

**CITY OF LEAD
JOB DESCRIPTION
CITY ADMINISTRATOR**



JOB SUMMARY

This position is responsible for overseeing the overall leadership and direction of operations of the City of Lead.

JOB REQUIREMENTS

The City Administrator:

1. Provides managerial leadership to ensure efficient, responsible and ethical functions of all City Departments; while promoting positive employee relations and open communications, problem solving and creating a shared awareness of City goals, objectives and current events.
2. Provides policy directions, enforcement and coordinates staff efforts in the preparation of new regulations, procedures, policies and presents information and recommendations to aid in the decision-making process to improve the City's overall operation and effectiveness.
3. Develops the annual budget with assistance from department heads, reviews all financial items, develops cost estimates, schedules city meetings pertinent to operations and planning and manages Public Relations and Human Resources needs of the City.
4. Keeps the governing body advised of the financial condition and future needs of the City along with submitting a complete report on the finances and administrative activities of the City for the preceding year.
5. Is qualified and can become the Emergency Manager for the City of Lead as conditions or situation(s) warrant.
6. Willingness to research grants and the ability to write grants and, if received, perform the necessary communications granting agencies require. Ability to manage the financial requirements of grants. Pursue local partnerships and alternative funding sources.
7. Assists departments with the resolution of problems; monitors and evaluates progress of departments toward the goals and objectives of the elected officials. Recommends to the Mayor and governing body the appointment and removal of department heads and employees upon the department head request. Has ability to communicate with all levels of staff and all employees. Leads professional development growth and training opportunities for city staff.
8. Serves as liaison between City Staff, Mayor and City Commission; attends all meetings of the City Commission; assists the Mayor and City Commission with strategic and long-range planning for the city; and participates in planning efforts at the local and regional

level. This position also keeps the City Commission appraising developments at the state and federal level that impact the City; monitors pending legislation for impact on the City; oversees the compliance of new legislation; oversees ongoing communication with local legislators during session and throughout the year.

9. Recommend a standard schedule of pay, adoption of measures necessary for the health and improvement of administrative services and see that all laws and ordinances are duly enforced.
10. Supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget as well as purchasing procedures.
11. Promote cooperation with other governmental agencies. Coordinates relations with other governments including county, state and federal government, other cities, school districts and the South Dakota Municipal League. Interfaces with all community organizations to coordinate joint efforts between the different groups and the city.
12. Attends community functions and works with both private and public community members, outside agencies and community organizations; represents the City in local, regional, and state meetings and conventions.
13. Fosters relations with news media and interacts with citizens in resolving problems; receives and reviews complaints from the public, channeling them to the appropriate department and ensures follow-up action to resolve them; maintains an appropriate level of public relations with property owners, citizens and visitors to the City of Lead.
14. Ensure department operations meet safety and City policy requirements. Seeks training opportunities to be knowledgeable on all regulation's city staff will be held to.

Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge and skills required.

- High ethical standards and commitment to public service.
- Ability to communicate clearly, concisely and accurately to all levels of the public, staff and varied professionals, both verbally and written.
- Strong leadership, collaboration, communication skills and attention to detail.
- Ability to operate a computer to facilitate all communications, plans, instructions and assistance using varied software, including the Microsoft Office Suite, GIS software. Web Page management and Internet capabilities.
- Ability to use a Smartphone to always facilitate communications.
- Deep understanding of small-town dynamics, infrastructure challenges, and grant funding strategies.
- Must have a basic understanding of engineering principles and practices, including economics and mapping, in such a way to assist the City in management of projects, alleviating the need for a full-time staff engineer with a strong safety culture.
- Project management skills capable of taking a project from initial idea(s) and plan(s) to proper and timely completion, including financial requirements.
- Ability to manage complex projects and multiple priorities.

- Ability to draft ordinances, policy, and planning documents. With the ability to understand department standards such as OSHA, MSHA, International Building Code Requirements, law enforcement standards, South Dakota Codified Law, Federal Regulations, and employee standards and requirements.

QUALIFICATIONS, TRAINING OR EXPERIENCE

- Extensive management and administrative experience demonstrate the ability to direct the activities of a municipal government, preferably in a small or rural community, or an acceptable equivalent combination of education and experience.
- A highly collaborative, problem-solving leader with a communicative, team-oriented, and approachable management style.
- Able to build and maintain strong partnerships and relationships with a variety of stakeholders and to build consensus.
- Ethical leader who provides open and effective communication while being skilled and enthusiastic about community engagement and willing to be visible in the community.
- Knowledge of:
 - Public administration principles and practices
 - Management principles and practices
 - Understanding of federal and state laws, local ordinances and City rules and guidelines

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 as listed above.

- **On Call/Response Time:** Residency required within the City of Lead.
- **Hours:** Forty (40) hours per week; GENERALLY MORE AS THE SITUATIONS DEMAND . The city administrator should be especially reliable, flexible, and available to work during non-traditional hours, to attend assigned meetings, conferences, city issues and emergencies.
- **Office setting with occasional fieldwork and site visits.**