

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

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**Job Title:** *City Administrator*  
**Department:** *Administration*  
**Reports To:** *Mayor*  
**Status:** *Exempt / Non-union*

#### **Job Summary:**

The City Administrator is directly accountable to the Office of the Mayor for the overall leadership and direction of the City's management team. The City Administrator serves under the direct and primary supervision of the Mayor for overall coordination and delivery of customer services, and for development and implementation, with the Mayor, of budgets, major projects, and capital improvements. The position attends Council meetings and workshops, maintains close relations with the Mayor, and, in conjunction with the Mayor, coordinates preparation of Council agendas, bills, and reports. The position also provides overall supervision to department heads, and, indirectly, to the City Attorney, Police Chief, and Fire Chief, who report directly to the Mayor, and, together with department heads, also coordinates and facilitates overall relations with boards, commissions, and other organizations.

#### **Essential Job Functions:**

1. Assist the Mayor and Council in developing the City's management philosophy; and is responsible for leadership and directing City services, business functions, operations, and such other functions as the Mayor and Council direct or as required by law.
2. Serve as the immediate supervisor to City department heads; supervise, develop and evaluate performance; confer with department heads on goals, priorities, customer services, organization, staffing, special needs, and problems; and work closely with the City Attorney, Fire Chief, and Police Chief who report directly to the Mayor.
3. Lead and coordinate the activities of City departments to meet overall organization goals and provide customer services; also head the management team to carry out policies set by the Mayor and Council; and review and approve operating procedures and performance standards.
4. Direct, monitor and evaluate the efficiency and effectiveness of City services and matters such as work load, administrative support, technologies and information systems.
5. Report regularly to the Mayor on the status of City operations and services. Identify opportunities for improvements, and direct implementation of improvements.
6. Work with the Finance Director and management team to develop budget and other financial plans and priorities for the Mayor's approval and adoption by the Mayor and Council.
7. Work with the City Attorney and management team on legal matters, agenda bills, and to assure the City's compliance with federal, State, and City laws, policies and regulations.
8. Meet with representatives of agencies and outside entities and negotiate agreements between City, County, State, and federal agencies, and private interests to best meet City needs. Also coordinate and facilitate overall relations with boards, commissions, and other organizations.
9. Attend meetings and workshops of the City Council; respond to questions and concerns.
10. Direct and coordinate the City's human resources program through the Human Resources Manager and develop plans and programs and regarding labor relations and other matters.
11. Respond, with the Mayor and appropriate department heads, to media and community concerns.
12. Perform effectively in oral and written communications, negotiation, facilitation and public speaking skills.
13. Lead and enhance customer focused services, maintain community and customer service priorities, and create innovative management, service, programs and systems.
14. Establish and maintain cooperative and effective working relationships with and teamwork with executive team, department heads, supervisors, coworkers, public officials, business representatives, diverse personalities, groups, community organizations and the general public. Respond to questions and concerns using good judgment, tact and courtesy.
15. Conduct research on a variety of issues and present findings and reports as necessary.

**Associated Job Functions:**

1. Attend various continuing education meetings and seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

**Performance Requirements (Knowledge, Skills and Abilities):**

- Knowledge of budget preparation, finance, IT, administration, strategic planning, and control.
- Knowledge of laws, rules and regulations related to city administration, management, operations, and overall departmental functions.
- Knowledge of community organization, social, political, and economic developments.
- Knowledge of City visions, values, management, supervision, planning, operations, policies and practices as well as changes in management philosophy, principles, and leadership.
- Knowledge and ability to work effectively with mayors, councils, and other elected officials through changing economic, community and leadership environments.
- Knowledge of English, spelling, grammar, vocabulary and punctuation.
- Excellent organization skills and ability to multi-task, be proactive, prioritize and self manage timelines and work groups in an open environment with frequent interruptions.

**Working Environment and Physical Demands:**

Work is performed primarily indoors in an office, Council, or meeting room environment with frequent interruptions. The environment is stressful to meet conflicts and challenges. Attendance at weekend and evening meetings is required, including travel to other City locations or out-of-town meetings and conferences. Hand/eye coordination and fine manipulation skills are necessary to operate computers. Work requires ability to listen and speak clearly, in person and on the telephone, to groups and individuals.

**Experience and Training Requirements:**

- Bachelor's degree **required**. Must have successfully completed major coursework in business administration, public administration or a related field, **and**
- Must have a minimum of ten (10) years of demonstrated successful management experience as a city administrator, city manager, assistant city manager, or department director.
- Master's degree and continuing education in relevant disciplines is preferred.
- Must have a creditable track record with accountability for blending council and department efforts, and creating and sustaining customer focused management through changes in economic, customer and community environments.
- Valid Washington State driver's license or otherwise establish the ability to perform the job in an equally efficient manner without driving.
- Must pass background and credit check, and driver's abstract check.

*A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.*

Established: Hulbert, 95

Revised: AK, 9/00; NWM/HR 1/04; Mayor 10/05, HR 7/10, HR 3/12, HR 2/15

FLSA: Exempt

Salary: Contract

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered as an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize work periods, or otherwise balance the workload.