

RESOLUTION 1573

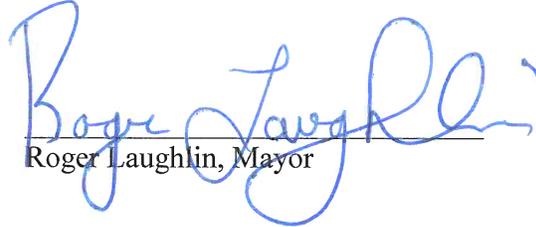
APPROVING CITY ADMINISTRATOR/CLERK JOB DESCRIPTION

WHEREAS, the City Council of the City of West Branch, Iowa is preparing to hire a city administrator/clerk and wishes to better define the job duties associated with the position.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of West Branch, Cedar County, Iowa, adopts the City Administrator/Clerk Job Description attached as Exhibit A.

\* \* \* \* \*

Passed and approved this 6th day of March, 2017.

  
Roger Laughlin, Mayor

ATTEST:

  
Matt Muckler, City Administrator/Clerk

### Identification

Position Title: CITY ADMINISTRATOR/CLERK  
Department: ADMINISTRATION  
Immediate Supervisor: CITY COUNCIL  
Classification: FULL-TIME, EXEMPT

### Job Summary

Implement City policy as directed by ordinance and the City Council. Work closely with all City departments on developing an annual budget. Make recommendations to the Council on planning and budgeting. Approve and make recommendations on expenditures. Supervise city employees and evaluate employees on an annual basis. Supervise the preparation, maintenance, review and control of fiscal records.

The employee is deemed by the City Council to be a critical employee to the City of West Branch; a critical employee is one that is responsible for the safety and welfare of the West Branch Public, therefore that employee must obtain residency within the City limits of West Branch within a time frame to be determined by the City Council.

### Job Scope

Directly responsible to the City Council for the administration on municipal affairs. All heads of City departments shall report and be responsible to the City Administrator, except for the Library Director and Fire Chief. The City Administrator shall have the scope of power to investigate all City departments including library and fire. All departmental activity requiring the attention of the City Council shall be brought before that body by the City Administrator. All City Council policy concerning administration shall be coordinated through the City Administrator's office. Oversight of city property, management of capital improvement projects and keeping the five member city council and mayor fully advised of the city's financial condition and overall future needs.

### Essential Job Duties and Responsibilities

Refer to Chapters 18 and 21, ordinances creating the positions of City Clerk and City Administrator; and this job description. The City Administrator assumes the duties and responsibilities of Personnel Officer.

The duties of the job would focus on the following areas:

- Implements the policy adopted by the majority of the city council.
- Supervise day-to-day activities of City offices and implement City policy as directed by ordinance and the Council.
- Supervise and direct all City departments, except for the West Branch Public Library and the West Branch Fire and Rescue Department, and the overall administration of the City.
- Evaluate City employees on an annual basis. Oversees maintenance of employee files; prepare and administer special employment programs.
- Make decisions regarding the hiring and firing of all personnel under his/her oversight, subject to Council approval.
- Work closely with all City departments and the Finance Officer and City department directors in developing an annual budget.

- Prepares, reviews and/or approves all city financial reports required by city or state code and prepared by the Finance Officer.
- Approve and make recommendations on expenditures, planning and budgeting. Supervise the preparation and maintenance of fiscal records and their review and control.
- Formulate short and long term goals, strategies and plans for presentation to Council.
- Administers the financing of the five year capital improvement plan in conjunction with the City's independent financial advisor, bond counsel and the City Council.
- Supervises the safe custody of all city funds; maintaining an accurate record of funds, receipts, disbursements, special assessments, debt service obligations and investments.
- Attend City Council meetings; report on City activities; coordinate with Mayor; attend and report to Council the activities of various City boards, commissions and committees.
- Prepares and/or helps prepare agenda and packet information for City Council and city board and commission meetings.
- Prepare ordinances and resolutions for the Council.
- Ensures the preparation of minutes and other documents; including the publication, filing, indexing and storage of all proceedings of the City Council.
- Posts and advertises official meetings, public hearings, and other documents of public interest; maintains affidavit of publications and postings.
- Represent the City at various meetings and conferences.
- Research methods of improving municipal operations including development of new or innovative programs.
- Supervises community and economic development programs approved by the City Council including CDG, CCEDCO, ECIA, ICAD and other consultants that are hired by the City Council.
- Interacts with citizens, candidates, management, and staff on a variety of complex and sensitive issues. Respond to inquiries, concerns and complaints voiced through citizens and elected officials; refer to appropriate departments and assure follow through.
- Assist in the preparation of special studies or projects such as: Revisions of city code and zoning ordinances; preparation of capital improvement plans; preparation of employee personnel policies and procedures; and job descriptions.
- Complete or supervise the completion of various state and federal reports and forms.
- Supervise the management, construction, improvement, repair and maintenance of all City property, including the making and preservation of all surveys, maps, plans, drawings, specifications and estimates.
- Review City contracts annually.
- Review all employee time sheets as well as approve any overtime.
- Annually review the operation of all departments to assure that all federal and state guidelines are being met.
- Provide public records to and work with all potential developers in housing and economic development.
- Implements and oversees internal control policies and procedures.
- Oversees building permits and related documents produced by the zoning administrator.
- Supervises the maintenance of cemetery records and files.
- Maintains city website.
- Tracks board and commissions appointments.
- Ensures that all official City business is advertised.

- Regularly attends training pursuant to city administrator, municipal finance officer and clerk duties and responsibilities; makes recommendations to City Council and/or City Staff.
- Time permitting, assist Mayor in any of his/her duties as requested and as approved by Council.
- Maintains efficient and accurate records management system including retention and disposition.
- Performs significant computer work, copiers, and general office equipment.
- Other such duties assigned by the Council.

#### Minimum Education, Experience and Certification

Requires a four-year college degree in public or business administration, or a related field, and five or more years of experience in a public sector management position. Residency requirement is in effect.

#### Knowledge, Skills and Abilities

Knowledge of principles and methods of public administration; knowledge of the organization, function, and problems of municipal government; knowledge of management techniques providing administrative leadership, supervision, and direction to a professional staff; knowledge of municipal cash and accrual accounting, taxing, municipal revenues and expenditures, and municipal budgetary planning and management; knowledge of Iowa law and its implications in municipal operations and actions.

Skills in negotiating service contracts, agreements, and leases; skills in setting priorities and acting directly in emergency situations; skills in problem solving, group actions, and management techniques; skills in working with the public.

**SALARY:** DOQ with excellent benefits package, established by the City Council.

**HIRING:** Approval of the City Council.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel classified in this position. The City of West Branch is an equal opportunity employer. All qualified candidates are encouraged to apply, regardless of race, creed or gender.

Job Description Proposed on February 21, 2017.

Subject to approval by the City Council.