

## **JOB DESCRIPTION FOR THE CITY OF SUNBURY CITY ADMINISTRATOR**

**JOB TITLE:** City Administrator

**FLSA CATEGORY:** Exempt

**JOB OBJECTIVE:** The City Administrator shall be responsible to the mayor and city council as a whole for the proper and efficient daily administration and operation of the affairs of the City and departments. The powers and duties shall relate to the general management of all City business not expressly by statute, The City Third Class Code or conferred upon other city officers.

**ACCOUNTABILITY:** Reports directly to the mayor and council.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. The City Administrator shall be the “Good Will Ambassador” of the City. Respond to citizen complaints. Advise council members of noteworthy complaints and resolution of such.  
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2. Appointment as chief administrative officer of the city, responsible to council for the proper and efficient administration of the affairs of the city.  
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3. Direct and supervise the administration of all departments and functions of the city, except as otherwise provided by law.  
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4. Negotiate contracts for the city, subject to the approval of council, making recommendations concerning the nature and location of municipal improvements and executing municipal improvements as determined by council.  
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5. Ensure that all terms and conditions imposed in favor of the city or its residents in any law, franchise or contract are faithfully kept and performed, and upon knowledge of any violation, informing council.  
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6. Investigate, at any time, the affairs of any non-union, non-civil city employees that is under the City Administrators jurisdiction.  
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7. Understand fully council’s responsibilities in order to handle general and confidential matters with appropriate courtesy, tact and emphasis.  
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8. Manage the day-to-day operations of the City concerning administration and operation of policies and procedures and other matters as defined by The Third Class City Code.

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9. Review and provide updated policies and procedures and keep all manuals updated.

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  10. Propose new plans and discuss issues that affect the community.

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  11. Except as otherwise provided by the Third Class City Code and any other applicable laws, appoint city employees on the basis of merit system principles and suspending, removing or otherwise disciplining employees, in accordance with the following:
    - (i) The city administrator may make recommendations to council concerning appointments or removals at the department-head level.
    - (ii) Before taking any action with regard to appointments or removals at the department-head level, the city administrator shall confer with council.
    - (iii) Council shall confirm appointments or removals at the department-head level.
    - (iiii) Recommend to mayor and council members the appointment, suspension, removal, promotion, demotion and transfer of all non-uniform, non-civil employees to accomplish efficiency in accordance with laws pertaining thereto.

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  12. Develop, implement and oversee a training program for all employees. Interpret, analyze and explain policies, procedures and programs.

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  13. Attend all meetings of council and participate in discussions with council. Nothing in this paragraph shall be construed to permit the city administrator to vote with council.

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  14. Create agenda and attend city council meetings and special meetings as required. Prepare minutes and complete all business resulting from the meetings.

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  15. Ensure all insurances are handled properly, paying close attention to HIPAA

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  16. Recommend the adoption of measures to council as the city administrator may deem necessary or expedient, keeping council advised of the financial condition of the city and making reports to council as requested by council.

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  17. Prepare and participate with city council members and city treasurer with submitting the annual city budget for review and approval by council. The recommended budget and an enabling ordinance shall be submitted to council for its review not later than the last stated meeting in November of each year. The city administrator may include an explanatory comment or statement of the recommended budget. The recommended budget shall be in a form as required by law for city budgets and shall contain information explaining the various items of expenditure and revenue as may be required by council.
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18. Write, implement and manage grants.

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19. Develop and implement economic and marketing plan for the City. Perform all public relations and marketing as needed to further develop the city. Develop a social networking plan for the city.

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20. Represent the city in the community at professional and association meetings as requested or required. Provide positive public relations within the scope of duties.

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21. Network with local, state and federal officials and local businesses to further the goals of the city.

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22. Perform duties of Open Records Officer.

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23. Perform all such duties as may from time-to-time be conferred by the mayor and/or city council members.

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24. Any of the duties listed on this job description are not intended to supersede the Third Class City Code, Civil Service Statute, or any bargaining agreement.

***Nothing in this job description restricts Mayor and council's right to assign or reassign duties and responsibilities to this job at any time.***

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of principles and practices of public administration, leadership and professional rules of conduct, municipal budgeting and finance, municipal planning, contract management, procurement procedures, bidding processes, project management, legislative processes involved in local government, employee relations, supervision, worker's compensation, Affirmative Action, personnel administration and training. Techniques and practices for efficient and cost effective management of resources. Proficient user of Microsoft products, especially Word and Excel as well as Internet, E-mail, data storage and record retention.

#### **QUALIFICATIONS:**

- Minimum Bachelor degree from an accredited four year college or university is preferred. Specializing in Municipal Management, Public Administration, Business, Management, Public Relations, Marketing or related studies is preferred.
- Minimum 4 years of progressively responsible administration and leadership experience in municipal administration is preferred.

- Must have experience in managing employees.
- Must have experience in writing, implementing and managing grants.
- Must have experience in budgeting and maintaining a budget.

**OTHER REQUIREMENTS:**

- Employee must be capable of being bonded
- Experience in organizing events
- Good communication skills
- Employee is considered exempt under the Fair Labor Standards Act
- Employee is subject to financial disclosure requirements of the PA State Ethics Commission
- Must Possess valid PA Driver’s License
- Must be able to pass pre-employment physical, drug screen and criminal background check.

**WORK ENVIRONMENT:** Work is mainly performed in an office environment and will also require working in the field (outside) as required. Sitting, standing, moving about the office, pushing and pulling light objects, finger dexterity for keyboarding, reaching, lifting and carrying objects up to 10 lbs. (frequently), up to 20 lbs. (occasionally), or more than 20lbs. (rarely), and climbing stairs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Approved: \_\_\_\_\_ (date)

City Administrator: \_\_\_\_\_ (date)

Mayor: \_\_\_\_\_ (date)