



Job Description

The City of Peculiar, Missouri, is searching for a new City Administrator. Interested individuals can check out the opportunity and description at "www.cityofpeculiar.com" or you can contact Human Resources, Trudy Prickett at tprickett@cityofpeculiar.com or call 816-779-2239 who is coordinating this search.

Job Title: City Administrator

Reports To: Mayor and the Board of Aldermen

FLSA Status: Exempt

Department: Administration

Summary: The Office of the City Administrator. A qualified person shall be appointed City Administrator for the City of Peculiar by the Mayor with the consent and approval of a majority of the Board of Aldermen. The person shall serve for an indefinite term.

Duties and Responsibilities includes the following. Other duties may be assigned.

A. Administrative Office. The City Administrator shall be the chief administrative assistant to the Mayor and, as such, shall be the administrative officer of the City Government. Except as otherwise specified by ordinance or by the law of the State of Missouri, the City Administrator shall coordinate and generally supervise the operation of the City.

B. Purchasing. The City Administrator shall be the purchasing agent for the City, and all purchases shall be made under his direction and supervision. All such purchasing shall be made in accordance with Chapter **140** of the Peculiar Municipal Code.

C. Budget. The City Administrator shall be the Budget Officer of the City of Peculiar and shall prepare a program of activities within the financial power of the City embodying a budget document with proper analysis to be proposed to the Mayor and Board of Aldermen for their final approval.

D. Financial Reports. The City Administrator shall make periodic reports to the Mayor and Board of Aldermen relative to the financial condition of the City. Such reports shall show the financial condition of the City in relation to the budget.

E. Personnel System. The City Administrator shall act as the personnel officer of the City and shall have the power to appoint and remove all subordinate employees of the City of Peculiar subject to the personnel rules and regulations of the City. The City Administrator shall recommend a classification system and pay plan to the Mayor and Board of Aldermen. Upon approval of the Board, the City Administrator shall approve advancements and appropriate pay increases within the limits of this classification

system.

F. *City Council Agenda.* The City Administrator shall submit to the Mayor and Board of Aldermen a proposed agenda for each Board meeting at least three (3) days before the time of the regular Board meeting.

G. *Boards and Committees.* The City Administrator shall work with all City boards and committees to help coordinate the work of each.

H. *Board of Aldermen Meetings.* The City Administrator shall attend all meetings of the Board of Aldermen.

I. *Bid Specifications.* The City Administrator shall supervise the preparations of all bid specifications for services and equipment and receive sealed bids for presentation to the Board of Aldermen.

J. *Record Keeping.* The City Administrator shall keep full and accurate records of all actions taken by him in the course of his duties, and he shall safely and properly keep all records and papers belonging to the City and entrusted to his care. All such records shall be and remain the property of the City and be open to inspection by the Mayor and Board of Aldermen at all times.

K. *City Property.* The City Administrator shall have responsibility for all real and personal property of the City of Peculiar. He shall have responsibility for all inventories of such property and for the upkeep of all such property. Personal property may be sold by the City Administrator only with approval of the Board of Aldermen. Real property may be sold only with the approval of the Board of Aldermen by resolution or ordinance.

L. *Policy Formulation.* The City Administrator shall recommend to the Mayor and Board of Aldermen adoption of such measures as he may see necessary or expedient for the health, safety or welfare of the City or for the improvement of administrative services for the City. He shall have the power to prescribe, revoke, suspend or amend any rule or regulation of the administrative service except those prescribed by the Board of Aldermen.

M. *Coordinate Departments.* The City Administrator shall have the power to coordinate the work of all the departments of the City and, at times of an emergency, shall have authority to assign the employees of the City to any department where they are needed for the most effective discharge of the functions of City Government.

N. *Miscellaneous.* In addition to the foregoing duties and powers, the City Administrator shall perform any and all other duties or functions prescribed by the Mayor and Board of Aldermen. However, at no time shall the duties or powers of the City Administrator supersede the action of the Mayor and Board of Aldermen.

Qualifications :

The person appointed City Administrator shall be at least twenty-five (25) years of age and should be a graduate of an accredited university or college majoring in public or municipal administration or shall have the equivalent qualifications and experience in financial, administration and/or public relations fields. A master's degree in a related field is preferred.

Language Ability:

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Must be an excellent communicator.

Math Ability :

The City Administrator shall make periodic reports to the Mayor and Board of Aldermen relative to the financial condition of the City. Such reports shall show the financial condition of the City in relation to the budget. The City Administrator shall be the Budget Officer of the City of Peculiar and shall prepare a program of activities within the financial power of the City embodying a budget document with proper analysis to be proposed to the Mayor and Board of Aldermen for their final approval.

Reasoning Ability:

Ability to define problems, collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Must be able to fully understand communicational directives and policy.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word; WordPerfect; Microsoft Excel; payroll systems and order processing systems.

Education/Experience:

A master's degree in a related field is preferred. A minimum of Bachelors' Degree in a related field with a minimum of five years of experience and training in City/County Senior Management.

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 regularly required to sit; use hands; reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand; walk; climb or balance and taste or smell. Specific vision abilities required by this job include close vision. Long hours and unexpected hours are expected in this position.

Compensation Structure

The City Administrator shall receive such compensation as may be determined from time to time by the Board of Aldermen, and such compensation shall be payable biweekly. Compensation is to be determined Depending of Qualification and can change by direction of the Board of Aldermen.

Bond

The City Administrator, before entering upon the duties of office, shall file with the City a bond in the amount of twenty-five thousand dollars (\$25,000.00). Such bond shall be approved by the Board of Aldermen, and such bond shall insure the City of Peculiar for the faithful and honest performance of the duties of the City of Peculiar and for rendering a full and proper account to the City for funds and property which shall come into the possession or control of the City Administrator. The cost of such bond shall be paid by the City of Peculiar; however, should the City Administrator be covered by a blanket bond to the same extent, such individual bond shall not be required.

Removal of City Administrator

The City Administrator shall serve at the pleasure of the Board of Aldermen. The Mayor, with the consent of a majority of the Board of Aldermen, may remove the City Administrator from office at will, and such City Administrator may also be removed by a two-thirds (2/3) vote of the Board of Aldermen. If requested, the Mayor and Board of Aldermen shall grant the City Administrator a hearing within thirty (30) days following notice of such removal. During the interim, the Mayor, with the approval of a majority of the Board of Aldermen, may suspend the City Administrator from duty but shall continue his salary for two (2) calendar months following the final removal date; provided however, that if the City Administrator shall be removed for acts of insubordination, dishonesty or acts of moral turpitude, such salary shall not be continued. Any deviation from this will be approved by the majority of the Board of Aldermen per contract.

Interference by Members of the Board

No member of the Board of Aldermen shall directly interfere with the conduct of any department or duties of employees subordinate to the City Administrator except at the express direction of the Board of Aldermen or with the approval of the City Administrator.