



CITY OF PORT WENTWORTH CITY ADMINISTRATOR

DEFINITION

Under policy direction, to plan, direct, manage and review the activities and operations of the City of Port Wentworth; to coordinate City services and activities among City departments and with outside agencies; and to provide highly responsible and complex administrative support to the City Council.

SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Direct and manage the development and implementation of City goals and objectives; recommend and administer policies, procedures, and priorities for all service areas; allocate resources accordingly.

Provide highly responsible administrative staff assistance to the City Council; confer with the City Council regarding a wide variety of municipal government issues; recommend policies, procedures and actions to be taken by the City Council; carry out City Council decisions or directives.

Oversee and participate in the development and administration of the City budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; submit annual operating and capital budget to City Council; administer approved budget; implement midyear adjustments.

Plan, direct and manage the City's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate program goals and objectives.

Continuously monitor and evaluate the efficiency and effectiveness of City service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the City to other public agencies, community based organizations, elected officials, outside agencies, and the mass media; explain, interpret, justify and defend City programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Respond to and resolve difficult and sensitive citizen inquiries and complaints; assign departments to resolve citizen complaints and concerns in a timely manner.

Select, train, motivate and evaluate City management and administrative staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Participate on a variety of boards and commissions; attend and participate in professional groups and committees; stay abreast of new trends and innovations in the field of public administration.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern and highly complex principles and practices of municipal government management, administration, and organization.

Role and function of a City Council in local municipal government.

Current social, political and economic trends and operating problems of municipal government.

Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.

Principles and practices of municipal government budget preparation and administration.

Principles of personnel management including supervision, training and performance evaluation.

Research and reporting methods, techniques and procedures.

Sources of information related to a broad range of municipal programs, services and administration.

Pertinent Federal, State and local laws, codes and regulations.

Skill to:

Operate modern office equipment including computer equipment and software. Operate a motor vehicle safely.

Ability to:

Provide effective leadership to and coordinate the activities of a municipal organization. Effectively administer a variety of City-wide programs and administrative activities.

Identify and respond to public and City Council issues and concerns. Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Effectively and fairly negotiate appropriate solutions and contracts. Gain cooperation through discussion and persuasion.

Select, supervise, train and evaluate assigned staff. Prepare and administer a large municipal budget; allocate limited resources in a cost-effective manner.

Establish and administer effective financial controls for the management of City revenues and resources.

Evaluate and develop improvements in operations, procedures, policies, or methods. Prepare clear and concise reports and develop appropriate recommendations. Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications: Experience

Three (3) to five (5) years of increasingly responsible experience in local government. Administrative and managerial capacity involving the development and administration of organization-wide policies and procedures and the supervision of management level employees.

Training

Equivalent to a Bachelor's degree or higher in public administration, business administration, or a related field. A Master's degree is highly desirable.

License or Certificate

Possession of, or must obtain, an appropriate, valid driver's license.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Compensation

This is a full-time position with a starting salary scale of \$93,899.62 and generous benefit package. Experience and or advance education will be reviewed and may result in a pay grade increase. The work orientation period is six (6) months during which an employee is required to demonstrate by actual performance the duties of the position to which appointed, and general fitness and suitability as a public employee. Successful completion of the orientation period ensures the employee a step adjustment of (2.5%) in their pay.

How to Apply

A City Employment Application must be completed and mailed to the City of Port Wentworth, Attn: Human Resources Coordinator, 305 South Coastal Highway, Port Wentworth, Georgia 31407. The chosen applicant(s) must also submit to an extensive background, polygraph examination and provide the required references. Resumes will NOT be accepted in lieu of a city application. Applications can be accessed via the city website, www.cityofportwentworth.com. The position will remain open until filled.

Deadline to Apply

Friday, November 30, 2018 at 4:00 p.m.

**THE CITY OF PORT WENTWORTH IS AN EQUAL OPPORTUNITY EMPLOYER
AND A DRUG FREE WORKPLACE.**