

**POSITION:** City Administrator  
**FLSA CLASSIFICATION:** Exempt  
**STATUS:** Regular Full Time (RF)  
**PAY GRADE:** 7  
**FACILITY AND WORK AREA:** Van Meter City Hall

## **JOB SUMMARY**

Under the general administrative direction of the City Council, performs work of unusual difficulty in overseeing and administering the operations of all City departments. Performs advisory duties to the various boards and commissions. Ensures that all business functions and affairs of the City are conducted in accordance with approved methods and in an efficient manner. Performs duties in the coordination of all phases of municipal activities as directed by the Mayor and City Council. Performs other duties as required.

## **JOB FUNCTIONS**

### Examples of Essential Job Functions

1. Ensure that City Council directives, approved operational policies, resolutions and ordinances of the City are enforced and executed or referred to the proper officials for compliance.
2. Supervise municipal operations and the administration of all City departments.
3. In cooperation with the department directors and supervisors, develops effective administrative planning, budgeting and control procedures.
4. Ensure that department directors and supervisors are providing effective service to the public and ensuring efficient conduct of all municipal affairs within overall City Council objectives.
5. Prepare annual budget recommendation for City Council consideration and controls expenditures within approved budgetary guidelines. Controls purchasing functions; 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.

6. Evaluates operations and makes recommendations to the City Council regarding City organizational structure to best achieve City objectives.
7. Recommends and/or appoints all officers and employees to fill authorized positions. The appointment or employment of employees is subject to Council approval of the wage or salary rate.
8. Recommends salary structures and determines staffing needs within boundaries established by the Council.
9. Recommends employee benefits and personnel policy programs.
10. Ensure effective management of all physical assets by planning for replacement and upgrading.
11. Oversee all City Fund management and investment activities, ensuring that effective accounting practices are used to properly control financial assets. Provides the City Council accurate information for financial planning.
12. Provides support to the City Council including setting agendas and supporting data and documents for Council meetings; attends all Council meetings and work sessions unless excused by the Council or Mayor; provides reports, recommendations, and advice to keep Council and Mayor informed and to assist them in their policy making role.
13. Ensure positive public relations by providing efficient public services and effectively handling citizens questions and concerns.
14. Represent the City in local, regional, state and national meetings and in meetings with consultants.
15. Provide assistance to the various City boards and commissions.
16. Consult with and advise other City employees to assist in prioritizing work items, resolving problems and communicating needs and activities of the City.
17. Assist the City Council and Planning and Zoning Commission in carrying out the Comprehensive Plan.
18. Supervise the management and upkeep of City-owned facilities.
19. Supervise the performance of all contracts for work services to be done by or for the City.
20. Authorizes and coordinates appropriate action during emergency situations.

21. Endeavors to maintain harmony among workers and to resolve grievances.
22. Provides leadership and direction in the development and implementation of short and long range plans.
23. Provides administrative support and assistance to the Mayor and performs duties in the coordination of all phases of municipal activity as directed by the Mayor and Council.
24. Regular attendance is essential for this position.

#### Other Job Duties

1. Supervise and assist in the maintenance and updating of a variety of reports, files and records.
2. Assist all City departments as necessary.
3. Performs other duties or assumes other responsibilities as apparent or assigned.

#### **PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS**

Required Physical Activities: Sitting, finger dexterity, grasping, feeling, talking, hearing, reaching, and repetitive motions.

Vision Requirements: The minimum for those whose work is involved primarily with extensive reading, preparing, analyzing text and/or data, and the use of a computer terminal.

Physical Characteristics of the Job: Light work exerting up to twenty (20) pounds of force occasionally, and/or up to ten (10) pounds of force frequently. Required walking or standing to a significant degree; or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls.

Environmental Characteristics: The work is performed primarily in an office environment and is not substantially exposed to adverse environmental conditions. The job requires sitting for extended periods of time and the work may expose the employee to visual strain, unpleasant social situations, irregular work hours and significant work pace pressure.

Equipment and Materials Used: Network computer including keyboard, monitor, mouse, and printer; general office equipment, such as calculator, copy machine, writing utensils, and files. A wide variety of printed material such as correspondence, reports, reference material, budget printouts, personnel policy manual, Code of Iowa, Federal Register; and communication equipment such as a telephone, mobile radio, fax machine, audiovisual equipment, and e-mail.

#### **EMPLOYMENT STANDARDS**

Required Knowledge, Skills and Abilities

1. Skill in analyzing and interpreting data and information to reach conclusions and to make decisions. Ability to solve a wide range of intellectual and practical problems.
2. Ability to perform statistical and mathematical techniques.
3. Ability to report, write or edit articles for publication; ability to prepare contracts, resolutions or ordinances; ability to have substantial contact with people; ability to evaluate technical data.
4. Skill in oral and written communications through various modalities, including public speaking. Ability to communicate concisely and effectively with diverse individuals and groups in a wide variety of situations, including public speaking ability for presenting complex or controversial information to groups, as well as ability to effectively present information to the media.
5. Extensive knowledge of the principles and practices of public administration, public finance; experience in Tax Increment Financing, local option taxation, and bonds.
6. Extensive knowledge of municipal organization and functions, and of the relationships within the municipal government and with other levels of government. Considerable knowledge of municipal, county, state and federal community-related statutes.
7. Considerable knowledge of human resource management.
8. Background in evaluating staff duties and organizational structure.
9. Ability to develop policies, plans and procedures.
10. Considerable knowledge of municipal, county, state and federal community-related statutes.
11. Ability to establish and maintain an effective working relationship with the City Council, Mayor, co-workers, press and the general public.
12. Possess an understanding of planning, zoning, land use and economic development.
13. Familiar with various computer hardware and software operations.
14. Ability to perform all job duties safely and in accordance with applicable rules, guidelines, policies and training.

#### Education Training and Experience

**Required Education:** Bachelor's Degree in Public Administration, Political Science or related field. Master's Degree preferred.

**Required Experience:** At least five (5) years of responsible management experience in municipal government.

Required Special Qualifications

1. Shall be bondable.
2. Shall generally be available for off-hour emergencies.
3. Shall possess or be able to obtain a valid Iowa Drivers License and have a good driving record for the past three years.
4. Shall establish and maintain residency within the Van Meter municipal boundaries within six (6) months of employment.
5. Shall be a member in good standing of the International City and County Management Association (ICMA).

The City of Van Meter retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.