

LITHONIA, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CITY ADMINISTRATOR

(Rev. 5/2018)

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform highly responsible managerial and advance administrative level work in overseeing the daily operations of the City government.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Directs the City departments and their daily operations and establishes long range plans, goals and objectives. Works with Department heads; keeps them informed of Council actions; fosters a sense of cooperation and mutual support among City departments. Have the ability to work independently and coordinate work with the support of the Mayor.

Ensures programs, services and systems support City goals and objectives; analyzes operations, staffing levels and organizational structures, support systems, resources and effectiveness; works with department managers to identify needed changes and opportunities to improve effectiveness.

Prepares proposals; researches information; reports study findings and recommendations; drafts ordinance changes. Analyzes and reports on City departments, activities, accomplishments, programs and services. Prepares and presents briefing papers and reports to the Council, and other administrative officials. Attends and participates in City Council/Work Session meetings. Oversees development and management of annual operating and capital improvement budgets; coordinates submission of budget proposals by City departments, and oversees budget recommendation and adoption process. Monitors City revenues and expenditures, works with the City accountant to have financial reports prepared and submitted to Mayor and City Council.

Directs the work of department heads, managers and staff, hires direct reports; assigns work and establishes performance expectations; provides guidance and direction; evaluates performance and oversees the personnel functions for the City through subordinate managers and staff. Ensures personnel programs and services comply with state, federal and local regulations, support City goals and objectives, and provide fair and equitable work environment for City employees; supervises investigations against City personnel, grievance and other complex employee relations issues.

Manages and conducts varied special projects as requested by the Mayor and City Council. Establishes, develops and maintains a variety of professional relationships with external parties in support of government plans, programs and services. Maintains effective communication with the press, general public and collaborates with other governmental entities on issues which affect the City and the surrounding areas; works with developers on residential and commercial proposals; works with contractors, vendors and attorneys regarding City contracts; and works with architects and builders on projects for City owned buildings and property.

Assists citizens with issues that cannot be resolved by department staff and/or which are sensitive and/or political in nature.

ADDITIONAL FUNCTIONS

Attend other assigned committee meetings/functions and prepare summary reports for the Mayor and for the Council as requested.

Signs checks as needed and reviews register of checks to be issued.

Submit annual local, state, and federal reports.

Manage grant programs.

Prepare monthly reports of significant activities for Mayor and City Council.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Master's degree in Business Administration or Public Administration; supplemented by five years of progressively responsible administrative and managerial experience in local government; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Experience with grant writing and project management is a plus.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of local government operations and administrative practices utilized in municipal or county organizations.

Thorough knowledge of the financial management principles and practices including governmental fund accounting, budgeting, and purchasing.

Thorough knowledge of personnel policies, procedures and practices utilized in local government organizations.

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Task requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a manager capacity for the organization, requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations that include complex critical thinking.

Functional Reasoning: Requires the ability to apply principles of logic and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

PHYSICAL DEMANDS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

OTHER REQUIREMENTS:

Possession of valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

Must be able to work evenings and odd hours; must be able to respond to on-call emergencies at anytime; must be bondable by a surety company.

TO BE CONSIDERED FOR THE POSITION:

Please send letter of interest and resume by email or mail to:

Arika Birdsong-Miller, City Clerk
City Hall
6920 Main Street
Lithonia, GA 30058
arika.miller@lithoniacity.org