

## **CITY OF FULLERTON**

POSITION: City Administrator  
TYPE: Salary Full-time (40 hour work week)  
REPORTS TO: Mayor  
SUPERVISES: All city personnel  
SALARY RANGE: Negotiable. Includes Full Family Health Insurance and Retirement Benefits.

### **PURPOSE OF THE POSITION:**

The purpose of the office of the City Administrator is to provide centralization of the administrative responsibilities of the City; such City Administrator to be the administrative head of the City government under the direction and control of the Mayor and the City Council.

### **PRIMARY RESPONSIBILITIES:**

- To create and keep up to date an inventory of all property, real and personal, owned by the City.
- To act as purchasing agent for acquiring all of the supplies, goods, wares and merchandise, equipment and material which may be required for the various departments, divisions or services of the City.
- To serve as the public relations officer of the City and in such capacity to investigate and adjust all complaints filed against any employee, department, division or service. To cooperate with all community organizations whose aid and purpose is to advance the best interest of the City and its residents.
- To attend all meetings of the Fullerton City Council with the duty of reporting any matter concerning City affairs under his/her supervision or direction; and attend such other meetings of the City departments as his/her duties require.
- To analyze the functions, duties and activities of the other departments and services of the City government and to make recommendations to the Mayor and City Council.
- To procure facts and submit proposals for long range programs and improvements to the Mayor and the City Council.
- To investigate and make recommendations to the Mayor and City Council regarding the duties and activities of any and all employees of the City and recommend the appointment, dismissal, transfer, commendation, demotion or suspension of such employees.
- To administer through the department heads and be responsible for all departments of the City, including police, fire and rescue departments.
- To recommend to the Mayor and City Council the adoption or amending of ordinances deemed necessary and/or expedient.
- To exercise general supervision over all public buildings, streets, utilities and other property which is under the control and jurisdiction of the City.
- To prepare and submit an annual budget for review and approval by the Mayor and City Council.

- To review and submit to the governing body a complete monthly report of the finances and administrative activities of the City.
- To prepare and submit all documents related to potential bids and request for proposals (RFP).
- Shall prepare and review annually the city insurance specifications and submit the appropriate changes as deemed necessary.
- Act as the primary liaison with all Federal, State and Local agencies and employees.
- Responsible for identifying, preparing and submitting documents for all grant requests, bonds and potential loans deemed necessary for a project or purchase.
- The City Administrator shall act as the agent of the Mayor in the discharge the Administrator's duties and the supervising and control of all offices and affairs of the City.
- Shall coordinate with all Federal, State and local agencies and/or other non-government organizations for the benefit of economic development.

#### SECONDARY RESPONSIBILITIES:

- Planning and Zoning Administrator. Duties include filling out and approving building permits, organize and attend Planning and Zoning and Board of Zoning Adjustment meetings, approve and file lot splits and enforce zoning regulations.
- Code Enforcement Officer. Responsible for identifying nuisances and notifying the property owner of said nuisances. Required to enforce and document all nuisance properties and follow the rules as set by the Municipal Code.
- Work with the county and local economic development organizations for the purpose of growing the city through business development and retention, housing programs and grants.
- Responsible for submitting all reports required by HHS, DEE, NDOT, NRCS, Department of Revenue, State Auditor, etc...
- Be able to utilize GIS in order to maintain and update items such as utilities, streets, zoning, property ownership, floodplain and permitting.
- Floodplain Administrator. Responsible for accurately updating and utilizing the floodplain maps and base flood elevation information when investigating building permits.
- Assist in the development of plans and designs for various projects such as new water transmission lines, street repair/improvement, park development, etc...
- Keno Auditor. Will be required to audit and document all Keno transactions in the City.
- Maintain and update the city website.

#### REQUIREMENTS:

- A bachelors degree from an accredited university. Preferably in public management, business or other related field of study.
- 2+ years of experience in a progressively responsible professional management position.
- Strong written and oral communication techniques.
- Good computer skills.
- GIS experience.
- Knowledge of state laws and the legislative process.

- Understanding of liability, insurance and various types of insurance programs.
- A valid drivers license.
- Administrator will be required to live within the city.
- May be required to work after hours and/or be on call as needed.

PHYSICAL REQUIREMENTS:

- Job may require standing for long periods of time.
- Job may require walking for long periods, over long distances and over different types of terrain.
- Job may require bending and lifting.

*The City of Fullerton is an Equal Opportunity employer.*