

## CITY OF TEMPLE, GEORGIA Job Description

**Job Title:** City Administrator

**Department:** City Hall

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**Major Function and Purpose:** The City Administrator is a full-time FLSA-exempt position. The city administrator's office provides centralized direction and leadership for the effective administration and operations of all municipal services for the city as directed by the Mayor and Council. It serves as the focal point for the management of the city service departments. The city administrator's office prepares and submits to the city council a balanced plan for the municipal services in adherence with the policy goals and objectives established by the city council while employing such managerial techniques as needed to assure efficient and effective utilization of the city's resources. The City of Temple provides water, sewage, and garbage services to its subscribers.

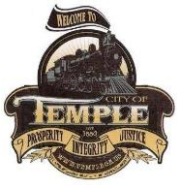
**Supervision Received:** Work is performed under the general supervision of the Mayor

### Essential Job Functions and Responsibilities

- Serve as chief administrative and managerial officer of the City, directing all departments and managing the daily operations of the municipality
- Supervises, manages, and coordinates the activities and functions of all City departments in implementing the requirements of ordinances, resolutions, and policies of the City Council
- Demonstrates leadership in managing and directing all City and Community initiatives
- Provide leadership in promoting, directing, and involvement in the City's Economic Development Initiatives
- Responsible for labor management matters, including negotiations
- Prepare and monitor the annual budget for all departments
- Provide leadership and direction in the development of short and long-range plans
- Advise the Mayor and Council of financial conditions and projections of current and future needs of the city
- Monitor and ensure compliance with state and federal regulations
- Knowledge of government administration principles
- Knowledge of the function of and Interrelationship of all city departments
- Knowledge of city codes, ordinances, resolutions, policies, and guidelines regarding city organizations and operations
- Competent in presenting Ideas in a clear, concise, and effective manner
- Ability to prepare, analyze, and Interpret data and reports
- Ability to take initiative and perform independently when necessary
- Assume other duties and responsibilities as assigned by the Mayor and City Council
- Assume the responsibilities outlined in the City of Temple's Charter

### Desired Education and Knowledge

- High School Diploma (or GED equivalent) required
- Three to five years of experience in human services
- 1 to 2 years of supervisory and leadership experience
- Public Administration degree and/or experience in governmental management



**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines, which include computers, printers, fax machines, copy machines, telephones, etc. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally and/or up to ten pounds frequently.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

**Intelligence:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments without supervision; to acquire knowledge of topics related to primary occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, explain procedures, and follow verbal and written instructions.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using automated office equipment to operate motor vehicles.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear: (talking- expressing or exchanging ideas employing spoken words.) (Hearing- perceiving natures of sounds by ear.)

***This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and the requirements of the job change.***