

## **JOB DESCRIPTION**

DEPARTMENT: Administration

JOB TITLE: City Administrator

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### **General Duties:**

The City Administrator shall be responsible to the Mayor for the proper administration of all affairs of the City.

### **Specific Duties/Responsibilities: - City Administrator**

- Supervise and coordinate the administrative functions of all departments, offices and agencies of the City.
- Selects, supervises and evaluates subordinate employees, interprets department policies and procedures to employees; approves vacation, sick and other leave times.
- Attend all City Council meetings and participate, as required in all discussions, including committee meetings when appropriate.
- Assist the Mayor as the Chief Administrative Officer of the City and perform such duties as may be directed by the Mayor.
- Coordinate activities between the departments to ensure efficient utilization of resources and maximize interdepartmental coordination.
- Participate to the extent requested in the recommendation of appointments and the suspension or removal of any City employee.
- Assist the Finance Committee in the preparation of the City's annual budget. Administer the adopted budget of the City in coordination with department supervisors.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Make reports to the Mayor and City Council as may be required from time to time concerning the operations of the City departments and offices.
- Participate to the extent requested in the collective bargaining processes of the City and make recommendations to the Mayor and City Council.
- Prepare such administrative reports and other reports of the activities of the City as may be required at the conclusion of the fiscal year and periodically throughout the year.

- Research and collect information and prepare applications for grants and loans from governmental or private entities for City programs, operations, and services.
- Propose and recommend to the Mayor such personnel rules and regulations as may be useful for management of policies, handbooks, manuals and collective bargaining agreements.
- Investigate and respond to resident inquiries and complaints related to the operations of the City.
- Lead in the development and implementation of economic development programs for the City, including business retention, expansion and recruitment. Serve as a liaison to Tourism, Chamber of Commerce and all allied organizations.
- Oversee the operations of the City Administration department providing assistance when needed.
- Serve as the City Zoning Administrator. As such, shall administer and enforce the Zoning Code as defined in Chapter 1, Article II, Division IX of the Revised Code of Ordinance of the City.

**Specific Duties/Responsibilities: Zoning Administrator**

- Issue all building permits and zoning certificates, and make and maintain records thereof.
- Issue all certificates of occupancy and make and maintain records thereof.
- Issue “Temporary Certificate of Zoning Compliance”, as authorized by the Zoning Code.
- Conduct inspections of building, structures, and land to determine compliance with the Zoning Code and to notify in writing, the person responsible for any violation found, indicating the nature of the violation and ordering the action necessary to correct the problem.
- Order the discontinuance of illegal use of land, buildings or structures; removal of illegal buildings or structures or of illegal additions, alterations, or structural changes, discontinuance of any illegal work being done; or shall take any other action authorized by statute or by the Zoning Code to ensure compliance with or to prevent violation of the provisions.
- Prepare and cause to be published on or before March 31<sup>st</sup> of each year, a map showing the existing zoning uses, divisions, restrictions, regulations, and classifications in effect on the preceding December 31<sup>st</sup>.
- Maintain permanent and current records of the Zoning Code including, but not limited to, all maps, amendments, special use permits, planned building developments, variances, appeals, and applications thereof.
- Provide and maintain a source of public information relative to all matters arising out of the Zoning Code.

- Receive, file and forward to the Plan Commission, all applications for amendments, use variances and special permits, and other matters on which the Plan Commission is required to act upon under the Zoning Code.
- Receive, file and forward to the Board of Zoning Appeals all applications for variance, appeals, and other matters on which the Board is required to act upon, under the Zoning Code.
- Keep the Mayor and City council advised of zoning activities by written report once each month, including statements of permits and certificates issued and order promulgated.
- The Zoning Administrator may request and shall receive so far as may be necessary in the discharge of his/her duties, the assistance and cooperation of the Chief of Police in enforcing orders, of the City Attorney in prosecuting violators and of other City officials and officers.
- The Zoning Administrator shall perform other duties as a Code Enforcement Officer as prescribed by Codes and laws of the City and as may be specifically assigned to him/her by the City Council. Such Codes and laws may include, but not be limited to, the Mobile Housing Code, Subdivision Code and the Building Code, as adopted and amended from time to time by the City Council.

**Specific Duties/Responsibilities: City Administrator**

- Prepare city council agendas and distribute to appropriate persons, media outlets, and website
- Oversee the development and maintenance of the city website
- Oversee the placement of events on the city electronic sign(s) and website
- Act as the TIF administrator: Develop and maintain all TIF agreements and payments associated with TIF agreements, and all government reporting.
- Act as the Revolving Loan Fund (RLF) Manager: Assemble RLF applications to be sent to the appropriate governmental bodies, to EDC for review, and to city council for ratification. Also, ensure that all loans are processed and accurate funds distributed. Send in all governmental reports.
- Handle all employee HR concerns including grievances, promotions, transfers, disciplinary, etc.
- Monitor department revenues and expenses and approve/code all invoices
- Maintain records/minutes/recordings of all committee and/or city council meetings.
- Act as the FOIA officer and assemble all records relating to FOIA requests
- Publish the following yearly reports: DCCA Semi-Annual Report (Jan & July), Schedule of council meetings (Jan), Dept. of Labor form OHJA300A (Jan), Annual Electric Utility Report

(Feb), Zoning Map (Mar), Supplemental Appropriation Ordinance re-distribute (April), Budget Hearing (Apr), Appropriation Ordinance (May), Liquor Licenses (May), Annual treasurers Report (June), Prevailing Wage Ordinance (June), Annual TIF Report (July), Water District Report (July), Tax Levy (Oct), Bond Abatement (Oct), Water Abatement (Nov), Annual Joint Review Board for TIF (Nov), Annual update of Ordinances (Dec), Zoning Map Revisions (Dec).

- Coordinate efforts with local engineering firm for project bids, change orders, and completion verification.
- Represent the Mayor at municipality events and/or meetings in his absence.

**Education Requirements:**

A Bachelor's degree is preferred, except in the case of an extraordinary candidate with an extraordinary set of skills and experience. A background in municipal government is a plus.

This position requires the completion of four (4) years of High School with valid diploma.

The City Administrator must be comfortable assisting with and managing human resources, finances, budgets, infrastructure, community relations and negotiations.

**Experience Requirements:**

At least five years of experience in management, in or outside of government.

**Special Requirements:**

In the case of accident, disaster or other circumstance creating a public emergency, the City Administrator, with approval of the Mayor, may award contracts or make purchases for the purposes of meeting said emergency; but the administrator shall file with the Council such certification of emergency and the necessity for such action. Nothing in this statement shall be deemed to diminish or detract from the statutory powers and authority of the City's elected officials.

The undersigned acknowledges receipt of the job description and understands the duties and responsibilities associated with this position.

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Employee Signature

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Date