



270 North Clark Street – Powell, Wyoming 82435
(307) 754-5106 – FAX (307) 754-5385

City Administrator

The City of Powell, WY is seeking a City Administrator. Requires a combination of education, training and experience equivalent to a Master’s Degree in Business or Public Administration, 10 years related experience and/or training, administration and supervisory experience, ability to work with the public and ability to develop and administer budgets and capital improvements. Provides broad policy guidance and direction to department heads related to operations, fiscal and general management functions of the city. The City of Powell is an EOE and drug free agency.

Send application and resume to:

City of Powell
c/o City Administrator
270 North Clark
Powell, WY 82435
Ph: 307-754-5106

For online application and job description:

www.cityofpowell.com

Filing deadline: February 28, 2019 5:00 P.M.

Powell Tribune Publish: Jan 22, 2019
Jan 29, 2019
Feb 5, 2019
Feb 12, 2019

Cody Enterprise Publish: Jan 24, 2019
Jan 31, 2019
Feb 7, 2019
Feb 14, 2019

City of Powell

Job Description



Title:	City Administrator	Code:	100
Division:	Administration	Effective Date:	12/08
Department:	Administration	Last Revised:	01/19

GENERAL PURPOSE

Performs a variety of **professional administrative and managerial** duties related to planning, directing, organizing, and controlling the administrative processes necessary to carry out the efficient and economic operation of the city.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Mayor and City Council.

SUPERVISION EXERCISED

Provides broad policy guidance and direction to department heads related to operations, fiscal and general management functions.

ESSENTIAL FUNCTIONS

Manages the day-to-day operations and internal affairs of the city; develops policies, procedures and processes as needed to implement the decisions of the City Council; performs and directs research on issues, policies, and political developments; advises and appraises governing body as needed; approves recommendations for executive and administrative actions; makes recommendations for legislative actions; conducts internal investigations, examines books, records and official papers of any office, department, agency, board or commission of the city as needed to assure integrity of operations and prevent impropriety.

As chief administrative officer, assumes responsibility for full and effective utilization of city personnel by establishing overall city-wide objectives, priorities and standards; serves as final hiring authority for all non-exempt and exempt city positions; gives final approval for all recruitment and selection activities; monitors human resource management activities related to advancement, discipline, and discharge; supervises general government departmental staff; evaluates performance; determines priorities and delegates assignments.

Manages the preparation and administration of the city's budget; Five Year Plans, submits budget and capital improvement programs to the department heads and Governing Body; oversees fiscal activity of the city to assure compliance with established budgets; develops fiscal management strategies to optimize available revenue sources.

Oversees various city-wide enterprise operations, i.e., electric utility, fiber optic system, sanitation, water and wastewater; establishes and maintains effective working relationships with various regulatory authorities; serves as a member of various local and regional advisory boards.

Directs city operations through subordinate department heads; coordinates city-wide management activities and facilitates implementation strategies; monitors program success to determine continuance or discontinuance; coordinates with department heads to implement change in city policy and processes.

Attends and/or conducts various city meetings; advises city boards and commissions; attends City Council meetings; proposes alternatives and options; makes recommendations; solicits legal responses and positions from city attorney.

Represents the city as directed by the governing body; participates in intergovernmental consortiums to establish mutual relationships and programs; facilitates and participates in interagency, intergovernmental and private enterprise programs and projects as needed.

Develops state-of-the-city reports; issues public statements to the press and responds to questions from the press related to city management, policies, procedures, administrative decisions, etc.; assumes responsibility for general public relations activities.

Serves as arbitrator or adjudicator of complaints filed against or between city employees, departments, divisions, or services; negotiates to achieve mutually agreeable solutions.

Exercises general supervision over public property under the jurisdiction of the city. Provides general direction and leadership for the community through infrastructure development

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from an accredited college with a master's degree in business or public administration;

AND

B. Ten (10) years of progressively responsible experience in municipal management;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of management theory, methods, and practices; municipal and fiscal accounting principles, practices and procedures; municipal organizations and department operations including applicable laws and regulations; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources. **Considerable knowledge** of state and county laws as they apply to city management practices; human resource management practices and procedures.

Considerable skill the art of diplomacy and creative problem-solving in resolving disputes and complaints from the public.

Ability to analyze a variety of financial problems and make decisions; coordinate a variety of intra-governmental policy matters between governing body and department heads; plan, organize, direct and supervise the work of professional and administrative subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with the Governing Body, department heads, intergovernmental agencies, employees and the public.

3. Special Qualifications:

Must possess and maintain a valid Wyoming Class C Driver's License.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)