POSITION DESCRIPTION	DEPARTMENT/DIVISION Finance Administration
NAME	TITLE City Administrator
PLACE OF WORK City Hall	LEVEL/STEP
NAME/TITLE OF SUPERVISOR Mayor Jeffrey Snoots	WORKING HOURS 8:00 – 4:30
NAME/TITLE OF THOSE YOU SUPERVISE Accountant, Bookkeepers, Office Manager, Planning Staff, Code Enforcement	

%	Position Description	Performance Standards
60	A. City Administration	A1 Directly supervise Administrative Staff at City Hall. A2 Coordinate and manage workload with Department Heads. A3 Attend all meetings of the Mayor & Council, City committees, staff meetings, and others as required. A4 Maintain minutes, resolutions, ordinances, bonds, etc. on behalf of the City in conjunction with Office Manager. A5 Attest the seal of the City on all documents where required. A6 Assist the Mayor in the development, updating, and execution of administrative and personnel policies in the City. A7 Coordinate the City's economic and community development program. A8 Handle citizen complaints. A9 Direct election preparation in conjunction with Office Manager. A10 Direct the Utility Billing process, code enforcement, recreation, and planning office. A11 Serve as authorized agent for loans, grants, etc. A12 Make recommendations on hiring and firing of City Hall personnel. A13 Assist Mayor with goal setting and strategic planning.
30	B. Financial and Accounting Responsibilities	B1 Assist the Mayor with the preparation of the budget. B2 Supervise the disbursement of City monies, conforming to the budget. B3 Prepare financial reports as required to the Mayor and Council. B4 Supervise and collect all funds receivable by the City, including taxes, special assessments, license fees, liens, utility revenues, etc. B5 Oversee all payroll functions. B6 Other miscellaneous duties regarding fiscal and financial affairs of the City. B7 Develop and maintain a written financial policy.
10	C. Other Duties as Assigned	C1 Other duties as directed by the Mayor. C2 Coordinate with the Mayor any City Council requests and

		concerns. C3 Facilitate and schedule committee meetings as required or requested by the Mayor. C4 Represent the City as the Mayor's official designee at external events, meetings, and functions. C5 Utilize social media as a communication tool in conjunction with City website, Cable Channel 99, and print media in conjunction with the Office Manager.

APPROVALS

The signatures appearing below indicate acceptance and/or approval of the position description and performance standards appearing above and on the reverse of this form.

_____	_____	_____
Employee Date	Supervisor Date	Department Head Date