



CITY OF
BLAIR NEBRASKA
City Administrator

Reports to: Mayor
Department: Administration
Updated: January 17, 2023

Job Code:
FLSA Status: Nonexempt
EEOC Class: Professionals

Job Summary

The City Administrator, through the performance of supervisory, administrative, and financial functions and prescribed by ordinance or law, shall be responsible for the daily operation and overall administration of city government services which include Police, Fire, Public Works, Parks, Planning and Zoning, Building, Airport, Library, and City Administration. The City Administrator shall provide highly responsible and complex administrative support to the Mayor and City Council.

Essential Job Responsibilities

Under the direction of the Mayor with guidance of the City Council and in compliance with State Statute and City Municipal Code, the City Administrator's job responsibilities are as follows:

- Facilitates problem solving at all levels of the organization; works with department heads and senior management to ensure effective coordination and cooperation among employees and departments.
- Must attend City Council meetings as well as any other additional Committee meetings as deemed necessary, including Planning Commission, Airport Authority, etc.
- Carries out the directives and recommendations of the Mayor and City Council.
- Manages and leads all departments, agencies, and offices of the City to achieve their goals by training, coaching, motivating and evaluating assigned staff.
- Provides leadership and direction in the development of both strategic short-term and long-term plans to achieve the overall goals and objectives of the City.
- Facilitates effective internal and external communication throughout all levels of the organization through meetings with department heads and key management staff.
- Carries out and ensures compliance with policies established by the City Council.
- Provides professional advice to the Mayor, City Council and department heads and makes presentations to boards, commissions, civic groups, and the general public.
- Working alongside the Airport Authority and the FAA, manages the maintenance, development, and construction of the Blair Executive Airport facilities and infrastructure.
- Prepares and administers annual City budget and keeps the Mayor/City Council fully informed of the financial condition and needs of the City. Approves departmental and city-wide expenditures. Oversees the responsible investment and use of City funds.
- Must uphold the City's Personnel Manual in all personnel and administrative issues.
- Makes recommendations on appointments and removals of all department heads, officers, and employees of the City, except Mayor and members of the Council.
- Recommends for adoption by the Council such measures as City Administrator may deem necessary or expedient.
- Plans and/or directs public relations activities on the City's behalf, including but not limited to press releases, public appearances, and addressing the concerns of citizens, community groups and representatives of organizations.
- Must represent the City, Mayor and City Council on all legislative matters and be willing to work with the local, state, and federal leaders.
- Performs other duties as may be required by statute, or by the Municipal Code or resolution of the Council.

Essential Knowledge, Skills and Abilities

- Experience obtaining, managing, and reporting on federal, state, local and foundational grants.
- Knowledge of modern and highly complex principles and practices of municipal administration, departments, organization and economic development functions and services.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of program, policy, and operation needs.
- Knowledge of principles and practices of municipal government, budget preparation and administration strategic planning, organizational design, and management theory.
- Knowledge of principles and practices of organization, administration, and personnel management.
- Ability and desire to promote the City by traveling to attend meetings, conferences, and seminars in and outside of the state.
- Ability to work with citizens, rate payers, elected officials, employees, community organizations, State, County, and local agencies in a positive, professional, and supportive manner at all times.
- Ability to work outside of normal office hours, attending required meetings with punctuality.
- Ability to lift up to 20 lbs, with the ability to operate necessary office equipment.
- Ability to provide effective leadership and coordinate the activities of the municipal organization.
- Ability to identify and respond to public and City Council issues and concerns.
- Ability to interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- Ability to negotiate appropriate solutions and contracts effectively and fairly.
- Skill to gain cooperation through discussion and persuasion.
- Skill to select, supervise, train, and evaluate assigned staff.
- Skill to prepare and administer a large municipal budget.

Education

- Graduation from an accredited college or university with a bachelor's degree, preferably in public administration, business administration or a related field.

Experience

- Minimum of 5 years of administrative, management and supervisory experience in municipal or county government preferred.
- Must live within a maximum distance of 30 miles as measured by a straight line from Blair City Hall.
- A combination of education and experience equivalent to those mentioned above will also be considered.

Compensation and Benefits:

- The salary range is between \$140,000 - \$160,000 and will depend upon education and previous experience.
- This is a full-time, exempt position with a full-time benefits package.

Certifications and Licenses

- No required certifications and licenses.

Work Environment

- Work is performed in a casual, open office environment geared towards collaboration. Business attire may be required for some meetings. All necessary office equipment is provided.

Travel

- Less than 10% travel is required, in and out of state.

Physical Requirements

Physical Activity	Rarely	Occasionally	Frequently	Constantly
	0% - 25% of time (0-2 hours per day)	26% - 50% of time (2-4 hours per day)	51% - 75% of time (4-6 hours per day)	76% - 100% of time (6-8 hours per day)
Carrying ≥ 20 lbs.	X			
Climbing	X			
Driving	X			
Finger Dexterity				X
Hearing				X
Kneeling	X			
Lifting ≥ 20 lbs.	X			
Pulling ≥ 20 lbs.	X			
Pushing ≥ 20 lbs.	X			
Reaching	X			
Seeing				X
Sitting				X
Standing		X		
Twisting	X			
Typing				X
Walking			X	

Disclaimer

The above statements are not intended to be an all-inclusive list of the duties and responsibilities of the job described. Rather, they are intended to describe the general nature of the job. The City of Blair reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Review/Approvals

I have read and understand this job description.

Printed Name – Employee	Signature – Employee	Date
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Printed Name – Manager	Signature – Manager	Date
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Printed Name – Mayor	Signature – Mayor	Date
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