

JOB DESCRIPTION
CITY OF WHITE SALMON

POSITION: City Administrator
DEPARTMENT: Administration
REPORTS TO: Mayor
EFFECTIVE DATE: March 2, 2022
FLSA STATUS: Management, Exempt
SALARY RANGE: Range 53, Step 1 to 10

NATURE OF WORK

This a highly responsible position of administration and management. Under the authority and direction of the Mayor, the City Administrator assumes full management responsibility for all City operations, including the development and implementation of the City's goals, objectives, policies, and priorities. The City Administrator has the overall responsibility of managing the City. Work involves supervising other department heads: Public Works, Clerk/Treasurer, Administration, Planning, Building; ensuring conformance to city ordinances and state laws pertaining to the establishment and maintenance of city records; and accounting of municipal funds. The City Administrator plans, directs, and coordinates, through department heads and other staff, the work plan for the City. The incumbent will develop effective working relationships with elected administrative and program officials to ensure cooperation and efficient operation of city government.

CONTROL OVER WORK

Under oversight of the Mayor and within the framework of governing state and local laws and general policy established by the City Council, duties are performed with a wide latitude for independent judgment and action. The City Administrator is a strategic thinker who easily sees the big picture and long-term vision for White Salmon. Considered a true community ambassador, the successful candidate leads by example, represents the City to all departments and outside agencies, and is fully invested in White Salmon's growth and success. They maintain an understanding of the issues affecting White Salmon and leverage that knowledge to drive decisions.

Work requires the exercise of mature judgment and the application of management techniques and practices in a wide variety of administrative, fiscal and related areas. Work subject to review for results obtained and conformance with governing laws and established policies, through discussion and analysis of recommendations, actions and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reports directly to the Mayor.
- Assists the Mayor in advising and furnishing leadership to civic organizations dealing with specific items affecting the city's welfare.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, identifies opportunities for improvement, and implements as appropriate.
- Oversees, coordinates and manages the activities of city departments and offices in carrying out the requirements of ordinances, laws, rules and regulations and the policies of the City Council.
- Reports regularly to the City Council concerning the status of projects and functions of the various city departments and offices.
- Advises and assists the Mayor and City Council in the formulation and establishment of administrative policies for operation of city government departments and offices, as well as developing policy related to the general future direction of city government.
- Briefs City Council as appropriate, on immediate as well as emerging municipal problems.
- Attends various civic and business meetings on behalf of the city.
- Directs the preparation of the Council agenda furnishing pertinent documents, reports and briefings as needed.
- Seeks out funding sources and prepares and processes grant applications in the furtherance of city goals.
- Directs the annual budget preparation (Mayors proposed budget) and submittal to the City Council and monitors budget compliance on a monthly basis.
- Directs the establishment and maintenance of city records.
- Directs all aspects of Clerk and Treasurer functions.
- Makes recommendations to the Mayor pertaining to the selection, evaluation, training and termination of management and administrative staff; supervises personnel records and payroll; administers employee benefits; and supervises time and attendance record keeping.

KNOWLEDGE, ABILITIES AND SKILLS

- An exceptional ability to develop effective relationships with a history of working closely with a Mayor and City Council
- Well-rounded background with prior leadership experience in a growing community and similar size organization that includes public works is ideal

- Management experience including the professional development, mentorship and oversight of a department
- Strong communication and interpersonal skills
- Ability to work in a fast-paced environment and lead large projects from inception to completion with close attention to detail
- Sound financial background with a strong understanding of budgets and financial management is strongly desired.
- Outstanding team-leading skills, prioritizes customer service
- High integrity and ethical standards
- Sets the tone for a welcoming and inclusive culture built on trust and collaboration
- Knowledge of municipal organization and functions and related federal, state and local laws, rules, regulations and special programs.
- Working knowledge of personnel and civil service regulations, policies and procedures.
- Ability to learn the inter-workings and inter-relationships of city government operations and functions and the relationships with other levels and forms of government.
- Ability to plan and prepare grants and monitor resultant programs and/activity.
- Oversees independent contractors performing work for the City.
- In consultation with contracted agencies, develops specifications and bid documents for a variety of public works and utility related designs, construction and maintenance projects; recommends contract awards, negotiates contract provisions and coordinates, reviews and approves contractor's performance.
- Prepares and presents the annual departmental budget; determines resources needs and financing requests.
- Takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's personnel policy.
- Reviews plans submitted by independent contractors with the City Engineer.
- Reviews plans and monitors developments related to public works and utility matters and evaluate their impact on the City.
- Represents the City with other governmental agencies on a wide variety of issues pertaining to public works and utilities.
- Reviews projects for land restoration and site improvement escrow releases.
- Oversees park system maintenance repairs and projects.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed primarily in an office or conference room setting. However, some local traveling is involved in public relations activities, attending meetings and visiting city departments and facilities. Therefore, some walking, standing and bending is required. Exposure

to adverse weather conditions is minimal. The City Administrator will establish a primary residence in the White Salmon community and pledge to participate in community affairs.

QUALIFICATIONS REQUIRED

- Bachelor’s degree from an accredited college or university with major course work in public administration, business administration, or related field. An advanced degree in public administration or related field is desired but not essential.
- At least seven (7) years of progressively responsible experience in municipal government, including some administrative or leadership responsibility
- Sound financial background with a strong understanding of budgets and financial management is strongly desired.
- Previous experience working in small high-performing teams in local government is a bonus.

The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or logically assigned to the position.

Mayor

Date

City Administrator

Date