

**CITY OF LIBERTY
JOB DESCRIPTION**

Job Title: City Administrator	Date: April 21, 2021
Department: Administration	Classification Grade:
Location: City Hall	FLSA Status: Exempt

GENERAL DESCRIPTION OF JOB

The Administrator shall serve as the chief executive officer and chief operating officer of the city government. He/she shall be responsible for the efficient administration of all of the day-to-day affairs of the city which include the functions of finance, utilities, public works, planning/zoning/building, police, municipal court, recreation and community & economic development and grant management. The City of Liberty operates under the Mayor-Council form of government as outlined in Title 5, Chapter 9 of the South Carolina state law. The City Administrator is appointed by City Council as provided in Section 2-161 of the Liberty City Code.

SUPERVISION RECEIVED

The Administrator is subject to the direction and supervision of the Mayor and is also responsible to City Council for achieving the goals and objectives of City Council within budgeted appropriations and project approvals.

SUPERVISION EXERCISED

Performs supervision over all City employees either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities listed below are those that represent the majority of the time spent working in this position.

- Serves as the chief executive officer and chief operating officer of the city government subject to the direction and supervision of the Mayor. Responsible for the efficient administration of all of the day-to-day affairs of the city which include the functions of administration, finance, utilities, public works, planning/zoning/building, police, municipal court, recreation, community & economic development and cemetery.
- Work with community members, visitors, public officials, and employees in a constructive, productive, professional, and customer-friendly manner. Ability to communicate effectively by phone, in-person, and by written correspondence.

City Administrator Job Description

- Utilizes problem solving, critical analysis, cost-benefit analysis, team building, continuous improvement, consensus building and other improvement strategies to meet the needs of the City organization and the community.
- Performs decision-making based upon the needs of the community, the needs of the organization and employees, best practices, reasonable standard, and ensuring decisions are fair, consistent, legal and ethical.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional advice to the City Council and department heads in all areas.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Maintains harmony among workers and resolves grievances. Provides leadership to department heads and other key staff.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Performs or assists subordinates in performing duties; addresses errors and complaints.
- Prepares a variety of studies, reports and information for decision-making purposes.
- Advises City Council on matters relating to various departments, and other issues and/or projects as assigned.
- Attends meetings and makes presentations to City Council, various boards and commission, civic clubs and the general public.
- Attends City Council meetings and serves as the Clerk of Council.
- Appoint, remove, promote, demote, suspend, or dismiss all officers and employees of the city, except the city attorney and city clerk, subject to all applicable personnel ordinances, rules and regulations.
- Comply with and promote established policies, procedures and safe work practices.

- Perform additional related duties and responsibilities as necessary.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in public administration, political science, business management or a closely related field; A Master's Degree in Business or Public Administration is preferred, but not required:
- Five (5) years' experience as a department head or similar supervisory level; or as an assistant administrator in a local government or:
- Any equivalent combination of education and experience which would provide the necessary experience and training to accomplish work needed.

Necessary Knowledge, Skills and Abilities

- Ability to work with community members, visitors, public officials, and employees in a constructive, productive, professional, and customer-friendly manner. Ability to communicate effectively by phone, in-person, and by written correspondence.
- Ability to utilize problem solving, critical analysis, cost-benefit analysis, team building, continuous improvement, consensus building and other improvement strategies to meet the needs of the City organization and the community.
- Considerable knowledge of modern policies and practices of public administration.
- Working knowledge of the functions of administration, finance, utilities, public works, planning/zoning/building, police, municipal court, recreation and community & economic development and grant management.
- Ability to train, supervise and motivate subordinate personnel.
- Must have a valid Driver's License and pass a background review which includes, credit report, background investigation, and reference check.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer & electronic devices, calculator, telephone (includes smart phone), copier, scanner, fax and automobile.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

- This position requires the ability to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools, or controls; and reach with hands and arms.
- The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
- Vision requirements include preparing and analyzing written or computer data and laboratory tests, operating motor vehicles or equipment, and observing general surroundings and activities.

The physical demands and work environment described are representative of the job. Reasonable accommodations may be made to allow individuals with disabilities to perform essential functions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interviews; background and reference check; job related tests may be required.

REMOVAL GUIDELINES

This document is not intended to and does not constitute a contract of employment. All employees are employed on an at will basis which means that either the employee or the employer may terminate the employment relationship at any time, with or without notice or cause. Some reasons for removal include, but not limited to, employee's inability to attend regularly to work, chronic illness, failure to perform competently on any of the critical tasks of the position, consistent failure to perform competently on regular tasks, failure to support and uphold the City's mission, oath of office (if applicable), or the South Carolina's ethics law, failure to continually comply with preconditions for original employment, failure to display due regard for the civil liberties of any person, accruing atypical amounts of dysfunctional work time, or requiring atypical amounts of supervisory counseling or remedial training.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the needs requirements of the job change.

The City of Liberty is an equal opportunity employer. The City of Liberty does not discriminate in employment on account of race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, physical or mental disability or any other legally protected status.