



Class Title: City Administrator
Department: Administration
Union: Non-Union
Date: 07/21/2021

GENERAL PURPOSE

The City Administrator acts as the head of the administrative branch of the City government. The City Administrator shall assist the Mayor in performance of their duties and shall do all things required of them by the Mayor or the City Council to assist in the administration of City government.

The City Administrator is an at-will management/professional position without a definite term under the supervision of the Mayor, serving at the pleasure of the Mayor. Key responsibilities include supporting the Mayor and City Council in all assigned internal and external operations of the City, representing the City to the public and other agencies, developing and implementing short- and long-term organizational goals, initiating, evaluating, formulating and implementing public policy, programs and procedures.

The City Administrator is responsible for the overall supervision, direction, evaluation, training and recruitment of City personnel, subject to any applicable civil service and collective bargaining provisions. This position has the overall responsibility for the professional administration of City government through effective management of available human, financial and material resources.

The City Administrator is required to have, and to apply, an extensive knowledge of the principles and techniques of local governmental management, administration, and operations, ideally involving non-charter cities. This position requires the exercise of mature judgment and the application of management techniques and practices in a wide variety of administrative, fiscal, and related areas. The City Administrator plans, organizes, coordinates, and administers, through management staff, all City functions and activities, provides policy guidance and coordinates the activities of department heads and staff support, and fosters cooperative working relationships with civic groups, inter-governmental/regional agencies and City staff.

This position requires an oath for the faithful performance of the individual's duties as prescribed by ordinance.

LEVEL OF AUTHORITY

The City Administrator exercises direction and authority as provided by the Mayor. This individual will manage the day-to-day operations of the City and exercises overall supervision of all City personnel.

Subject to the concurrence of the Mayor, the City Administrator appoints and removes at any time all department heads and employees of the City, except members of the City Council, and is

subject to the provisions of any applicable law, rule or regulation relating to civil service, and any applicable collective bargaining agreement.

Unless related to a countermanding collective bargaining agreement, ordinance, law, or the Mayor's action upon appeal, the decision of the City Administrator shall be final, and there shall be no appeal therefrom to any other office, body or court whatsoever.

SUPERVISION RECEIVED AND EXERCISED

Appointed by the Mayor, and confirmed by the City Council, the City Administrator receives their administrative direction from the Mayor. This individual will directly supervise the Police Chief, Finance Director, Public Works Director, City Clerk, Community Development Director/Deputy City Administrator and IT Manager/Contract.

The City Administrator may authorize department directors to appoint or remove subordinates in such department or office consistent with applicable law and any applicable collective bargaining agreement. Any officer or employee who may be appointed by the City Administrator, or by the head of a department or office, except one who holds his position subject to civil service, may be separated from employment by the Administrator or other such appointing officer at any time, subject to any applicable collective bargaining agreement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for a positive organizational culture and establishes and maintains a productive working environment conducive to ever-improving morale, individual outcomes, quality, creativity, accountability, and teamwork.
- Accountable for the performance of all City employees to the extent allowed by law and ordinance, and directly supervises the activities of department managers, the City Administrator is responsible for the coordination of work among all departments and consultants. Responsible for the performance appraisals of department directors, conducts regular staff meetings, and develops a successful management team. Establishes and maintains an effective organizational structure in order to accomplish City government objectives.
- Assures efficient and responsible City operations by providing managerial leadership and direction; develops, inculcates, and maintains organizational structure; establishes major operational objectives, monitors performance and implements necessary corrective action; assigns project and program responsibilities to department directors and works with them in developing administrative and departmental goals.
- Reports to the Mayor on a regular basis, using email and other forms of communication, and regularly and/or as requested, to the City Council regarding the status of projects and functions of City activities, as well as upcoming policy matters.
- Works with the Mayor in directing the preparation of City Council meeting agendas, attends meetings of the City Council, and is responsible for coordinating the work of City Council committees and attendance as needed.
- Assures the development of short- and long-term plans to meet the defined goals and objectives of the City; directs the development of City operation and presents policy

recommendations to the City Council and Mayor regarding all aspects of City programs and services; and implements the policies established by the City Council; which includes adhering to the City of Duvall comprehensive plan.

