City of Syracuse

Position Description

City Administrator

1. **Objective:**
2. Under the supervision of the Mayor and direction of the Mayor and City Council Members, is responsible for the daily operation and overall administration of city government through the performance of administrative and supervisory functions, including directly overseeing City Attorney, City Clerk, Library Director, Parks and Recreation Director, Superintendent of Public Works, Building & Zoning Inspector, Rescue Chief, and Fire Chief.
3. **Responsibilities:**
4. Administers the daily activities of municipal government by supervising and coordinating with city department heads to ensure functions are completed in accordance with policies
5. Works with City department heads in determining strategic and economic forecasts for the City through the prioritizing of projects and activities, development and installation of new work procedures and policies, controlling costs, and preparing the City’s long and short – term improvement plans
6. Responsible for the administration and updating of the City’s Comprehensive Development Plan
7. Coordinates a variety of personnel activities including but not limited to application of personnel policy language, selection procedures, position classification system, salary administration, performance evaluation system, reviewing all disciplinary actions, and managing the City’s risk management programs
8. Coordinates and works on a variety of activities promoting economic development within the City
9. Coordinates, prepares, and administers grants and intergovernmental funding
10. Works with the City Attorney on legal matters affecting the operation or administration of City government
11. Coordinates a variety of financial activities including but not limited to reviewing department budget requests, preparing and administering of the City’s annual budget and investment of surplus funds, and advising the City Council as to the financial conditions and needs of the City
12. Serves as a liaison for the City with the Mayor, City Council, other governmental agencies, community groups, and local businesses regarding the functions of the City
13. Attends various meetings including the City Council and Planning Commission meetings and serves as a member of various civic committees
14. Attends various training opportunities to gain insight on best practices in municipal administration
15. Plans and directs a public relations program including but not limited to press releases, public appearances, and addressing the concerns of citizens, community groups, and representatives of organizations
16. Answers inquiries from the general public, receives citizen complaints and/or refers individuals to the appropriate City official for resolution
17. Establishes and maintains positive and productive relationships with the general public, employees, other governmental agencies, and municipal officials
18. Some night and weekend work are required
19. Maintains an excellent record of meeting attendance and timeliness to those meetings
20. Routinely meets with appropriate department heads and employees to ensure code enforcement is conducted timely and in a consistent manner
21. Responsible for monitoring the work of the City Attorney regarding the progression of projects, prioritization of services and adherence of timeframes
22. Performs other duties as directed or as the situation dictates
23. Performs all other duties as assigned
24. **Knowledge, Skills, and Abilities:**
25. Knowledge of and ability to apply city, state, and federal laws, policies, and regulations
26. Knowledge of and ability to apply the principles, practices, and policies of municipal government
27. Knowledge of public personnel administration
28. Knowledge of and ability to apply basic principles utilized in private or public sector accounting, business or finance administration
29. Knowledge of and ability to perform input and retrieval functions utilizing a variety of computer programs dealing with word processing, spreadsheets, and databases
30. Knowledge of City responsibilities and ability to use independent judgment in the performance of duties
31. Knowledge of community resources and agencies available to the general public
32. Ability to accurately prepare and maintain various records, reports, and other City documents
33. Ability to accurately prepare and analyze financial information
34. Ability to plan, assign, direct, and supervise the work of subordinates
35. Ability to meet with the general public in a courteous and tactful manner
36. Ability to operate standard office equipment
37. Ability to understand and follow both oral and written instructions and communicate effectively, verbally and in writing
38. Ability to establish and maintain effective working relationships with the Mayor, City Council, other governmental agencies, Boards, Municipal Officials, employees, and the general public
39. Ability to provide effective leadership
40. Ability to travel and attend various meetings both in and away from the City
41. Exceptional oral and written communication skills and ability to effectively communicate daily with elected and appointed officials, City employees and the public
42. High degree of organizational skills
43. Ability to lift and carry file boxes (up to 25 pounds) from shelves above head level and from floor level shelves to perform filing duties in file cabinets from ground to head level
44. Possess personality traits that include being organized, a self-starter, goal driven, an active listener, problem solver, and detail oriented.
45. Ability to set priorities and meet deadlines
46. **Training and Experience**
47. Minimum training and experience include graduation from an accredited college or university with a bachelor’s degree in public administration, business administration or a related field
48. Master’s Degree from an accredited college or university preferred
49. Desired experience includes three years of administrative, management and supervisory experience in municipal or county government, or an equivalent combination of education, training and experience; five years preferred
50. Must be bondable
51. Must possess and maintain a valid driver’s license