



City of Mexico Beach

Job Description

Position: City Administrator

FLSA Status: Non-Exempt

Job Summary:

Responsible for administration of the City of Mexico Beach by directing and coordination all phases of the municipal government. Work involves the supervision of activities related to the City in Accordance with the policies determined by the City Council, City Charter and applicable laws and ordinances.

Major Duties and Responsibilities:

- Directs the overall effort of all City government activities, except those of the -City Clerk. Coordinates the efforts of the City Clerk to insure efficient operations of all city activities.
- Administers through subordinate staff such functions as public safety, fire protection, emergency medical services, maintenance of public streets and property, financial operations and budgets, recreational activities, inspectional services, utilities operations, code enforcement and related functions. Responsible for overseeing and controlling the inventory, maintenance, repairs, improvements and use of city property, materials, equipment and supplies.
- Prepares the annual city budget for submission to the Council. Submits recommendations to the Council for their discussion and approval concerning the efficient operation of the city government. Keeps the Council informed of general city operations and activities. Makes plans and recommends future programs of the city.
- Performs the duties of Purchasing Agent of the city with authority to sign all purchase orders up to an amount of \$3,000 for General Fund expenditures as long as they are budgeted expenditures; and up to \$5,000 for Enterprise Funds that are budgeted, contracted for, and paid at least quarterly in the normal operations and maintenance of the enterprise Funds. May also sign purchase orders for expenditures associated with properly budgeted grant funds in advance of receipt of grant funds for both the general fund and enterprise funds.
- Attends all meeting and workshops of the City Council and Planning and Zoning Board and other committees or workshops as directed by the Mayor or City Council.
- Responsible for all media relations activities.
- Performs any and all such duties as may be consistent with the Administrators office or as directed by the City Council.

Job Requirements:

Knowledge, Skills and Abilities:

- Knowledge of laws and administrative policies governing municipal activities and of operations of municipal government.
- Ability to delegate authority and responsibility to subordinate department heads and to maintain an effective organization.
- Ability to express oneself clearly in writing and orally and appear before groups of taxpayers and the Council to present data and program which enhance the efficient operations of the city.

Education and/or Training

- Graduation from an accredited four year college or university with a Bachelor's Degree in Business Administration, Public Administration or a related field supplemented by course work in management.
- At least two years' experience in a responsible administrative/management position in municipal government.
- Experience can be substituted for education requirements. Experience qualification can be waived or altered provided incumbent has clearly demonstrated experience of a nature that demonstrates capability to quickly perform at a high level.

Community Relations Functions:**Work Environment:****Physical Demands:**

- Acceptable eyesight and hearing (with or without glasses or hearing aids)
- Reasonable accommodations will be made in accordance with existing ADA requirement for otherwise qualified individuals with a disability.
- Works inside an office environment but must be able to also work outside.

Tools and Equipment:**Supervision Received and Exercised:**

Pay Grade: Determined by City Council

Disclaimer:

The position description does not constitute an employment agreement between the City and employee and is subject to change as the needs of the City and the requirements of the job change.

Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position.

Each employee's position description is maintained as part of his/her personnel file. Additional copies of position descriptions may be requested through the department head.