



**City Administrator**  
Administration

ADM/1

## JOB SUMMARY

This position is responsible for managing the day-to-day operations of the City of Bismarck. This is an at-will position.

## MAJOR DUTIES

- Directs the implementation of City Commission policies and ordinances.
- Coordinates department responses to Commission policies and requests for assistance.
- Responds to Commissioner initiatives and requests.
- Prepares policy proposals at the request of commissioner(s).
- Represents the city to external constituencies.
- Lobbies for city-favored legislation at the state and national level.
- Serves on the city Budget Committee and participates in the development of the annual city budget.
- Coordinates and implements plans for the growth and development of city facilities and programs.
- Conducts performance evaluations of department heads.
- Recruits employers to the city; participates in economic development programs and initiatives.
- Participates in city-wide needs analyses and studies.
- Visits with media contacts and accepts interviews.
- Attends City Commission meetings and events.
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of public administration principles and practices.
- General knowledge of federal and state grant programs.
- Knowledge of management principles and practices.
- Knowledge of relevant federal and state laws, local ordinances, and city rules and regulations.
- Knowledge of budget preparation and finance.
- Knowledge of the functions and operations of city departments.
- Knowledge of the city's demographic and economic profile.
- Knowledge of public relations principles.
- Skill in project management.
- Skill in strategic planning.
- Skill in establishing priorities and organizing work.
- Skill in employee management and supervision.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in dealing with the public.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The City Commission assigns work in terms of city goals and objectives. Work is reviewed through conferences, reports, and observation of city activities.

## GUIDELINES

Guidelines include the Code of City Ordinances; city and departmental policies and procedures; grant requirements; and other federal, state and local laws. These guidelines require judgment, selection, and interpretation in application. This position develops city guidelines.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied management duties. The variety of city operations contributes to the complexity of the work.
- This position is responsible to provide commissioners with information and available resources upon request.
- The purpose of this position is to direct city operations. Successful performance ensures the effective and efficient operation of the city government and affects the quality of life for city residents and visitors.

## CONTACTS

- Contacts are typically with co-workers, other city employees, vendors, developers, attorneys, elected and appointed officials, representatives of other government agencies, business leaders, utility providers, consultants, and members of the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping or walking. The employee occasionally lifts light objects.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned city personnel.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.