



Job Title: City Administrator

Department: Administration

Reports to: City Council

Effective Date: Immediately Upon Hire

Job Summary:

The City Administrator of Victor serves the City Council and its citizens, responsible for keeping the Council informed on projects. This position is responsible for managing the annual budget, overseeing public information dissemination, and handling inquiries diplomatically. This role engages in planning, representing the City, conducts research and oversees all City departments except the Clerk's office, adhering to policies and statutes while collaborating with legal counsel. The City Administrator is responsible for monitoring legislation, collaborating on solutions, and managing grants and contracts. The City Administrator upholds operational efficiency, resolves conflicts, and advocates for diversity while maintaining professionalism.

Duties and Responsibilities:

- The City Administrator serves at the pleasure of the City Council, and the citizens of the City of Victor. This position is responsible for keeping the City Council informed of projects and their status.
- Acts as the City Budget officer, overseeing the preparation of the annual budget and collaborating with City Council to finalize the budget for approval. Supervises the administration of the annual budget to ensure adherence to approved allocations and keeps City Council fully informed about the City's financial status. Supervises the development and dissemination of public information through various channels such as the website and blog, and handles public inquiries, complaints, and concerns promptly and diplomatically.
- Responsible for overseeing all City departments except the City Clerk's office and performs additional duties as assigned by the City Council.

- The work performed is executed with meticulous attention to detail, ensuring the efficient management of all City departments in collaboration with department heads.
- Appoints non-elected department heads and staff in accordance with City personnel policies and the organizational chart. Manages the City's personnel system as outlined in the Council-adopted employee handbook.
- Implements Council-adopted ordinances, policies, rules, and regulations, ensuring compliance with statutory requirements. Collaborates with legal counsel on municipal legal matters and coordinates with specialized legal counsel and water engineers on issues related to water rights and reservoir management.
- Monitors pending federal and state legislation affecting municipal governments and communicates with legislators as directed by the Council. Acts as a liaison with the Colorado Municipal League and the Colorado Department of Local Affairs.
- Identifying challenges, working collaboratively to devise and execute solutions.
- Pursues, drafts, and manages grants for City projects, as well as the administration of contracts, leases and agreements.
- Directs and manages all City projects, including developing specifications, soliciting bids, managing contracts, and providing project supervision and oversight.
- Dedicates time to address inquiries or issues with courtesy, tact, and helpfulness. Communicates clearly and succinctly in both speech and writing and presents ideas and information logically and cohesively. Additionally, demonstrates active listening skills.
- Demonstrates willingness to collaborate with elected officials, City Council, citizens, and staff in a cooperative manner. Upholds professionalism by refraining from disparaging colleagues or the public to others and effectively resolves conflicts in a constructive manner.

- Valuing diversity among colleagues, community members, and elected representatives, maintain a professional and competent demeanor while performing duties, and interacting with the public, staff and City Council.
- Actively seeks opportunities to enhance operational effectiveness and efficiencies. Represents the City positively and diligently works towards task completion. Demonstrates adept problem-solving skills when faced with unforeseen challenges and readily adapts to evolving priorities and methodologies.
- Conducts research and prepares various projects and reports, presenting findings and recommendations to the City Council for addressing administrative challenges and implementing new programs. Oversees the development of long-range planning systems and project prioritization.
- Works closely with departments to achieve City goals and objectives. Represents the City of Victor in meetings with federal, state, and local governments, as well as statewide and regional agencies.
- Attends and participates in professional and public meetings to represent the City, explaining and interpreting departmental policies, procedures, and functions, and presenting assigned projects. Engages in various boards, commissions, professional organizations, and committees. Conducts research, prepares documentation, and responds to inquiries from various sources, compiling and analyzing data to generate reports.
- Identifies and addresses unsafe conditions, taking corrective action as needed. Prioritizes safety to prevent accidents and ensures proper maintenance of equipment.
- Performs other related duties as assigned.

Required Skills and Abilities:

- Strong supervisory and leadership skills.
- Ability to function well in a high-paced and at times stressful environment.
- Excellent analytical and problem-solving skills.

- Ability to prioritize tasks and to delegate them when appropriate.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.

Education

- Bachelor's degree in political science, public administration, planning or a related field is required.
- Master's degree preferred.

Experience:

- A minimum of (two) 2 years' working in Municipal or County Government experience is required.
- A minimum of (one) 1 year of supervisory experience is required.

Physical Requirements:

Must be able to lift up to 15 pounds at times.