

CITY OF ANN ARBOR, MICHIGAN
JOB DESCRIPTION

JOB TITLE: City Administrator

Job Number: 403120

Date Finalized:

Service Area: City Administrator Service Unit: City Administrator	Accountable To: City Council
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Mission Statement

The City of Ann Arbor is committed to providing excellent municipal services that enhance the quality of life for all through the intelligent use of resources while valuing an open environment that fosters fair, sensitive, and respectful treatment of all employees and the community served.

Role Summary

Direct, supervise and coordinate the work of the following Service Areas: Safety Services, Public Services, Community Services and Financial and Administrative Services. Direct and supervise the Communications and City Clerk's Units and Human Resources Services. Direct, supervise and coordinate the work of additional administrative units as the Council may, from time to time, designate. Leads strategic planning, goal setting and policy development in support of the City's Guiding Principles and Goals. Responsible for creating and sustaining the City of Ann Arbor as a results oriented organization through expertise in organizational effectiveness, performance, measurement and budget accountability. Plans, coordinates and administers programs, inter-service area projects, contracts, events and studies. Plans, administers and evaluates management programs and policies related to the City Administrator's office.

Duties

Incumbent may be responsible for, but not limited to, the following duties:

Essential Duties

- Lead, direct and supervise the City's Service Areas
- Lead the budget process and assemble the budgets as prepared by the Service Areas and present the same to the Council, with the recommendations, in accordance with the applicable provisions of the City Charter
- Working with the various Service Area Administrators, establish reporting procedures to ensure timely knowledge of the Service Areas businesses, including periodic or special reports as he/she or the Council may deem necessary
- In case of conflict of authority between administrative units, or in case of absence of administrative authority occasioned by inadequacy of Charter or ordinance provisions, resolve the conflict or supply the necessary authority, so far as may be consistent with law, the Charter, and the ordinances of the City, and direct the necessary action to be taken, making a full report immediately to the Council of the problem, action taken and recommendation for corrective legislation

- Attend all meetings of the Council, with the right to take part in all discussions, but without the right to vote
- Recommend to the Council, from time to time, such measures as he/she deems necessary or appropriate for the improvement of the City or its services
- Furnish the Council with information respecting the City's affairs and prepare and submit such reports as may be required, including an annual report which shall consolidate the reports of the several administrative units
- Possess such further powers and perform such additional duties as may be granted to or required of him/her, from time to time, by the Council, so far as may be consistent with state law and the Charter
- Serves on the Downtown Development Authority and City's Pension Boards

Related Work

- Oversees various studies and analyses; coordinates and assembles the findings and recommendations of the Service Area Administrators related to various systems, programs, procedures and administrative practices.
- Provides leadership on issues of organizational culture, communication and community relations. Collaborates with Human Resources Services to determine leadership development needs and to design and sponsor leadership development programming for the City
- Performs other duties as assigned

The Way We Work

The Employees of the City of Ann Arbor...

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of City services and objectives
- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service
- Foster meaningful interaction among people through the exchange of information to produce understanding
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others towards the accomplishment of identified objectives and goals in the best interest of the City and community
- Consistently work toward the common good of the organization and encourage others to do the same
- Conduct themselves at all times in a professionally appropriate and respectful manner
- Apply the proper safety/security practices according to established protocols, guidelines and policies

Knowledge of:

- Functions of City Council and City government and associated Boards and Commissions
- Public Sector collective bargaining environments
- Multi-cultural environments where issues are openly debated
- Principles and best practices of financial management
- Principles and best practices of municipal organizations and public administration
- Principles and best practices of leadership development, executive coaching and change management

- Principles and techniques of public relations
- Outstanding customer service principles and practices
- Development and administration of budgets
- Contemporary management principles and supervisory practices
- Pertinent City, County, State and Federal laws, regulations and ordinances

Skills and Ability to:

- Supervise a large multi-service organization, including development and administration of the budget and associated City goals and objectives
- Develop and sustain positive working relationships with senior University of Michigan administrative personnel
- Demonstrate successful working relationships in a partisan political environment
- Demonstrate excellent communication skills including advanced techniques in facilitating communication among various city components and constituencies
- Engender trust and demonstrate advanced interpersonal skills
- Demonstrate team leadership by guiding collaborative efforts, direction and focus, while delegating authority appropriately
- Take strong initiative and lead innovation, and implement City initiatives effectively
- Develop strong professional staff, providing feedback, guidance and opportunities for development
- Deal with Council in an honest, forthright manner while maintaining focus on the goals and objectives of the organization
- Provide leadership to the Council and also accept direction from the Council
- Accept criticism in a mature manner and not be unduly influenced by special interests or factions
- Demonstrate a strong sense of personal values and deal with differing viewpoints calmly and rationally
- Demonstrate organizational awareness by understanding and championing the identities and respective roles of the Administrator, City Service Areas, Council, Boards and Commissions, community organizations and citizenry
- Demonstrate personal confidence and deal directly with all elements of the community, including the business community, special interest advocacy groups and minority groups
- Demonstrate an understanding of diversity in both the organizational culture as well as the citizenry
- Demonstrate the ability to create, maintain and understand the importance of a positive work environment for all city employees.

Equipment

Personal Computer and related software applications used in business settings, miscellaneous office equipment, telephones, audio-visuals and motor vehicle

Licensing Requirements

Valid Driver's License

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The physical ability to walk, stand, stoop, bend, reach, pull, push, lift, finger, feel, grasp, talk, see, hear and perform repetitive motions.

The ability to safely operate a motor vehicle as incumbents may be subject to travel. Move and lift light objects up to 30 pounds such as mail, supplies and files. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

Description Prepared By;

Council Search Committee / HR – 3/2011

Draft