

RESOLUTION 2026

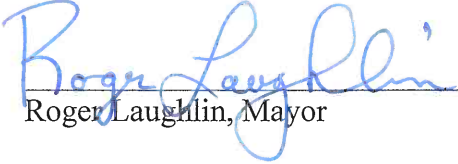
APPROVING CITY ADMINISTRATOR JOB DESCRIPTION

WHEREAS, the City Council of the City of West Branch, Iowa is preparing to hire a city administrator 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 Job Description attached as Exhibit A.

* * * * *

Passed and approved this 2nd day of August, 2021.



Roger Laughlin, Mayor

ATTEST:



Leslie Brick, Deputy Clerk

City Administrator

DATE: 8/1/2021

CLASSIFICATION:

Exempt

DEPARTMENT:

City Administration

JOB DESCRIPTION:

Summary/Objective

The City Administrator is a contractual position that oversees the daily operations of the City and carries out the decisions of the City Council and the Mayor. The City Administrator supervises, monitors, and coordinates the activities and functions of the office including but not limited to finance, economic development, planning and zoning, and human resources.

ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary responsibilities

Provide leadership and direction concerning all business conducted by the City Council.

- Advice, assist, and consult with the City Attorney on all City legal matters.
- Attend City Council meetings to inform and gather information on City activities.
- Represent the City as directed by the Council, in all negotiations and relations with employees, contractors, consultants, other governmental agencies and civic organizations in which the City may have an interest.
- Responsible for all communications concerning the city. This position is the face of the City to the public and the media.
- Provide administrative support and assistance to the Mayor and perform duties in the coordination of all municipal activities as directed by the Mayor and Council.
- Manage all City projects and provide the City Council with regular updates. Strategize and execute short- and long-term goals for the City and its Departments.
- Provide guidance and leadership in developing and executing the following formal plans:
 - Comprehensive Plan.
 - Capital Improvement Plan.
 - Council five-year plan.
- Supervise and direct all departments and employees of the City, specifically including but not limited to Police, Public Works, Parks and Recreation, and the Clerk's Office.
- Serve as the Mayor's liaison to the Council; attends all meetings of the Council; briefs the Council on pending agenda items, personnel, and other City issues; responds to inquiries and provides Council Members with information on the status of City operations and projects; provides analysis as needed to assist the Mayor and Council to make informed policy decisions;

Budget / Finance

- Responsible for all accounting and procedures such as budget control and finance, insurance, capital improvement planning and projects and implementation of funding sources.
- Assure the business affairs of the City are conducted using modern and efficient accounting methods and advise the Council on the financial and operational conditions of the City. Make recommendations concerning the future needs of the City.
- Prepare the annual budget with the assistance of the Mayor, Council, Finance Director, and department heads in the manner prescribed by law.
- Review and/or approve all city financial reports required by the city or state code as prepared by the Finance Officer.
- Complete or supervise the completion of various state and federal reports and forms.
- Approve and make recommendations on expenditures, planning, and budgeting. Supervise the preparation and maintenance of fiscal records and their review and control.
- Administer the financing of the five-year capital improvement plan in conjunction with the City's independent financial advisor, bond counsel, and the City Council.
- Supervise the safe custody of all City funds; working closely with the Finance Officer to ensure an accurate record of funds, receipts, disbursements, special assessments, debt service obligations, and investments.
- Review the operation of all departments to assure that all federal and state guidelines are being met.
- Seek out potential grants, complete grant application, and manage a third-party grant writing process.

Economic Development

- Supervise 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.
- Lead Economic Development initiatives for the City of West Branch:
 - Build partnerships with county and state Economic Development officials.
 - Develop a clear understanding of the needs of the community, strengths, and weaknesses.
 - Able to articulate the vision for the City of West Branch.
 - Establish business relationships with our financial advisor and our bond counsel.
 - Act as a liaison with West Branch Community Development Group.
 - Build relationships with business community and play a leadership role in economic development.
 - Develop a good understanding of TIF and other rebate tools used in economic development projects.
- Make economic development a priority.
- Promote the City of West Branch.
- City representative for the Planning and Zoning Commission.
- Work directly with all potential developers in housing and economic development.

