

City of New Haven, Missouri
Position Posting
City Administrator

The City of New Haven, Missouri is currently accepting applications for the position of City Administrator. The City Administrator is primarily responsible for planning, organizing, directing, and supervising the administration and management of the City of New Haven municipal government and its various functions and services. The City Administrator coordinates and directs the work of all the departments of the City, has responsibility for all real and personal property of the City, and is responsible for the City's budget and financial activities. The City Administrator regularly represents the City in its dealings with the general public, business and industry groups, professional groups and associations, and government agencies. The City Administrator is the chief administrative officer of the City and is accountable at all times to the Mayor and Board of Aldermen.

New Haven is a 4th Class City located in Franklin County. The City of New Haven provides the following services: General Administrative services, Police and Public Safety, Emergency Management, Water, Sewer and Natural Gas service, Street Maintenance and Improvement, Planning and Zoning, Building Inspection and Code Enforcement, Trash Pick-up, Recycling and Compost, and Parks and Recreation. The City has a total of 19 full-time employees and approximately 12 part-time and seasonal employees. The 2016-17 operating budget is \$2.72 million.

The City this fall is planning to begin construction of a new Public Works Facility (\$1.6 million budget). The City is also contemplating construction of a new Municipal Building (City Hall / Police Station) and has begun the architect selection process.

The ideal candidate will have a four-year degree from an accredited college or university in public administration, business, communications or a related field; at least three years municipal government experience, particularly in administration, with progressively increasing responsibilities; and must communicate well with employees, City staff, elected officials and the general public. A comparable combination of education, training, work experience and skills will also be considered.

The City of New Haven offers a competitive pay and benefits package which includes health insurance, holiday, sick, and vacation pay. In addition the City of New Haven participates in the Missouri LAGERS retirement program. The City Administrator shall establish residency within the New Haven city limits within six months of hire. The salary range is \$52,000 to \$65,000, commensurate with experience and qualifications.

The complete position posting, including the application and a complete job description, is available at New Haven City Hall, 101 Front Street, PO Box 236, New Haven, MO or

can be found online at www.newhavenmo.org. Applicants may submit a cover letter, resume and completed application by mail or in person at City Hall, or information may be sent electronically to Kathleen Trentmann, City Clerk, at kathleen.trentmann@newhavenmo.org. The closing date for applications is August 30, 2016.

POSITION DESCRIPTION

Position Title: City Administrator

FLSA classification: Exempt

Department: Administration

POSITION SUMMARY

The City Administrator performs a variety of complex supervisory, administrative, technical, and professional work in planning, organizing, directing, and supervising the administration and management of the City of New Haven municipal government and its various functions and services. The City Administrator coordinates and directs the work of all the departments of the City, has responsibility for all real and personal property of the City, and is responsible for the City's budget and financial activities. The City Administrator regularly represents the City in its dealings with the general public, business and industry groups, professional groups and associations, and government agencies. The City Administrator is the chief administrative officer of the City and is accountable at all times to the Mayor and Board of Aldermen.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The City Administrator is directly responsible for the following tasks and duties:

- Appoints and when necessary for the good of the City, suspends or removes all employees of the City except as otherwise provided for by law or City ordinance, except department heads.
- Prepares the proposed budget annually and submits it to the Board of Aldermen, and is designated the "Budget Officer" of the City.
- Keeps the Board of Aldermen advised of the financial condition and future condition and future needs of the City.
- Prescribes such rules and regulations as are necessary or expedient for conduct of City departments subject to his/her authority, and has the power to revoke, suspend or amend any rule or regulation of the departments prescribed by himself / herself or any subordinate.
- Supervises the preparation of all bid specifications for services, construction and equipment.
- Accounts to the Mayor and Board of Aldermen for any actions taken when requested to do so.

- Coordinate the work of all the departments of the City, and has authority to assign the employees of the City to any department where they are needed for the most effective discharge of the functions of City government.
- If necessary, investigates, examines or inquires into the affairs or operation of any department of the City and reports on any condition or fact concerning the City government when requested by the Mayor or Board of Aldermen.
- Meets with and coordinates the activities of standing boards, commissions and committees appointed by the Mayor and Board of Aldermen.
- Attends all meetings of the Board of Aldermen.
- Is responsible for all real and personal property of the City and for all inventories and upkeep of such property.
- Supervises the purchase of all materials, supplies and equipment for which funds are provided in the budget.
- Performs other such duties as may be required by the Board of Aldermen.
- Acts as the Chief Administrative Assistant to the President of the New Haven Park Board, attends all meetings of the Park Board and is responsible for the general administrative duties of same.

PERIPHERAL DUTIES

- The City Administrator shall be responsible for the following peripheral duties:
- Investigate and research various grant opportunities that may be available to the City, and prepare such grant applications and other materials as may be required.
- Field and respond to inquiries from the media and general public regarding City activities and functions.
- Performs such duties as necessary to prepare for or respond to a disaster.
- Assists in the training of City personnel in public works systems and techniques.
- Represents the City at various meetings and conferences and other events.
- Attends all regular meetings of the Board of Aldermen.
- Serves as a member of various City committees as assigned.

SUPERVISION RECEIVED

The City Administrator works under the direction and control of the Mayor and Board of Aldermen.

SUPERVISION EXERCISED

The City Administrator directly supervises all Department Head level staff of the City, and may exercise supervision over individual employees as may be necessary or required.

MINIMUM QUALIFICATIONS

- Graduation from a four-year college or university with a degree in public administration, political science, business, communications or a closely related field; and
- Minimum of two years government experience, preferably in a supervisory role; or in a closely related field; or
- Any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of municipal government functions and services
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; ability to conduct necessary research and compile comprehensive reports; ability to use computers and computer software programs typical in a business setting, and ability to use mobile phone and data devices (smartphones) in a business setting.

SPECIAL REQUIREMENTS

- The City Administrator must be a resident of the City of New Haven or must establish residency within six months of appointment to the position.
- This position is “on call” at all times and must be able to respond immediately to an emergency requiring a City response.
- Must possess a valid State driver's license or have the ability to obtain one prior to employment.
- Must frequently use personal motor vehicle in the performance of essential duties.

PHYSICAL DEMANDS / WORK ENVIRONMENT

The City Administrator is required to operate a computer and other office equipment; must be able stand or sit for extended periods of time; must be able to converse with and exchange information with co-workers and the general public; must be able to observe, assess and detect defects in City vehicles, equipment and infrastructure.

The City Administrator works in an indoors office environment and occasionally works outdoors “in the field” and may on occasions be exposed to heat / cold, wet / humid, and dry / arid conditions. The City Administrator is occasionally required to travel to events, meetings, trainings and conferences.