

City Administrator– Kimball, NE (Pop. 2496) Salary DOQ, benefits, \$9.3 M Operating Budget; \$18 M Total Budget, 40 employees. Full-service City including utilities: Electric, Power Plant, Water, Wastewater, Landfill, and Garbage collection. Located in western Nebraska. Main economic base is Agriculture and Oil & Gas Industries. Desire bachelor’s degree in public administration/related fields with 3 years supervisory/management experience in overseeing all phases of municipal government, including public works. Emphasis on professional team leadership, progressive attitude, effective communication, public relations, financial management and planning/development. Ability to carry out city council/board of public works policies and strategies and work with department heads and staff. Visit web site at www.kimballne.org. Submit resume, references and salary history in a sealed envelope marked “City Administrator Applicant” to Keith Prunty, Mayor, 223 South Chestnut Street, Kimball, NE 69145. Open until filled. EOE.



Position Description

Job Title:	City Administrator	Grade Number:	
Department:	Administration	Date Modified:	November 9, 2016

This is an Exempt position under the FLSA guidelines.

General Purpose:

The City Administrator shall perform all the requirements for this position as provided by state statutes and City ordinance. The City Administrator performs high level administrative, technical and professional work in directing and supervising the administration of City government. The City Administrator also serves as the Public Works Director, Zoning Administrator and liaison between City government, the staff, City Council and citizens of the community.

Essential Duties and Responsibilities:

SUPERVISION RECEIVED:

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

SUPERVISION EXERCISED:

Exercises supervision over all municipal employees either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages and supervises all departments, agencies and offices of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional advice to the City Council and department heads; makes presentations to councils, boards, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Determines work procedures, prepares work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.



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- Prepares a variety of studies, reports and related information for decision-making purposes.
- Appoints and removes all department heads, officers and employees of the City.
- Sees that all laws and ordinances of the City are faithfully performed.
- Assists with preparation of and submits a preliminary annual City budget. Administers the adopted budget of the City.
- Advises the City Council of financial conditions including current and future City needs.
- Attends all meeting of the City Council and various Boards as may be required.
- Performs other related duties as assigned by the Mayor and City Council.

PERIPHERAL DUTIES:

- Recommends for adoption by the City Council such measures as Administrator may deem necessary or expedient.
- Prepares and submits to the City Council such reports as may be required by said body or as Administrator may deem it advisable to submit.
- May serve as the head of one or more departments of City government.
- May serve as a member of various employee committees.
- May serve as a member representing the city on local, regional or state committees.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Education and Experience:
 - Bachelor degree in public administration/related fields Two (2) years of related experience; or
 - Three years supervisory/management experience in overseeing all phases of municipal government, including public works.
- Necessary Knowledge, Skills and Abilities:
 - Knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety and community development.
 - Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment.
 - Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government.



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SPECIAL REQUIREMENTS:

- Must be able to be bonded.

TOOLS AND EQUIPMENT USED:

- Personal computer (including Microsoft Office programs), phone, fax, copy machine, calculator and other tools and office equipment are required.

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 essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to perform repetitive motion tasks, stand; walk; use hands to handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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 usually moderate.

SELECTION GUIDELINES:

- Formal application/resume, rating of education and experience, oral interview and reference check; job related tests may be required.
- This job description is intended to describe the general nature and level of work to be performed by employees assigned to this classification and is not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	