

CITY OF HARLAN
POSITION DESCRIPTION AND SPECIFICATIONS

Position Title: City Administrator

Department: Administration

Reports to: Mayor/Council

Date: November 6, 2024

FLSA Status: Exempt

Position Description: The City Administrator is to be appointed by a majority vote of the Council and shall hold office at the direction of the Council. The City Administrator is accountable to the Mayor and City Council and is responsible to direct and supervise specified city operations and departments.

Essential Duties of Position:

1. Attend City Council meetings and assure that City Council policies and directives are followed. Attendance at other local and regional meetings, conferences and events as requested by the Mayor and Council, as budget allows, to keep current on municipal government operations and make recommendations to the City Council.
2. Direct and Supervise city department superintendents in the operations of their various departments.
3. Plan and coordinate all city infrastructure projects, including sanitary sewers, storm sewers, streets, alleyways, etc.
4. Responsible for the supervision and performance of all contracts for work and services to be done for the City. Review and understand plans and specifications for construction projects, confer with consultants, contractors, and other interested parties.
5. Collaborate with other local entities, including but not limited to, school system, county supervisors, economic development, Harlan Municipal Utilities, municipalities, Sheriff's Office, etc.
6. Supervise enforcement and execution of the City Law, Code of Ordinances, Resolutions and Policies.
7. Interpret and enforce zoning code requirements.
8. Have a working understanding of the annual budget and monthly review, as prepared by the Finance Director/City Clerk.
9. Understand financial targets and budget goals; incorporates financial analysis into strategic decisions, implements operating budget flexibility to address changing priorities, creates sound business cases to support expenditures; promotes conservation of resources.
10. Have an understanding of economic development tools available, including but not limited to, grants and Tax Increment Financing (TIF). This includes applying for grants/funds and their administration through completion.
11. Maintain liaison with citizens, businesses, developers, builders, engineers, and other governmental agencies to ensure inquiries or concerns are given prompt attention and timely response.
12. Communicate and cooperate with the City Attorney regarding City matters, as guided by the Mayor/City Council.

13. Collaborate with the Council in strategic planning of both short- and long-term goals for the city, including Capital Improvement Planning, while keeping the Mayor and Council apprised of progress.
14. Distinguish the City of Harlan, brand its identity, and align policies, programs, personnel, and short/long term goals with the City's vision.
15. Be attentive to engagement, outreach, and transparency within the community.
16. Manage communication across the entire governing body and organization regarding municipal operations.
17. Evaluate the current use of technology in municipal operations and recommend changes as needed.
18. Responsible for the investigation of workplace claims of misconduct or policy violation.
19. Chief labor negotiator and labor relations advisor to the Mayor/City Council in matters involving the interpretation and administration of labor agreements and policies.
20. Understand the City government's operating procedures, organizations and facilities and recommend adjustment to the Mayor and Council whenever necessary.
21. Perform such other duties as the Mayor or Council may direct.

KNOWLEDGE/SKILLS AND ABILITIES:

1. Knowledge of public administration, including the principles and practices of modern budget and financial management, human resource management, procurement, public works program administration, federal/state regulatory provisions, legislative processes, public relations, zoning property utilization, compliance programs.
2. Excellent communicator, able to effectively convey information at all levels and to all audiences and visibly engage with the community (includes verbal or written).
3. Act as a mentor and coach to the City Superintendents.
4. Maintain a professional working relationship in all matters with any member of the City staff.
5. Appropriate work attire is required, as per city handbook policy.
6. Evaluate programs and operations to keep the Mayor/City Council advised of the financial condition and immediate and future needs of the City.
7. Evaluate complaints in relation to matters relating to government administration and take appropriate remedial action.
8. Willingness to perform such other professional, management and administrative tasks consistent with State/City ordinances and laws as the Mayor/City Council directs.
9. Proficient in use of a variety of software, including but not limited to, Microsoft Office products (Excel, Word, Email).
10. Maintain an organized and professional work environment, including office and transportation.
11. City Administrator must be able to be bonded.
12. Adapt to changes in the work environment. Manage competing demands; accept criticism and feedback; change approach or method to best fit the situation.
13. Full-time residency in the city is a requirement within six months of hire.
14. Possess a valid driver's license.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

While performing the duties of this job, the City Administrator is regularly required to sit and talk, or hear and listen; frequently required to use hands to finger, handle or feel, and eyes to visually inspect, regularly required to stand, walk and reach with hands and arms; and may occasionally be required to lift up to 50 pounds. The City Administrator may be required to perform duties outdoors in and around the City and in fluctuating weather conditions.

The noise level in the work environment is usually moderate and may fluctuate in varying degrees. Exposure to hazardous materials and potentially dangerous situations is possible. Exposure to variable outdoor weather conditions is probable.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM EDUCATION AND WORK EXPERIENCE REQUIRED:

Education or experience equivalent to a Bachelor's Degree in Public Administration, Finance or related field.