Code Enforcement / Zoning Officer

- Provide for the enforcement and regulation of ordinances, resolutions, and laws and ensures the provision of services as expected and to initiate municipal infractions for all Code violations. (CP)
- Assist the City Council and the Planning & Zoning Commission in the carrying out of the Comprehensive Plan.

General Administration /Supervision

- Supervise day-to-day activities of City departments and implement City policy as directed by ordinance and the Council.
- Assists the Clerk in developing the agenda and packet information for the City Council and other Boards and Commissions.
- Coordinate and direct the work of the City Attorney and City Engineer.
- Assure that all business affairs of the City are conducted by approved methods and in an efficient manner.

- Maintain accurate and current records of all affairs of the departments in a form acceptable to the Council. Copies of such records shall be available for public inspection except as otherwise prohibited by law.
- Provide constant updates to Mayor and Council of city activities and progress towards Council goals and objectives.
- Implement, coordinate, and administer contracts and policies of the City Council.
- Implement and oversees internal control policies and procedures.
- Supervise the coordination of the City's annual audit.
- Interact with citizens, candidates, management, and staff on a variety of complex and sensitive issues. Respond to inquiries and complaints voiced through citizens and elected officials; refer to appropriate departments and assure follow through.

Human Resources Management

- Manage all aspect of employee relations and HR management including but not limited to:
 - Make decisions regarding the hiring and firing of all personnel under his/her oversight, subject to Council approval.
 - Conduct performance evaluations for all direct reports at least annually.
 - Develop and implement a salary pay scale for current and future employees of the City of West Branch. Make recommendations to Council for salary adjustments.
 - Review all employees time sheets and approve any overtime.
 - Update and maintain job descriptions for all City positions.
 - Develop and maintain an up-to-date employee handbook.
 - Develop and maintain personnel policies.
 - Manage all confidential personnel records.
 - Responsible for the investigation of harassment and discrimination claims of misconduct.
 - Coach, mentor and lead City employees.
 - Support and promote staff training and continuing education.
 - Conduct staff meetings on a regular basis. Place strong emphasis on communications with staff.
 - Succession planning.

Other Duties & responsibilities

- Provide oversight for the construction, improvement, repair, maintenance and management of City property and accountability for the physical facilities of the City. Allow the Public Works Director to lead these efforts while providing needed guidance and support.
- Supervise the management of building structures and land under the jurisdiction of the Council and be charged with the care and preservation of all City-owned equipment, tools, machinery, appliances, supplies, and commodities. Provide the Public Works Director needed guidance and support to carry out these responsibilities.
- Supervise the purchase of all materials, supplies and equipment for the City within the guidelines of the cities purchasing policy.
- Assist in the preparation of special studies or projects such as revisions of the City Code and zoning ordinances or other projects directed by the City Council.
- Research methods of improving municipal operations including development of new or innovative programs.
- Recruit and track membership of Boards and Commissions.
- Review City contracts annually.
- Assist staff as needed, capable of staffing city hall in the absence of other employees.
- Other duties as directed by the Council or as included in the City Code.

QUALIFICATIONS (POSITION REQUIREMENTS AT ENTRY):

- Federal, State, and local laws, codes and regulations regulating the City financial and environmental operations.
- Municipal budgeting, accounting and public finance administration and practices.
- Organization and management practices and policies.
- Annexation processes, TIF, Commercial & Residential Development
- Modern practices and principles of Public Administration.
- Strong office technical skills.
- Human Resources Management.
- Strategic planning, development and implementation.

SKILLS AND ABILITIES (POSITION REQUIREMENTS AT ENTRY):

- Communicating effectively with City Council, Mayor, Department Directors, City Employees, City Attorney, contractors, media and citizens.
- Strong written and oral communication skills.
- Ability to plan and execute.
- Proven ability to establish relationships\partnerships.
- Open minded, ability to receive input, listen and be open to change.
- Desire to mentor, lead and coach
- Ability to make well-informed decisions.

TRAINING AND EXPERIENCE (POSITION REQUIREMENTS AT ENTRY):

Bachelor's degree preferred in public administration, business management and/or three to five years' experience working in a municipal or administrative legal environment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

ESSENTIAL PHYSICAL ABILITIES:

Positions in this class typically require: standing, mobility, talking, hearing, seeing and repetitive motions. Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position, (45-60 hours per week). Evening and weekend work may be required as job duties demand. Must maintain regular office hours and be available when escalated issues arise.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.