

City of Willard, Missouri Job Description

City Administrator: Administration Department

General Purpose of Position

Manages and oversees all operations of the City according to state statute and City ordinances. Reports to the Mayor and Board of Aldermen.

Major Duties and Responsibilities

Oversees daily activities of city government

- Monitors each department through department heads
- Ensures jobs are being completed as assigned
- Follows up on City Council requests for work by departments
- Handles all media contact
- Ensures all night meetings run smoothly
- Prepares for weekly work sessions and regular meetings of the City Council
- Manages litigation and other risk management activities, attending court hearings or trials as needed

Carries out all long range and/or strategic activities for the city

- Assists Mayor, Council and citizens with development of plans
- Oversees civil engineering work related to large projects
- Participates in planning and implementation of long-range public works projects
- Works with appropriate City staff on implementation issues related to planning and plans
- Ensures that the plans are followed

Handles all public relations for the city including media and citizen relationships

- Deals with constituent complaints and questions when not resolved at the department level
- Acts as spokesperson for the City
- Contacts media on a regular basis
- Provides press releases on an as needed basis
- Coordinates City newsletters to all residents
- Attends meetings in which the City should have a presence
- Attends various community events and civic clubs
- Oversees and participates in community activities, as needed
- Participates in problem-solving efforts

Serves as chief liaison to the Mayor and City Council

- Serves as a liaison between department heads and elected officials as needed
- Works closely with the Mayor on City issues
- Reports staff and citizen concerns to the City Council
- Maintains positive relationships with the Council and Mayor
- Prepares annual report for the Council as per municipal code

Coordinates special projects

- Assists the Mayor and City Council as a body on special activities
- Completes research and compiles data
- Writes reports and makes presentations with results of research
- Works with City employees, citizens, boards and committees and others

Oversees all economic development activities of the City

- Works with developers that are interested in the City
- Represents the City in all county economic development activities
- Serves as a member of the Greene County Economic Development Commission
- Promotes the City to future developers for commercial, industrial and residential uses

Acts as a liaison to the Parks Commission

- Provides appropriate staff for Commission activities
- Serves as the primary liaison to the City Council
- Provides technical support to the Commission, as requested

Oversees all personnel functions for the City

- Assures that legal compliances are met throughout all personnel activities
- Serves as a mediator in conflict situations
- Keeps the Council informed on personnel issues affecting the City’s liability

Represents the City to other agencies

- Maintains good relations with other government units
- Sits on outside Boards as requested or directed, governmental or non-governmental

Perform all duties as required by state statutes and local ordinances

Accounts for and assures proper use of city property

Performs other duties as directed

Job Context

Status	Full-time
FLSA Status	Non-exempt
Department	Administration
Immediate Supervisor(s)	Mayor and City Council
Frequency of Supervision	For reporting purposes only
Number of Supervised Employees	Up to 11 full-time employees
Type of Work Schedule	Regular hours, year-round
Frequency of Overtime	On a regular basis
Frequency of Night Work	On a regular basis for meetings, workload, emergencies
Shift Position	Not Applicable
On Call Status	Always
Percentage of Work Indoors	75%
Percentage of Work Outdoors	25%, in all types of weather conditions
Types of Accountabilities	Fiscal, Budgetary, Safety, Legal
Exposure to Chemicals / Hazardous Materials	Rarely
Applicable Chemicals / Hazardous Materials*	Cleaning chemicals, toner
Average Stress Level	High, varies with activities
Physical Work Associated With This Position**	sitting for long periods of time, using a personal computer, walking on job sites, climbing, bending and reaching

*Exposure to chemicals / hazardous materials may not be limited to this list.

***These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.*

Education and Experience

The person in this position must have a Bachelor's degree in management, public administration or a related field; a Master's degree is preferred. At least five to seven years of general management or city management experience is required for this position; supervisory experience is preferred.

Licenses and Certifications

The person in this position must have a valid Missouri driver's license.

Knowledge, Skills and Abilities

Knowledge

- General public works project management and planning
- Budget development, management and implementation principles
- Public and media relations and applications
- Financial policies and procedures related to the bidding process and purchasing
- Principles of performance review and application of appropriate techniques
- Supervisory techniques
- Federal and state regulations and standards concerning employee insurance, workers compensation, liability and general risk management
- City ordinances, state statutes and federal laws regarding all City operations
- Basic labor law principles and applications
- General office and filing practices and procedures
- General accounting principles
- Proper grammar and the use of English in speaking and writing
- Computer operations and applications, including word processing and spreadsheets
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Explain complex concepts in layman's terms
- Manage City operations within the constraints of a budget
- Coordinate and organize various constituencies working toward common goals
- Work effectively with organizations and government agencies
- Manage large projects with many deadlines and task streams
- Deal courteously with the public
- Organizational skills
- Use various pieces of office equipment, including typewriters, photocopiers and facsimile machine
- Accurate typing and data entry using a personal computer
- Use a multi-line telephone system to answer and transfer calls
- Prepare and present effectively, oral and written informative material relating to the activities of the department
- Maintain confidentiality
- Proofread reports accurately
- Use various types of office software, including word processing and spreadsheets

- Use common sense
- Pay attention to detail
- Use a multi-line telephone system to answer and transfer calls
- Use a 10-key adding machine or calculator
- Complete detailed work accurately
- Work effectively with a wide range of people
- Provide effective leadership for and maintain harmonious relationships
- Meet specified deadlines
- Prioritize daily work flow
- Work as a team member with other employees
- Communicate effectively with others, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement and follow departmental and City policies and procedures