

CITY ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The City Administrator is the chief administrative officer of the City. The work involves assisting the Mayor with implementing policies set by the Mayor or City Council, overseeing the administration of assigned city departments and ensuring that municipal services are delivered efficiently and effectively. This pivotal role ensures the operations of the city align with the strategic goals set by the city's administration, bridging the gap between city government and community needs. The work is performed under the supervision of the Mayor. Supervision may be exercised over the work of subordinate staff. A City Administrator does related work as required.

TYPICAL WORK ACTIVITIES:

- Develops and executes long-term strategies and comprehensive planning that promote city growth and ensure sustainable development;
- Leads strategic planning efforts to align with community goals, coordinating across departments to support the objectives of the Mayor and/or City Council;
- Oversees assigned city departments ensuring they operate within budget, meet their objectives and maintain high standards of service delivery;
- Streamlines department processes to enhance efficiency and responsiveness;
- Directs the preparation of the city budget, monitors fiscal performance and ensures sound financial management practices are followed;
- Identifies funding opportunities and oversees financial investments;
- Oversees the City's grant program, including identifying grant opportunities, writing proposals, managing grant awards and ensuring compliance with all grant requirements;
- Ensures strategic alignment of grants with City projects and goals to maximize funding potential and impact;
- Engages with residents, local businesses and stakeholders to foster community involvement in government decisions;
- Assists the Mayor and Council with communication between the city and external organizations;
- Ensures all city activities and policies comply with applicable laws and regulations;
- Guides the implementation of council-approved policies, managing legal and ethical issues;
- Implements performance evaluation systems for all city operations and conducts regular performance evaluations of department heads and their departments, assessing efficiency, effectiveness and compliance with city policies;
- Oversees major City projects from inception to completion ensuring they meet all milestones and deliver on their objectives;
- Actively engages with county, state and federal agencies to secure support, funding and strategic partnerships.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of advanced principles and practices of public administration including the organization, functions and problems of a city government, council and legislative processes and principles and practices of municipal budget preparation and administration; good knowledge of administrative supervision, supervisory practices, disciplinary practices, union contracts and employer policies; ability to manage and supervise an office; ability to communicate effectively both orally and in writing; ability to analyze and resolve complex problems; ability to plan, organize and evaluate the work of others; ability to establish and maintain effective working relationships requiring confidentiality, courtesy, tact and discretion with employees, officials and the public; ability to work independently in carrying out the duties prescribed by law, custom or common practice; ability to use computerized office management tools; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A) Possession of a master's degree in Public Administration, Business Administration, Political Science or a related field and five years of experience in organizational management, three years of which must have been in a senior leadership role;

OR

- B) Possession of a bachelor's degree in Public Administration, Business Administration, Political Science or a related field and seven years of experience in organizational management, three years of which must have been in a senior leadership role.

NOTE:

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 3/14/2025