Work is performed in an office environment, at local and out-or-town facilities, and out-of-doors under sometimes dirty, uncomfortable, and hazardous conditions and in all types of weather

conditions. Equipment utilized includes personal computer, City vehicles and other equipment as needed.

**Essential Job Functions:**

The City Administrator shall be responsible and accountable to perform such typical functions as listed below:

- ◆ Work with department heads to maintain the highest quality services to the public given budget and manpower constraints
- ◆ Develop, recommend, implement and control departmental budgets, and long and short-range goals and objectives
- ◆ Research and identify cost saving opportunities
- ◆ Assure safety standards comply with all City, local, State and federal guidelines
- ◆ Research and recommend actions such as hiring, training, terminations, discipline and the number and organization of employees
- ◆ Oversee employee training, safety standards, accident resolution, and responsible for updating the Employee Manual and other standards, working closely with the City's insurance providers and City Attorney
- ◆ Represent the City in interactions with other government agencies, businesses, chambers of commerce, and others as needed for the efficient and smooth operation of the City
- ◆ Develop and implement contemporary operating policies and procedures as needed
- ◆ Review and approve all major service contracts and capital equipment purchases
- ◆ Receive, evaluate and resolve complaints pertaining to departmental staff and/or operations
- ◆ Oversee preparation of City Council agendas
- ◆ Reviews City codes on a regular basis to ensure legality and effectiveness
- ◆ Make reasonable efforts to attend all City Council meetings, workshops, planning sessions and the like, and appear before the City Council and public groups to explain goals and objectives, operations and activities. Represent the City and act on the City's behalf as requested by the Mayor
- ◆ Works with local businesses, the convention center, and marketing organizations to ensure the City's interests are served
- ◆ Attend management meetings and seminars, as required to maintain high standards of knowledge and capabilities
- ◆ Maintain positive working relationships with elected officials, both State and local, department heads, the general public to assure that the preventative maintenance and replacement functions are carried out in a manner consistent with sound public relations techniques and internal interaction practices

**Oath of Office:**

Before entering upon the duties of his office, the City Administrator shall take the official oath for the support of the government and the faithful performance of his duty and shall execute and

file with the city clerk a bond in favor of the city in such sum as may be fixed by motion of the city council. OSMC 2.10.050 (Ord. 893 § 1 (part), 2011)

**Associated Job Functions:**

- ◆ Perform other activities as designated by the Mayor

**Required Knowledge, Skills and Abilities:**

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description and as follows:

- ◆ Knowledge and ability to implement contemporary principles, practices, and methods
- ◆ Analyze complex business procedures required to prepare budgets, track expenditures and projects, and proactively anticipate needs
- ◆ Plan, direct, oversee training, evaluate and direct employees in a manner conducive to proficient individual and team performance and high morale
- ◆ Establish and maintain effective working relationships with the Mayor, elected officials, employees and the general public
- ◆ Prepare comprehensive reports, maintain records, work orders and associated records, and correspondence
- ◆ Share ideas clearly and concisely, orally and in writing, to groups and individuals
- ◆ Conduct one's professional and personal life in a manner that will not impact negatively the public perception of the City
- ◆ Communicate clearly and concisely in one-on-one situations or to 1,000 people, including ability to present complex ideas and plans effectively
- ◆ Read and prepare complex plans, manuals and specifications
- ◆ Other such duties as assigned

**Required Physical Traits:**

- ◆ Perform work in all types of weather
- ◆ Lift a minimum of 25 pounds
- ◆ Manual dexterity and visual acuity to operate a personal computer and other equipment as needed
- ◆ Sit for extended periods of time
- ◆ Climb stairs, be on one's feet for extended periods, and lift equipment

**Qualifications:**

- ◆ Bachelor's or master's degree from an accredited four-year college or university with major coursework in Public Administration or a related field, or an equivalent combination of equivalent experience and education
- ◆ Knowledge of the principles, practices, and methods of public government
- ◆ Experience with project management and coordination

- ◆ Ability to prepare budgets, track expenditures and conduct project cost estimating
- ◆ Capability to use standard business software tools such as database management, word processing, spreadsheets, email, internet browser programs
- ◆ Supervisory experience preferred

**Other Requirements:**

- ◆ Valid Washington State Driver's License and a driving record acceptable to the City's insurance carrier
- ◆ Experience as a supervisor or administrator in a public setting
- ◆ A combination of education, training, experience which demonstrates knowledge, skills and abilities required to perform all essential job functions.
- ◆ Pass medical examination to the Mayor's satisfaction

**Annual Evaluation:**

The Mayor shall conduct a performance evaluation of the City Administrator at least one (1) time per year. OSMC 2.10.090 (Ord. 893 § 1 (part), 2011)