

## CITY ADMINISTRATOR

### EMPLOMENT DUTIES:

The City Administrator shall assist the Mayor (at his direction) in the administration and management of all affairs of the City that are placed in the Mayor's charge by the provisions of the City Charter, ordinances, and statutes of the Commonwealth. The Mayor, at his discretion, may delegate any and all of his responsibilities to the City Administrator.

The duties to be performed by the City Administrator, pursuant to delegation from and direction of the Mayor, shall include, but not be limited to:

- Serve as chief administrative and managerial officer of the City, directing all departments and managing the daily operations of the municipality
- Review and sign all warrants, contracts, budget and financial orders, and all obligating or payment documents, or other documents requiring the Mayor's signature to be executed by City Departments or other agencies
- Monitor the budget, performance, and activities of the School Department, so as to assist and advise the Mayor in his capacity as Chair of the School Committee
- Direct the preparation and implementation of the City's capital and operating budgets, by monitoring and assessing of budgetary and programmatic performance, of analysis of municipal programs, and internal audit of programs and departments for efficiency, productivity, and effectiveness enhancements
- Ensure the fiscal security and programmatic integrity of the City's enterprise funds;
- Provide executive direction to the labor relations and collective bargaining functions;
- Impound funds that are surplus to the needs of departments
- Issue Administrative Orders providing for the standard operating procedures of municipal government
- Propose reorganizations of departments, as appropriate
- Involved in the hiring, termination, and discipline employees in accordance with delegations of authority
- Represent the Mayor and/or city in various official fora
- Represent the Administration at meetings of the City Council and, as required, at School Committee and other commission or board meetings
- Re-delegate authority in with the Mayor's original delegation of authority
- Assume other duties and responsibilities as assigned by the Mayor

### Purpose:

Under the direction and delegations of authority from the Mayor, directs and manages the operations of the City, to include management and oversight of all City departments and functions, direct supervision of the City Administrator's staff in the Mayor's Office, and coordination of special projects. The City Administrator is responsible for the implementation of all policy set by the Mayor, as the Chief Executive Officer of the City. Work may be performed by the incumbent or delegated to subordinate staff.

## **ESSENTIAL JOB FUNCTIONS:**

- ◆ Directs and manages the operations of the City: provides direction to all City functions falling under the authority of the Mayor; supervises all subordinate department heads and administrative staff; hires, trains, evaluates performance, and disciplines senior management personnel and oversees this process for all City employees through subordinate managers; establishes policies and procedures for the overall City functions; oversees and participates in the resolution of inquiries and complaints from the public and other organizations; and establishes, monitors and evaluates progress towards goals and objectives of the administration.
- ◆ Serves as the Mayor's liaison to the City Council: attends all meetings of the City Council; briefs the Council on pending agenda items and other City issues; responds to inquiries and provides Council Members with information on the status of City operations and projects; provides analysis as needed to assist the Mayor and Council to make informed policy decisions; prepares the Mayor's items for meeting agendas; and provides administrative support to the Mayor as needed.
- ◆ Performs financial and managerial analyses for the Mayor (and City Council, as required by the Mayor) pertaining to City operations and programs under consideration: gathers information relevant to topic; evaluates data and makes recommendations based on findings; prepares reports; and makes presentations to the Mayor and, as needed, to the City Council and other interested parties.
- ◆ Oversees operations of all City departments: serves as a liaison between the Mayor and department heads, keeping the Mayor apprised on departmental activities; assists departments with resolution of problems requiring the attention of the Mayor; monitors and evaluates progress of departments towards the goals and objectives of the Administration.
- ◆ Facilitates problem solving at all levels in the organization: works with department heads and senior management to ensure effective coordination and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; responds to inquiries from the public regarding issues unresolved at the departmental level.
- ◆ Facilitates internal and external communication throughout all levels of the organization: conducts meetings with department heads and key management staff; focuses individual departmental efforts on the overall goals and objectives of the City; serves as the Mayor's representative to the City Council and staff.
- ◆ Responsible for the preparation of the annual budget; prepares departmental budget for the Mayor's Office; reviews departmental budget requests from all City functions for inclusion in the Mayor's recommendation to the City Council; coordinates the scheduling of budget meetings; and ensures compliance with all legal and procedural requirements.
- ◆ Coordinates special projects for the City, including the planning, design, implementation, and evaluation of construction/renovation projects, management studies, introduction of new programs, and various professional services: defines the scope of the project; identifies and ensures proper allocation of financial, material, and human resources committed to the project; formulates solutions and resolves problems; facilitates implementation of the project; and provides administrative support to the project as needed.

- ◆ Oversees professional contractors and/or consultants providing services for City projects: participates in the evaluation and selection of contractors/consultants; interfaces with and monitors the contractors/consultants to ensure timely and quality completion of project; facilitates cooperation with the project throughout the organization; and provides information and support as needed.
- ◆ Administratively reviews and approves for appropriateness and sufficiency all contracts, obligating documents, payments, and other documents requiring the Mayor's signature for executive, as well as proposed Council orders and communication with the City Council, prior to the Mayor's signature.
- ◆ Assists the Mayor and City Council (as required by the Mayor) with strategic and long-range planning for the City: participates in planning efforts at the local and regional level; keeps the Mayor apprised of developments at the state and federal level that impact the City; monitors pending legislation for impact on the City; oversee compliance with new legislation.
- ◆ Represents the Mayor and the City at various meetings, functions, and events: serves as a liaison to various civic or governmental organizations and committees, taskforces, boards, and commissions; confers regularly with officials from the other municipalities, chamber of commerce, authorities, and commissions; provides information about City operations; participates in discussions and decisions; and keeps the Mayor apprised of activities.
- ◆ Assists, supports, and advises the Mayor in his role as Chair of the School Committee; attends School Committee meetings (including Executive Sessions), monitors the School Department budget; supervises city-wide procurements and systems for School Department participation; facilitates communication between the School Department and other city departments.

**QUALIFICATIONS:**

- Master's degree preferred from an accredited university in business, finance, public administration, business management or a related field
- Five (5) to seven (7) years of executive management experience, which includes responsibilities for operations, budgeting and managing personnel
- Requires direct years of service as a municipal or town administrator or manager;
- A working knowledge of government finance with proven experience in administering budgets;
- Possesses high-level communication skills
- The appointing authority may waive certain relevant professional related work experience

