

CITY ADMINISTRATOR/FINANCE DIRECTOR POSITION DESCRIPTION

General Statement Of Duties:

Performs all required statutory duties of the city administrator/finance director as set forth in City of Evansville Municipal Code and performs such additional duties as may from time to time be directed by the city council and mayor.

Distinguishing Features Of The Position:

The employee has direct responsibility and accountability to the mayor and common council. The employee is reviewed annually. This position is salaried, exempt and not represented. This position has an employment contract with the City. This position is part of the emergency response team and has a residency requirement under Section 66.0502(4) of the State Statutes.

Examples of work (illustrative only):

Administrative:

- Carry out directives of the mayor and council which require administrative implementation, reporting promptly to the mayor and council any difficulties encountered therein.
- Be responsible for the administration of all day-to-day operations of the city government, including the monitoring of all city ordinances and resolutions, council meeting minutes and state statutes.
- Prepare a plan of administration, including an organization chart, which defines authority and responsibility for all non-statutory positions of the city, and submit it to the city council for adoption as the official organization and administrative procedure plan for the city.
- Establish when necessary administrative procedures to increase the effectiveness and efficiency of city government according to current practices in local government, not inconsistent with local ordinances or directives of the mayor and council.
- Keep informed on current federal, state, and county legislation and administrative rules affecting the city and submit appropriate reports and recommendations thereon to the council.
- Promote the economic well-being and growth of the city through public and private sector cooperation.

Meetings and Public Information:

- Serve as ex officio nonvoting member of all boards, commissions and committees of the city, except as specified by the council or state statutes.
- Represent the city in matters involving legislative and intergovernmental affairs as authorized and directed as to that representation by the mayor and council.
- Act as public information officer for the city with the responsibility of ensuring that the news media are kept informed about the operations of the city and that all open meeting rules and regulations are followed.
- Establish and maintain procedures to facilitate communications between citizens and city government to ensure that complaints, grievances, recommendations and other matters

receive prompt attention by the responsible official, and to ensure that all such matters are expeditiously resolved.

Responsibilities to city council:

- Attend the regular council meeting and attend committee of the whole and special meetings as requested by the mayor, assisting the mayor and the council as required in the performance of their duties.
- In coordination with the mayor, the council, and the clerk-treasurer, ensure that appropriate agendas are prepared for all meetings of the council, all council committees, and all other appropriate committees and commissions of the city, together with such supporting material as may be required; with nothing in this subsection being construed to give the administrator authority to limit or in any way prevent matters from being considered by the council, or any of its committees and commissions.
- Keep the mayor and council regularly informed about the activities of the administrator's office by written report at regular meetings of the council and at those special council meetings as requested.
- If action normally requiring council approval is necessary at a time when the council cannot meet, the administrator shall receive directives from the mayor.

Personnel:

- Be responsible for the administrative direction and coordination of all employees of the city according to the established organizational procedures of the city and the state statutes.
- Recommend to the council the appointment, promotion, and, when necessary for the good of the city, suspension or termination of department heads.
- In consultation with the appropriate department head and committee, be responsible for the appointment, promotion, and, when necessary for the good of the city, suspension or termination of employees below the department head level.
- Serve as personnel officer for the city with responsibilities to see that complete and current personnel records, including specific job descriptions, for all city employees are kept.
- Evaluate in conjunction with department heads the performance of all employees on a regular basis.
- Recommend salary and wage scales for city employees not covered by collective bargaining agreements; develop and enforce high standards of performance by city employees.
- Ensure that city employees have proper working conditions.
- Work closely with department heads to promptly resolve personnel problems or grievances.
- Assist in labor contract negotiations and collective bargaining issues.
- Work closely with department heads to ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills.
- Has direct supervision of Finance Department office staff.

Budgeting and purchasing:

- Keep informed concerning the availability of federal, state and county funds for local programs, and assist department heads and the council in obtaining these funds under the direction of the mayor and the council.
- Be responsible for the preparation of the annual city budget, in accordance with guidelines as may be provided by the city council and in coordination with department heads, and pursuant to state statutes, for review and approval by the mayor and the council.
- Administer the budget as adopted by the council.
- Report quarterly to the council on the current fiscal position of the city.
- Supervise the accounting system of the city and ensure that the system employs methods in accordance with current professional accounting practices and internal controls.
- Advises the Council and committees on bonding activity and capital improvement planning (CIP).
- Analyzes fiscal trends and projections for the operation budget and the capital improvement plans.
- Processes pay requests from contractors as approved and submitted by the city engineer.

Required knowledge, skills, and abilities:

- Bachelor's degree in business or public administration, finance, accounting, land use or urban planning, or closely related field is required with preference for a Master's degree.
- Maintain a driver's license.
- Thorough knowledge of federal, state, and local laws and regulations regarding municipal government and finance.
- Thorough knowledge of the functions and organization of municipal government and of the workings of the common council and other city committees.
- Knowledge of tax increment financing, grant writing and administration,
- Ability to establish and maintain satisfactory working relationships with staff and other city employees.
- Ability to establish and maintain satisfactory working relationships with contractors, developers, owners, and the general public.
- Ability to communicate clearly and concisely in speech and writing.
- Ability to exercise good professional judgment.

Tools and Equipment Used:

Personal computer, local area computer network, word processing and spreadsheet software, website maintenance software, telephone, electric typewriter, copy machine, fax machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

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 position description for the City Administrator/Finance Director does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Reviewed and Approved by Finance and Labor Relations 03/05/15