



# City Administrator

Salary: \$12,558 – \$14,832 per month

FLSA: Exempt, At-Will

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## **Definition:**

Under general policy direction of the City Council, serves as the Chief Administrative Officer of the City and directs the activities and operation of all departments as prescribed by the City Charter; advises and assists the City Council in the conduct of City business; provides administrative oversight to the operational and policy functions of City government; coordinates City business with various programs, officials, and outside agencies; provides a variety of other responsible and complex administrative support to the City Council; provides overall leadership and direction to all municipal departments; facilitates the development and implementation of City goals and objectives; provides sound fiscal management; and performs other duties as required.

*This appointed position is “at will” and serves at the discretion of the City Council.*

## **Supervision Received and Exercised:**

Receives general supervision and policy direction from the City Council. Exercises direct and indirect supervision over all Department Heads, City Staff and programs.

## **Examples of Essential Functions (Illustrative Only):**

*The City Council and management reserve the right to add, modify, change, or rescind the work assignments listed below.*

- Oversees, directs, participates in, and strives to continuously improve all aspects of City of Exeter municipal services, and assumes full management responsibility for all City operations.
- Assists and advises City Council in establishing overall City policies, goals, and objectives; researches Council requests and prepares and submits recommendations.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, and procedures.
- Provides strong strategic leadership and direction to City departments and their respective department heads in implementing programs and services directed by City Council.
- Recruits, selects, trains, directs, motivates, and evaluates Department Heads and assigned staff; establishes, maintains, and implements discipline and termination procedures.
- Directs and participates in the preparation and administration of the City budget to ensure effective implementation of City Council’s goals and objectives and to maintain fiscal integrity; oversees City expenditures.
- Attends Exeter City Council meetings and prepares staff reports, presentations, resolutions, notices of public hearing and ordinances; reviews City Council agendas and meeting minutes; and carries out Council directives.
- Clarifies, interprets, ensures compliance with, and suggests changes to Personnel Rules and Regulations, City policies and procedures, Memoranda of Understanding (MOU), and other pertinent rules and regulations.
- Establishes, within City policy, appropriate service and staffing levels; monitors and



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evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.

- Promulgates City's positions on state and federal legislation, ensuring said positions are effectively communicated to appropriate individuals and committees of the state and federal governments.
- Develops and issues administrative rules, policies, and procedures necessary to ensure proper functioning of departments.
- Responds to requests for information from staff, elected officials, and the public,
- Represents the City in the community, at professional meetings, and other governmental agencies as required.
- Oversees the City Clerk function – May be appointed by City Council to directly provide City Clerk functions or services.
- Assists with oversight and administration of local elections with State and County requirements.
- Performs other duties as assigned.

## **Qualifications:**

### **Knowledge of:**

- Management principles and methods including strategic leadership, planning, goal setting, and program and budget development.
- Legal guidelines and standards affecting municipal administration; Laws, regulations, ordinances applicable to municipal government.
- Government, council, and legislative processes.
- Principles and practices of municipal budget preparation and administration.
- Public and business administration including public finance and personnel administration.
- Labor relations theory and practice.
- Management information systems.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other level of government.

### **Skill in:**

- Serving effectively as the administrative agent of the City Council.
- Establishing and maintaining effective professional relationships with a wide variety of individuals.
- Planning, administering, and coordinating a variety of complex City services and programs.
- Developing and implementing City wide-goals, objectives, policies, and procedures; analyzing and defining problems, identifying alternative solutions and implementing recommendations in support of goals.
- Analyzing complex and sensitive administrative, operational, economic, political and organizational issues, evaluating alternatives, and reaching sound conclusions.
- Analyzing, interpreting, summarizing, and presenting administrative and technical information and data in a clear and effective manner.
- Public relations and communications; media relations; marketing of municipal services.



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- Short and long-term planning for municipal organizations.
- Providing effective leadership to multiple diverse organizational operations.
- Understanding and applying complex regulations, procedures and guidelines.
- Drafting, negotiating, and administering contracts and agreements.

## **Ability to:**

- Manage a full-service municipality.
- Provide effective leadership.
- Prepare contracts, ordinances, resolutions, policies, presentations, and financial reports.
- Communicate clearly and concisely, orally and in writing.
- Prepare clear and concise written reports and documents.
- Build effective working relationships.
- Utilize contemporary technology in broad aspects of municipal operations.
- Lead, manage, and supervise staff.

## **Education and Experience:**

*A combination of education, experience, and training which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Graduation from an accredited four-year college or university with major coursework in Public Administration, Business Administration, Economics, Finance, or a closely related field, **and** five (5) years of extensive management experience in government administration **or** management, with additional years of public sector experience at supervisory levels or below expected and preferred. A master's degree is desirable. Possession of a valid and appropriate California's Driver's License is required.

## **Physical Demands & Environmental Elements:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas is typically required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification have regular occasion to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds and heavier weights with the use of proper equipment. This classification works in an office environment with moderate noise levels, controlled temperature conditions and typically no direct exposure to hazardous physical substances. The employee is likely to interact with upset staff and/or public and private representatives in interpreting and enforcing City policies and procedures.