



City Of Atkins Administrator Position

Description

The City Administrator is appointed by and serves at the discretion of the City Council under the day-to-day direction of the Mayor. The City Administrator is responsible for the administration of all City operations and the supervision of City employees as delegated by the City Council and Mayor. The successful candidate will demonstrate creative problem-solving through teamwork, partnerships, sound judgment, and decision-making to effectively manage. The City Administrator oversees multiple projects and deadlines, as well as staffing and financial responsibilities. The individual must be a strong communicator, consensus builder, detail-oriented, technologically savvy, and outcome-driven.

The candidate must appreciate Atkins's unique history with an eye towards moving the organization forward through proper management, infrastructure improvements, and administrative reformations. The candidate will present experience in small community outreach and civic engagement and understand the importance of working directly with government, contract, and specialist liaisons.

Education and Experience

A four-year degree is preferred, in public administration, public policy, business, or related fields, along with extensive progressively responsible experience (4 to 7 years) in local government management, including significant experience at a senior level interacting with elected officials and stakeholder groups. Experienced assistant and/or deputy managers/administrators are also encouraged to apply.

Responsibilities include but are not limited to

- Serve as a liaison between the Council and all department heads, City officers, committees, and commissions.
- Delegate duties as required and is charged with overall supervision of City offices and employees.
- Administrate and adopt City policies, procedures, ordinances, resolutions, and directives through the coordination of all municipal departments.
- Be responsible for grant and contract administration and procurement.
- Assist the City Clerk in the preparation of ordinances and resolutions.
- Act as local, state, and federal liaison and oversee licensing and permitting with those entities as needed.
- Prepare the annual budget and capital improvements programs.
- Prepare recommendations and information briefs for the Council and Mayor on all matters affecting the municipality so as to keep administrative officials fully informed.
- Formulate municipal investment policies and financing alternatives.
- Implement adopted capital improvement, economic development, and other comprehensive plans.
- In conjunction with the maintenance supervisor, formulate and adhere to a maintenance schedule for all City equipment, buildings, roads, and other properties.
- Enforce the City budget.

- Act as personnel officer for the City in terms of formulating job descriptions, supervising and evaluating employees, benefits, and compensation.
- The City Administrator is the City Clerk, Treasurer, and Finance Officer of the city.
- Attend all meetings of the council, planning commission, and other meetings as specified by the Council and Mayor unless excused therefrom.
- Oversee City's Public Utility Department.
- Determine long and short-range needs of the City and make recommendations.
- Develop administrative policies and procedures for recommendation to the Council.
- Be an ex-officio member of all boards and commissions appointed by the Mayor or Council.

Job Type

Full-time

Pay: \$65,000.00+ , salary is dependent on experience and credentials.

Benefits

- Health insurance
- Paid time off
- Relocation assistance
- Retirement plan

Schedule

- This position is exempt pursuant to the Fair Labor Standards Act.
- Generally, working hours will be eight hours per day from 8am – 5pm, however, night meetings and weekends will be required.
- Holidays

Candidates should apply at once, the application period will remain open until filled.

Completed City of Atkins, job applications are required. Candidates should apply online with a job application, resume, cover letter, contact information and three references. Applications are available at www.CityOfAtkins.org and should be emailed to CityClerk@CityOfAtkins.org

The City of Atkins is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, genetic information, or any other protected class information. The City of Atkins is committed to the full inclusion of all qualified individuals. As part of this commitment, the City will ensure that persons with disabilities are provided reasonable accommodations for the hiring process. If reasonable accommodation is needed, please contact CityClerk@CityOfAtkins.org.