

City of Barnwell City Administrator

Job Title: City Administrator
Department: Administration
Reports To: City Council
FLSA Status: Exempt
Salary Range: \$70,000-\$80,000

Summary Directs and coordinates administration of city government in accordance with policies determined by city council or other authorized elected officials by performing the following duties personally or through subordinate supervisors.

Essential Duties and Responsibilities include the following. Other duties may be assigned by City Council.

General Administrative Services

Oversee and coordinate programs and activities authorized by the City Council.

Develop appropriate Ordinances, Resolutions, and correspondence to further the objectives of the City Council.

Ensure that Ordinances, Resolutions, and other official actions of the City Council are carried into effect.

Work closely with Council-appointed attorneys, engineers, architects and others to accomplish objectives of the City Council.

Consult with public and private officials, local citizens, and other individuals involved in the affairs of the City.

Provide general oversight and directions for each municipal department. Assist municipal department heads to increase effectiveness of service delivery.

Attend and participate in the monthly City Council meeting. Attend and participate in other City-related meetings, as required (scheduling conflicts may limit attendance).

Work to ensure that all actions of the City are in compliance with municipal, state and federal laws and regulations.

Prepare recommendations, reports and/or summaries related to planned or ongoing projects of the City.

Remain fully informed of federal, state and local programs affecting the City.

Represent the City at local, regional and state conferences, workshops, conventions, seminars, and meetings, as appropriate.

Serve as the City's primary point of contact for media relations. Ensure that freedom of information requests are handled in accordance with applicable laws and regulations.

Serve as a resource person to local business development groups and other organizations

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that are concerned about the community and region (as time permits).

Land Use and Zoning

Serve as Zoning Administrator for the City.

Serve as Secretary for the Planning Commission and the Board of Zoning Appeals.

Maintain official land use/zoning records, including rezoning applications, zoning permit applications and related documents.

Flood Zone Manager

Serves as the official Flood Zone Manager for the City of Barnwell, licensing will be required through the state.

Personnel Administration

Develop and/or refine personnel policies as directed by the City Council.

Screen applicants for department head positions and make hiring recommendations to the City Council. Assist with lower level hiring decisions, as needed.

Investigate charges of employee misconduct. Has the authority to hire, fire, and discipline all City employees below the level of Department Director. Has the authority to suspend a Department Director with or without pay pending the next City Council meeting.

Evaluate City-sponsored benefit programs on a periodic basis to determine if changes would result in better value for the City and/or its employees.

Procurement

Develop and/or refine procurement policies when necessary.

Assist department heads with major purchases. Assist with the preparation of specifications for large equipment purchases.

Budgetary/Financial Management

Prepare the annual budget for the City. If major changes in the approved budget are made, prepare an amended budget.

Calculate the Local Options Sales Tax Credit Factor and report same to Barnwell County Auditor.

Regularly review departmental financial reports to determine budgetary compliance. Address discrepancies with individual department heads.

Monitor fiscal procedures and guidelines continuously. Recommend changes when necessary.

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Grant Administration

Search for grant opportunities that may benefit the City.

Submit grant applications to agencies on behalf of the City.

Administer grants following award. This will include submission of pay requests, progress reports and other required documentation.

Maintain appropriate documentation during and following grant projects to ensure proper audit records are available.

Risk Management

Work to ensure that the City has adequate coverage for all classes of property: vehicles, equipment, buildings, and public works infrastructure. Review the City's Tort liability insurance on a regular basis to ensure adequate coverage.

Work to lower the City's experience factor in order to lower costs of Worker's Compensation insurance.

Review all risk exposure to determine if additional types of coverage may be necessary.

Supervisory Responsibilities

Manages seven subordinate supervisors who supervise a total of 45 employees in the Finance Department, Public Works Department, Waste-Water Plant, Fire, Police, Human Resources Department, Street and Recreation Departments. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the City's policies, procedures and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work-flows and procedures.

Design - Generates creative solutions; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team

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activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates

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accuracy and thoroughness.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work

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responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Undertakes self-development activities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's or Master's degree or equivalent in Public Administration or similar field; or six to ten years related experience in upper level management; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Accounting software; Contact Management systems; Database software; Development software; Human Resource systems; Internet software; Inventory software; Project Management software; Spreadsheet software and Word Processing software.

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Certificates, Licenses, Registrations

Valid SC Driver's License. Applicable certification in Public Administration, (bachelors or master's degree preferred), experience based on applicable employment, hours accrued in accredited programs for position is a plus.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear and taste or smell. The employee is frequently required to stand; walk and sit. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office environment but may be usually moderate when out in the field or at different department locations.

Background Investigation and Employment Drug Testing

Employment is contingent upon background investigation as well as the results of a pre-employment drug examination. All employees are subject to random testing for drugs and alcohol.

The Administrator shall give bond in such amount as may be required by council with an approved surety company authorized to act as surety under the laws of the state, for faithful performance of the duties of the office. The premium for such bond shall be paid by the City.

DISCLAIMER: THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. CITY COUNCIL HAS THE EXCLUSIVE RIGHT TO ALTER THIS JOB DESCRIPTION AT ANYTIME WITHOUT NOTICE.