



JOB DESCRIPTION

Title: City Administrator/General Manager

Department: Administration

Reports to: Mayor & City Council

Pay Grade:

Date Adopted: February 15, 2021 (Resolution 6677)

Previous Revision Date:

Last Revision Date:

Type: ☒ Full Time

☐ Part Time

FLSA: ☒ Exempt ☒ Salary

☐ Non Exempt ☐ Hourly

Union: ☐ Yes

☒ No

Job Summary:

Responsible for planning, developing, implementing, and managing programs, policies, and activities of the City. Prepare and administer the budget for the City. Oversee the day-to-day operations of the City. Supervise department heads.

Essential Functions:

1. Responsible for planning, organizing, directing, and coordinating of plans and programs for those departments and personnel under his/her supervision.
2. Responsible for carrying out and ensuring compliance with policies established by the City Council.
3. Responsible for developing and overseeing the City budget. Oversees the preparation of and implementation of the operations and maintenance and capital budget for the City.
4. Determine administrative policies and procedures.
5. Initiate, prepare, and present studies and research reports.
6. Oversee grants, supervise contracts, exercise general oversight of capital projects, recommends policy and solutions to problems to the Mayor and City Council, advise and keep Mayor and City Council informed regarding City operations and matters affecting the well-being of the City of Beatrice

7. Oversee and assist in preparation of City Council, BPW Board, and Committee meeting agendas and materials.
8. Consult with external professionals and engage their services on major projects with approval of Mayor and City Council.
9. Direct personnel under his/her supervision in carrying out departmental and City-wide programs/projects.
10. Hire, discipline, and terminate personnel in departments under his/her direct supervision. Evaluate Department Heads/Superintendents under his/her direct supervision.
11. Receive and act upon citizen complaints.
12. Serve as City representative and liaison to the Nebraska Public Power District, the Nebraska Municipal Power Pool, Gage Area Growth Enterprise (NGage), and other entities.
13. Oversee City disaster response/recovery plan.
14. Plan, organize, staff, direct, and coordinate programs, determine administrative policies and procedures.
15. Prepare and present periodic reports on the operation and financial status.
16. Direct the personnel program including labor relations, supervise and consult with consultants, supervise contracts, receive and act upon complaints from the public.
17. Direct Department Heads/Supervisors in carrying out departmental programs, maintain liaison and cooperative relationships with citizens, community groups and organizations, other governmental agencies, and community promotional organizations in advancing objectives.
18. Appraise performance of employees and program execution under his/her jurisdiction and control as established by the Mayor and City Council. Develop, recommend, and revise organizational structure.
19. Direct and participate in long-range financial and operational planning.
20. Attend professional development conferences, seminars, and classes.
21. Attend City Council and BPW meetings.
22. Operate Microsoft Word, Excel, Power Point, Gmail, etc.
23. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.

24. Keep confidential information confidential.
 25. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
 26. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 27. Perform other work which is consistent with the essential functions of the job.
 28. Perform other related work as directed by Mayor and City Council.
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Education and Special License(s)/Certifications:

Bachelor's degree in Public or Business Administration or closely related field. Master's degree preferred.

Experience:

Minimum of five (5) years broad governmental experience in various aspects of municipal operations, or an equivalent level of experience preferred.

Skills:

1. Effective oral and written communication skills.
 2. Good listening skills.
 3. Ability to perform basic math and accounting skills.
 4. Organizational skills.
 5. Analytical skills.
 6. PC computer skills. (Windows-based word processing and spreadsheet software skills).
 7. Manual dexterity.
 8. Ability to work in environment with constant interruptions.
 9. Good typing and data entry skills.
 10. Reading.
 11. Good customer/public relations.
 12. Ability to work independently.
 13. Working knowledge of word processing, email, and calendaring computer software applications.
 14. Excellent interpersonal skills.
 15. Excellent grammar, punctuation, spelling, and proofreading skills.
 16. Supervisory and leadership skills.
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Mental Requirements:

1. Ability to read and comprehend city, state, and federal regulations.
2. Ability to analyze complex problems and recommend possible solutions.
3. Ability to speak before the public.
4. Ability to communicate effectively with staff, elected officials, and others.
5. Diplomacy and judgement.
6. Good listening skills.
7. Ability to organize files and retrieve data effectively.
8. Ability to learn and understand PC software applications.
9. Alpha and numeric recognition.
10. Ability to prioritize work.
11. Logical reasoning.
12. Patience.
13. Ability to carry out assignments through oral and written instructions.
14. Concentration.
15. Accounting principles.
16. Ability to compute basic math computations.
17. Ability to work on several projects at once.
18. Ability to work under distracting conditions.
19. Ability to read and comprehend City policies and ordinances, State, and Federal laws and regulations.
20. Ability to train and guide others.
21. Ability to exhibit tact, diplomacy, and judgment when dealing with co-workers, other City employees, and external contacts.
22. Ability to analyze complex problems and recommend possible solutions.
23. Ability to multi-task.
24. Ability to work under pressure.

Physical Requirements:

1. Ability to lift 20 pounds and transport 20 feet.
 2. Ability to make and receive phone calls.
 3. Visual stamina and acuity adequate to review alpha/numeric data and spend long periods looking at computer screen.
 4. Ability to operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc
 5. Hand and eye coordination adequate to input computer data and operate various office equipment.
 6. Ability to sit and be attentive for extended periods of time.
 7. Travel outside of office locally and out of state.
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Supervisory Responsibility (Direct and Indirect):

Direct Chief of Police
 City Attorney
 City Clerk
 City Engineer
 Community Development Director
 Electric Superintendent
 Finance Director
 Fire Chief
 Information Technology Coordinator
 Library Director
 Public Properties Director
 Street Superintendent
 Water Superintendent
 Wastewater Superintendent

Indirect All full-time and part-time employees

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:



Tobias J. Tempelmeyer, City Administrator

2-16-21

Date