



JOB DESCRIPTION

City Administrator

Date Prepared: March 2014

Class Code: 1010

SUMMARY: Under administrative direction of the City Council, serves as the Chief Staff Advisor for the City of Vernon; responsible for leading, planning, directing, and evaluating the City's operations, programs, priorities, projects, and policies; leads efforts to maximize the efficiency of City services and assures all operational activities comply with City policies, procedures, and goals.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Serves as the principal advisor to the City Council; exercises independent judgment within broad policy guidelines; evaluates City issues, and develops reports to effectively communicate plans and City Council actions required to meet City needs; assures the efficient delivery of high quality public services.
- Exercises independent judgment within broad policy guidelines; evaluates operational issues, and recommends solutions to improve the City's operations; works independently and makes appropriate decisions based on knowledge of City Council goals.
- Meets regularly with staff to discuss and resolve assignments, priorities, workload, staffing, budgets, technical issues, quality standards, and services; motivates and evaluates staff, and provides leadership, direction, and guidance in operational plans and priorities; assures all operational activities are in compliance with City policies and procedures, and state and federal regulations.
- Implements policies and plans to meet City Council goals and directives; interprets concerns, defines desired results, develops solutions, determines scope and priorities of projects, and communicates status of projects and organizational issues.
- Monitors City operations, analyzes operational information, evaluates trends, and develops plans to meet goals and future needs; assigns resources required to meet organizational issues and City Council goals; reviews and monitors status reports, and directs appropriate actions; prepares and presents status reports to City Council, and assures effective communication of operational issues.
- Directs, leads, and motivates City staff, and evaluates performance; encourages interactive dialogue throughout the organization, and effectively addresses personnel issues in order to promote a productive and healthy work environment.
- Directs development of City budget, approves expenditures, manages contracts and agreements.
- Meets with City committees, commissions, and residents to discuss and resolve issues; coordinates projects and regional issues with local officials, agencies, community organizations, and advocates.
- Manages public information and community relations activities; represents the City's interests to key stakeholder groups, advocates, regional agencies, organizations, boards, and commissions.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Finance, Business, Public Administration or related field; AND seven years of experience managing government operations

Knowledge of:

- City organization, operations, policies, and procedures.
- Federal, State and City laws, rules, regulations, and ordinances governing municipalities.
- Duties, powers, authorities, and limitations of a City Administrator.
- Principles and practices of local government administrative management, including personnel rules, procurement, finance, budgeting, contract and risk management, performance management, and evaluation of public sector programs, policies, and operations.
- Strategic planning techniques for the economic, financial, and environmental needs of the City.
- Legal, ethical, and professional rules of conduct for municipal government officers.
- Current political and economic trends in state and federal government.
- Techniques and methods for long-range strategic and financial planning.
- Techniques and practices for efficient and cost effective management of resources.
- Business computers, and standard and specialized software applications.

Skill in:

- Assuming executive-level responsibilities, projecting consequences of proposed actions, and making appropriate decisions, while assuring compliance with City goals and objectives.
- Analyzing complex administrative and operational issues, interpreting laws and regulations, evaluating alternatives, and developing recommendations, strategies, and operational improvements.
- Analyzing City needs, and prioritizing and promoting operational strategies to meet future needs.
- Preparing and administering the City budget.
- Interpreting and applying municipal policies and procedures.
- Presenting and defending operational reports and information in public meetings.
- Analyzing problems, resolving disputes and conflicts, and developing effective solutions.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Establishing and maintaining cooperative working relationships with City employees, elected officials, community groups, advocates, and representatives from other local, state, and federal agencies.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.