

City of Mascoutah

JOB DESCRIPTION

Title: City Manager
Department: Administration
Reports to: Mayor and City Council
Status: Full-Time, Exempt
Supervision Duties: Public Works Department, Administration Department, Finance Department, Economic Development, Department of Public Safety, Utility Billing Department, City Clerk, City Treasurer

QUALIFICATIONS:

- Ability to perform managerial role (interpersonal, informational, decisional), skills (technical, human, conceptual, diagnostic) and functions (leadership, planning, organizing controlling) as applied to the position. Knowledge and comprehension of federal, state and local laws and policies in regards to; operating practices, administrative procedures/methods, functions/relationships of all government jurisdictions and methods of supervision. Knowledge of professional city management practices and Illinois Compiled Statutes governing local government operations. Must be proficient in the use of computers, office equipment and related software.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Public Administration or related field.
- Master's Degree in Public Administration or related field at time of hire.
- At least five years minimum experience in progressive local government management or administration capacity.

RESPONSIBILITIES AND DUTIES (other duties may be assigned):

- Manage and control all matter pertaining to the day to day operations of the city and of all departments of the city.
- Supervision of Public Works Department, Finance Department, Economic Development, Public Department of Safety, Utility Billing Department, City Clerk, and City Treasurer.
- Attend all meetings of the City Council.
- Appoint certain city official positions as well as aiding the city council in appointments.
- Perform duties required by the City Council consistent with City Code, ordinances, or resolutions, and state statutes.
- Maintain a current inventory showing all real and personal property of the city and its location.
- Responsible for care and custody of all property which is not by law assigned to some other officer or body for care and control.
- Enforce all local, state, and federal laws.

- Recommend to the city council adoption of such measures as may be deemed necessary or expedient for the health, safety, and welfare of the community or for improvement of the administrative services.
- Investigate all complaints in relation to matters concerning the administration of the government of the City and in regard to service maintained by the public utilities in the City, and see to it that all franchises, permits, and privileges granted by the City are faithfully observed, and to perform such other duties as may be required by the City Council not inconsistent with the ordinances of the City or the statutes of the State.
- Act as license registrar and issue and revoke any and all business licenses as prescribed by law, with the advice and consent of the City Council.
- Exercise general supervision over all the officers of the City charged in any manner with the receipt, collection or disbursement of City revenues and all funds required to be in the custody of the City Treasurer.
- General administrative supervision of the accounting work of the City.
- Submit to the City Council an estimated report of the money necessary to defray the expenses of the City during the next fiscal year.
- Recommend to the council the salaries to be paid to each appointive subordinate employee of the city.
- Prepare and present monthly financial reports to the City Council.
- Examine all proposed contracts to which the City may be party.
- Shall be ex-officio director of health, and enforce all laws and ordinances in the City relating to the protection of the public health.
- Act as zoning enforcement officer and see to the enforcement of the Zoning Code with the advice of the Building Inspector.
- Serve as the ex-officio director of public works.
- Direct and coordinate the employees responsible for the preparation of monthly utility bills, statements, and collections of the same.
- Appoint all non-elective officers.
- Act as a communication link between appointed personnel and City Council members.
- Represent the City at various meeting/functions, federal, state and local agencies, and organizations.
- Assesses external changes within public sector environment and internal structure to anticipate operational demands and changes.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Illinois Drivers License
- ICMA credentialed manager preferred

PHYSICAL DEMANDS:

- Ability to sit for prolonged periods; occasional walking and reaching; minimal standing, kneeling, climbing, stooping, crouching, balancing, pushing and grasping.

- Requires concentrated attention as well as near, far, depth and color vision in reading reports, reviewing plan and using a computer.
- Must be able to handle up to 1 pound of material by hand frequently.

WORK ENVIRONMENT:

- Ability to perform job duties during stressful situations.
- Employee is rarely exposed to any physical or environmental adverse conditions.

This job description purpose is to indicate the types of tasks and difficulty levels needed for this position. It is not intended to state specific duties and responsibilities or to limit the control of a supervisor to assist, direct or assign work of employees under their supervision. This document will not exclude other duties not stated herein.