

# **City of Mascoutah**

## **JOB DESCRIPTION**

**Title:** City Manager  
**Department:** Administration  
**Reports to:** Mayor and City Council  
**Status:** Full-Time, Exempt

### **QUALIFICATIONS:**

- Ability to perform managerial role and functions applied to the position. Knowledge and comprehension of federal, state, and local laws and policies regarding; operating practices, administrative procedures/methods, functions/relationships of all government jurisdictions and methods of supervision. Must be proficient in the use of computers, office equipment and related software.

### **PREFERRED EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in Public Administration or related field.
- Master's Degree in Public Administration or related field.
- Five years experience in progressive local government.

### **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, as well as represent the city at other various meetings/functions.
- Appoint certain city official positions as well as aiding the city council in appointments to boards and commissions.
- 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.
- 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 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.
- Prepare and submit an annual budget 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.
- Hire and terminate all non-elective officers.
- Act as a liaison between appointed personnel and City Council members.
- Represent the City at various meeting/functions, federal, state, and local agencies, and organizations, as appropriate.
- Assess external changes within public sector environment and internal structure to anticipate operational demands and changes.
- Perform all above functions without regard for political preferences and ensure same for all employees.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid Illinois Driver's License
- ICMA credentialed manager preferred

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.