

*Millie Youngquist, Mayor
Kelsey Brown, Finance Director
Amanda Waugh, City Clerk
Kevin Olson, City Attorney*



City of Washington
*215 East Washington Street
Washington, Iowa 52353
(319) 653-6584 Phone
(319) 653-5273 Fax*

TITLE: City Administrator
DEPARTMENT: Administration & Finance
REPORTS TO: City Council
FLSA: Exempt

POSITION SUMMARY:

The City Administrator is appointed by the City Council and serves at their direction to oversee the day-to-day business of the City and act as the Council’s chief policy adviser.

ESSENTIAL FUNCTIONS AND DUTIES:

1. To supervise enforcement and execution of the municipal code, policies and council directives and to have general supervision and direction of the administration of the city government.
2. To attend all meetings of the City Council unless excused therefrom by the City Council or the Mayor.
3. To recommend to the City Council measures necessary and expedient for the good government and welfare of the City.
4. To supervise and direct the official conduct of all non-elective officers, departments and employees of the City.
5. To be responsible for the performance of all contracts for work to be done for the City and the purchase of materials and supplies;
6. To supervise the construction, improvement, repair, maintenance and management of all City property, capital improvements and undertakings of the City, except as provided by the City Council in a separate agreement;
7. To cooperate with administrative agencies, boards of trustees and other entities;
8. To be responsible for the recording, issuing and renovation of licenses and permits authorized by City law;
9. To be responsible for keeping the City Council fully advised of the financial and other conditions of the City and its future needs;
10. To be responsible for the preparation of required budgets;
11. To conduct the business affairs of the City and cause accurate records to be kept;

“One of the 100 Best Small Towns in America”

12. To be responsible for making to the City Council periodic itemized financial reports in writing;
13. To employ, reclassify or discharge all employees and fix their compensation, subject to civil service provisions and Iowa Code Chapter 35 (C) if applicable, except the City Clerk, Deputy City Clerk and City Attorney;
14. To make all appointments not otherwise provided for;
15. To suspend or discharge any officer, appointee, or employee whom the administrator has power to appoint or employ, subject to civil service provision and Iowa Code Chapter 35(C) if applicable;
16. To make such investigations into the affairs and conduct of any department, agency, officer or employee under the supervision of the City Administrator as is necessary or desirable or as so directed by the City Council;
17. To administer oaths;
18. To receive inquiries, concerns and complaints and to take such action as is necessary;
19. To work on methods for improving municipal operations and to keep the Council advised of new developments;
20. To perform such other duties as the City Council may direct.

TYPICAL DUTIES:

As above. Participates in the daily activities of the City of Washington's operation and meetings of the City Council. Other duties as assigned or delineated in a separate written employment agreement.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to perform essential functions and duties.

WORKING CONDITIONS:

Inside office work performed under controlled conditions, but with occasional humidity, poor ventilation or noise. Positions in this class typically require: reaching, fingering, grasping, talking, seeing and repetitive motions.

Sedentary Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body.

REQUIREMENTS:

Bachelor's degree (Master's degree preferred) and related field plus five years of increasingly responsible public sector management experience. Ability to communicate clearly, and keep accurate records. Ability to understand and carry out oral instructions as well as written instructions. Good public appearance and positive attitude. Must be insured by the City's insurance company, able to pass a thorough background check, and a pre-employment drug screen and physical.

DISCLAIMER:

All duties and requirements in this job description have been determined by the employer to be essential job functions consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They do not, however, reflect only duties required. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.