



City Administrator

Job Description

2/28/19

DEFINITION

Coordinates and reviews the activities and operations of the City of Guadalupe subject to the policy direction and oversight of the City Council; manages all City departments except Police and Fire; collaborates and assists City Council in policy and program development; ensures the financial well-being of the City; performs all duties as described in the Municipal Code and other related duties as required.

ESSENTIAL FUNCTIONS

- Departments managed include Public Works (streets, sidewalks, storm drains, building and park maintenance), Utilities (water and wastewater), Community Development (building and planning), Parks and Recreation, Finance, Administration, and Human Resources. Solid Waste and Transit are provided by outside contractors.
- Collaborates and assists City Council in policy and program development; keep Council advised of program implementation and progress.
- Directs and participates in preparation and administration of the City's annual budget.
- Advises City Council of the fiscal needs of the City; seek alternative revenue sources, including grants, from federal, state, and local entities.
- Directs and participates in preparation of capital improvement plans and methods of financing.
- Directs and participates in preparation of agenda for twice monthly and special meetings of City Council.
- Serves as Deputy City Clerk; ensure proper safe-keeping of all City records and public documents.
- In collaboration with council members and department heads, directs and participates in long range planning, community development, and economic development activities.

- Directs the implementation, maintenance, and enforcement of City personnel policies and practices as prescribed by City Council; may serve as City's chief labor negotiator.
- Ensures proper supervision of direct reports, including contract employees.
- Works with the Public Safety Director to ensure all laws and ordinances of the City are faithfully enforced.
- Works with the City Attorney to ensure the City fulfills all legal and constitutional mandates. The City Attorney reports directly to Council.
- Ensures contracts granted by the City are faithfully observed; serve as City's chief contract negotiator.
- Represents the City, along with council members, as appropriate, in the community and at professional meetings as required.
- Coordinates City activities with other governmental agencies and outside organizations, as per council direction.

KNOWLEDGE & SKILLS

- Principles and practices of public administration, including finance and budgeting.
- Current social, political, and economic trends impacting municipal government.
- Principles and practices of effective personnel management, supervision, evaluation, and training.
- Time management and project prioritization skills.
- Principles and practices of effective public relations, including effective relationships with elected officials, community groups, local businesses, and other government organizations.
- Pertinent federal, state and local laws, rules, and regulations.

EDUCATION/EXPERIENCE

Bachelor's Degree from an accredited college or university; specialization in public or business administration preferred. Master's Degree in public or business administration desired.

At least seven (7) years of increasingly responsible experience in business, public sector, or non-profit management, preferably at the director level or above. Prior experience in city government desired, preferably at the director level or above. At least three (3) years of supervisory experience.

PHYSICAL REQUIREMENTS

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, stand, talk and hear. The employee is frequently required to walk; use hands to finger, handle, or feel objects, business machines, tools and controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. 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 usually moderately quiet.

SALARY & BENEFITS

- DOQ; Salary of previous City Administrator was \$115,000
- PERS retirement benefits – 2% at 55 for classic employees, 2% at 62 for PEPRA employees. For Classic employees, City pays 4% of employee's 7% contribution – subject to change.
- City participates in Social Security
- Health, dental, and vision insurance – costs are shared. Life insurance – City paid.
- Vacation and Sick Leave
- Twelve (12) paid holidays per calendar year plus one (1) floating holiday per calendar year
- Administrative Leave – 80 hours per calendar year
- Deferred Compensation Plan - IRS 457(b) through MassMutual

HOW TO APPLY

Please send resume, cover letter, and completed City Application, with at least three professional references to:

**City of Guadalupe
Human Resources
P.O. Box 908
Guadalupe, CA 93434
Email: villegas@ci.guadalupe.ca.us
Fax: 805-343-5512**

DEADLINE TO APPLY: No later than Tuesday, May 28, 2019, at 4:00 p.m.

Equal Opportunity Employer