- Serves as first point of contact between City Council and directors and responds to requests for information by the Mayor and City Council in a timely and thorough manner; shares such answers with the Mayor and City Council, as well as the Administration as relevant.
- Advises and assists the Mayor and City Council in the formulation and establishment of administrative policies for operation of City government departments and offices, as well as develops policy recommendations related to the general future direction of City government.
- Serves as the Human Resource officer for Duvall. Reviews the City codes on a regular basis and assures that the codes, rules, policies, and procedures of the City and City Council are up to date and the City's on-going procedures are in compliance with State of Washington and federal laws.
- In cooperation with the Finance Director, all department directors, and Mayor, participate in the preparation of the proposed preliminary biennial budget as well as assist the Mayor with the submittal of the preliminary budget by the Mayor to the City Council. The City Administrator shall be responsible for its administration after adoption;
- Responsible for effective and efficient staff support services including personnel management, risk management, and monitoring purchases and expenditures of all departments.
- Through delegation, oversees, motivates and evaluates department directors and key staff to help: (1) achieve their individual goals; (2) collectively achieve their department's mission; and (3) foster leadership development throughout the organization.
- Oversees labor relations function of the City and recommends bargaining guidelines and settlements to the City Council and administers union agreements of bargaining units.
- Maintains working relationships with outside agencies, including tribal, federal, state, county, other cities, AWC, WCIA, Sound Cities Association, Snoqualmie Valley Government Association, State Auditor, Chamber of Commerce, community groups, and others. Frequently represents the City before civic groups, the press, economic interests, other governmental bodies or the general public. Knowledgeable and proactive to proposed laws, rules, and regulations of outside agencies that may affect the City.
- Serves as the Economic Development Manager for Duvall. As such, coordinates actions and reactions to retain and recruit commercial, entrepreneurs, and other businesses as well as preferred housing types and development and may regularly attend Duvall service clubs and regional agencies to enhance outcomes.
- Performs other duties in the interest of the City as assigned by the Mayor.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in Public Administration or closely related field. Master's Degree in public administration or related field is preferred.
- Five (5) years of progressively responsible municipal or governmental management experience, including progressively complex public sector management experience in governmental operations.
- Requires a high level of experience in strategic planning, financial and budgetary processes, capital improvement program management, intergovernmental relations, employment law, labor relations, negotiations, facilitation, implementation of union agreements, economic development, and land use and transportation issues.
- Requires a thorough knowledge of the theory, principles and practices of municipal administration, finance, and operations, including fiscal and budgetary practices, financial analysis techniques, governmental accounting procedures and standards, and Duvall's organization, mission, philosophy and operating functions as is publicly-available.

Knowledge Abilities and Skills:

Required Knowledge:

- Municipal political environment and sensitivities, and how to function effectively in that environment.
- Municipal legal requirements and structures.
- Best practices and industry standards for human resource and personnel policies and procedures as well as labor relations, benefit administration, recruitment and selection practices, salary administration, equal employment opportunity laws and regulations.
- Economic development principles.

Required Ability to:

- Supervise, lead, coach and use best management practices to improve staff performance.
- Counsel, motivate and provide feedback to City personnel at all levels securing their commitments to City goals.
- Develop, organize, and direct comprehensive Citywide goals, objectives and implement effective managerial controls and to set, implement and evaluate departmental strategies and administrative operations.
- Provide effective leadership, organize, plan, schedule, and review performance of subordinates.

- Ability to read, understand and follow the City's ordinances, plans, and polices.
- Make analytical and reasoned judgments on issues sensitive to the public.
- Communicate exceptionally well both orally and in writing, including public speaking and presentation skills and in all forms of written correspondence.
- Develop and monitor work procedures and budget guidelines.
- Establish and maintain effective working relationships with the City Council, elected officials, government agencies, City staff, community leaders, advisory boards, the news media, and the general public while preserving a high level of trust.
- Develop short- and long-range goals, and plan, assign, coordinate and evaluate the work of City staff with appropriate delegation.
- Negotiate and administer contracts with outside vendors, service providers, and labor unions.
- Resolve conflicts and gain cooperation among competing interest groups.

Required Skills:

- Excellent oral and written communication skills, public speaking techniques, and ability to prepare and direct preparation of comprehensive reports, budgets, recommendations, departmental materials, and correspondence.
- As a working administrator, needs to be skilled in MS Office products including Word, PowerPoint, Outlook, Teams, and Excel.
- Skilled in evaluating and overseeing the selection, implementation, and maintenance of computer hardware, software, and cloud-based systems to ensure the integrity of the City's technology on an ongoing basis, such as records retention, privacy, and protection from data breaches and cyberterrorism.

Any combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job, may be substituted for some of these qualification specifics.

SPECIAL REQUIREMENTS

- Must successfully pass a driver's and criminal background check and/or other checks deemed appropriate by the appointing authority upon a conditional offer of employment.
- Must possess a valid Washington State driver's license or have the ability to obtain one prior to employment.
- Must reside in the State of Washington during employment with the City and be located close enough to the City to work at City Hall.

TOOLS AND EQUIPMENT USED

Laptop and docking station, municipal ERP software, Microsoft Office 365 suite, motor vehicle, smart phone, fax machine, and various printers/copiers, and other office tools and equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Mandatory time beyond customary office work hours is an essential function of this position and, therefore, not subject to accommodation.

Work is performed mostly in office settings. Some outdoor work may be required in the inspection of various land use developments, construction sites, at community functions or incidents, or public works facilities.

Hand-eye coordination may be necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate in the office.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The work environment also includes traveling, such as to community events and to other agencies.

SELECTION GUIDELINES

Formal application, rating of education and experiences; oral interviews and reference checks, including the last two employers; job-related personality/psychological profiles, and job-related tests may be required. Simulations of actual job expectations and scenarios may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____

Mayor

Effective Date: October 1, 2021

Revision History: July 21, 2021