

# CITY OF CASSVILLE

## EMPLOYEE JOB DESCRIPTION

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JOB TITLE: CITY ADMINISTRATOR

REVISION: November 2023

PRIMARY PURPOSE: Oversees daily activities of city government; works with department heads to meet goals and objectives.

SUPERVISION: Under the direct supervision of the Mayor and Council.

### ESSENTIAL JOB FUNCTIONS

- Serves as chief liaison to the Mayor and Council
  - Researches and prepares agenda for council meetings.
- Oversees economic development activities of the city.
- Carries out all long range and/or strategic activities.
  - Works with Mayor and Council on strategic planning and implementation.
- Assumes total budget responsibility for all departments.
- Handles all public relations for the city.
- Oversees the bidding process and contracts for all projects.
- Oversees all personnel functions.
- Establishes goals for police department operations with the Police Chief.

### IMPORTANT JOB FUNCTIONS

- Performs all duties as required by state statutes and local ordinances.
- Accounts for and assures proper use of city property.
- Serves as city coordinator for all intergovernmental relationships.
- Performs other duties as assigned.

### EDUCATION AND EXPERIENCE

- Six to ten years of related experience or
- Master's degree from a college or university and one to five years experience or
- Bachelor's degree from a college or university and two to five years experience or
- Equivalent combination of education and experience.
- Master's in public administration preferred.

## KNOWLEDGE/EXPERIENCE

- Ability to develop, implement, and follow departmental and city policies and procedures.
- Ability to establish effective work relationships with the Mayor, City Council, Department Heads, and general citizenry.
- Possess strong leadership skills.
- Possess a deep understanding of municipal operations
- Ability to pass criminal history and background check.
- Ability to pass drug screening.
- Ability to provide effective leadership for and maintain harmonious relationships throughout city government.
- Ability to reliably and predictably carry out duties.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to write and make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, board of directors, and media.
- Knowledge of accounting principles and practices, generally accepted accounting principles and practices, fund accounting specific legislative limits such as the Hancock amendment.

## WORKING ENVIRONMENT

Primarily indoors with limited exposure to outside temperature or weather. Subject to low level office noise and radio traffic. May be subject to frequent interruptions by public.

## LICENSING/CERTIFICATION

Not Applicable

## MISCELLANEOUS REQUIREMENTS

- May be required to work evenings and weekends.
- Subject to emergency call in.
- Must be bondable to \$25,000.
- Subject to pre-employment personal/professional background check.
- Subject to a pre-employment and random drug testing.
- Must have a valid driver's license.

## COMPENSATION AND BENEFITS

- The City Administrator shall receive compensation and benefits as set by city ordinance.  
Current Salary Range \$68,000 - \$108,000