

POSITION TITLE: MUNICIPAL ADMINISTRATOR

DEPARTMENT: ADMINISTRATION

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

City Mayor

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

DIRECT: 16 INDIRECT: 260+

Public Works Director; Public Utilities Director; Finance Director; Personnel Director; Law Director; Parks & Recreation Director; Safety Director; Planning Director; Grants Administrator; Information Technology Manager; Public Information Specialist; Assistant to the Municipal Administrator; Administrative Secretary (2); Ombudsperson

POSITION FUNCTION

This position is responsible for the day to day operation of the City, including directing and coordinating planning efforts to accomplish objectives of the City's comprehensive master plan, economic development objectives and statutory requirements of law.

JOB RESPONSIBILITIES

- Directs and coordinates staff activities
- Investigates complaints and initiates resolution
- Maintains close communications with elected officials and the general public
- Develops and recommends short and long range goals and objectives
- Prepares and monitors the City's annual operations budget
- Reviews and approves expenditures
- Manages economic development efforts of the City
- Approves permits
- Serves on various boards and commissions and attends various meetings as the City's representative
- Serves as contracting official for the City
- Provides professional advice to the Mayor and other elected officials
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <p>Knowledge of law regarding contracts and public meetings</p> <p>Knowledge of the City's code of ordinances</p> <p>Must maintain a valid Ohio driver's license and have the ability to drive</p> <p><i>Administrative Skills</i></p> <p>Ability to set goals and develop strategies and schedules for meeting them</p> <p>Ability to anticipate problems and develop alternative strategies for goal completion</p> <p>Ability to plan, organize, assign and direct work of staff</p> <p>Ability to properly assign responsibilities to meet objectives</p> <p>Ability to use techniques of effective time management</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p><i>Cognitive Skills</i></p> <p>Ability to interpret a variety of technical information with abstract and/or concrete variables</p> <p>Ability to make timely, sound decisions</p> <p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p>Ability to interpret complicated policies, procedures and protocols</p> <p>Ability to apply mathematical concepts such as ratios, proportions, probability factors and statistical inference</p> <p>Ability to apply financial principles and numerical techniques to management problems</p> <p>Knowledge of basic budgetary principles and practices</p> <p>Ability to encourage the creativity of subordinates</p>	<p>Ability to create and readily draw on a large pool of diverse sources of information</p> <p><i>Communications Skills</i></p> <p>Ability to speak effectively one-to-one</p> <p>Ability to speak effectively before groups and to respond to questions</p> <p>Ability to deliver effective presentations</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to prepare analyses, policies and/or budgets</p> <p>Ability to develop complex reports and position papers</p> <p><i>Interpersonal Skills</i></p> <p>Ability to use tact and discretion</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors</p> <p>Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions</p> <p><i>Leadership Skills</i></p> <p>Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals</p> <p>Knowledge of administration and supervision of staff and activities</p> <p>Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently</p> <p>Ability to establish effective controls, ensuring that employees have necessary resources and authority</p>

DESCRIPTION OF WORKING CONDITIONS
<p>Work is typically performed in an office setting, irregular activity schedules are common as are night and/or weekend meetings. More than 2/3 of the incumbent's time is spent in contacts with citizens and the general public.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>Education beyond an undergraduate degree; no less than 10 years of related experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.