



Job Vacancy

City of Chester City Administrator – Exempt Salary -\$76,400.00

Brief Job Description: Under policy direction, serves as chief administrative officer and chief financial officer for the City of Chester. Develops and implements City policies and procedures to ensure the proper and responsible management of all City operations, resources and services; administers the City budget and performs required financial reporting. Supervises, directs and evaluates the work of City department managers. Reports to the City Council.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Directs the work of all City department managers and administrative personnel; supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending and approving employee transfers, promotions, discipline, discharge and salary increases.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Ensures the adequate training and professional development of City personnel.

Develops, recommends to Council and implements City policies and procedures; determines City goals and objectives and formulates comprehensive and strategic plans to obtain such goals and objectives.

Ensures City compliance with all applicable laws, ordinances and regulations; writes ordinances as necessary.

Plans and maintains an effective City public relations program through positive contact and cooperation with the news media, community and City employees.

Develops and assists the finance director in developing the annual City operating budget; administers the approved budget and maintains responsibility for all financial reporting and analysis. Keeps Council members informed of the City's financial status on a regular basis.
Secures and administers grant funds for City projects and programs.

Recommends and administers policies governing purchasing procedures and inventory control; authorizes the purchase and payment of services, materials, supplies and equipment as indicated by City policy.

Supervises the administration of personnel policies, classification, compensation and evaluation for all City employees; takes necessary steps to maximize the efficiency and effectiveness of the City's human resources.

Investigates and takes necessary action on concerns and complaints concerning administrative and personnel matters.

Coordinates the activities of City government with all other agencies within the County and with state and federal agencies.

Oversees the management and maintenance of the City cemetery.

Plans and conducts management and staff meetings; provides administrative assistance and direction for various boards and commissions.

Receives reviews, prepares and/or submits various records and reports including financial reports, department activity reports, payroll reports, budget documents, purchase orders, job applications, performance reviews, policies and procedures, contracts, news releases, ordinances, resolutions, annual reports, memos, correspondence, etc.

Operates a variety of equipment such as a computer, printer, calculator, audio-visual equipment, camera, telephone, automobile.

Interacts and communicates with various groups and individuals such as City Council, City department heads and employees, elected officials, other government agencies, utility companies, consultants, sales representatives, news media, contractors, bank representatives, business and community leaders, attorneys, and the public.

Monitors the set-off debt program for the City.

ADDITIONAL JOB FUNCTIONS

Monitors City projects and functions in progress for compliance with established goals, schedules and standards.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE: Requires a Master's Degree in public administration or related field and four years of experience or a Bachelor's Degree and six years' experience or ten years' experience as a City Administrator. MUST BECOME A RESIDENT OF THE CITY OF CHESTER IF HIRED FOR THIS POSITION. Must possess a valid state driver's license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including a vehicle, computer, calculator, telephone, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for period. Must be able to lift and/or carry weights of five to ten pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates.

Language Ability: Requires ability to read a variety of budget/financial documents, technical reports, legal documents, etc. Requires the ability to prepare moderately complex reports, proposals, records, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a diverse staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds and in a variety of technical and/or professional languages including legal, budgeting/accounting, personnel, public relations, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of statistics and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City as they pertain to the performance of duties of the City Administrator. Has considerable knowledge of the functions and interrelationships of the City and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of personnel administration, financial administration and government budgeting, grant administration, etc. Is able to make sound, educated decisions. Has the ability to use independent judgment and discretion in supervising various programs including the handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future City needs and resolving problems. Has the ability to plan and develop daily, short- and long-term goals related to City purposes. Has the ability to plan and coordinate the most effective use of personnel, facilities and resources to achieve City goals. Is able to compile, organize and utilize various financial information necessary in the preparation of the City budget, and knows how to prepare and monitor the budget. Is able to ensure compliance with all laws and regulations and control the activities of the City through effective supervision. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Has the ability to offer instruction and advice to subordinates regarding City policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has the ability to negotiate among different constituency groups with diverse interests to achieve a shared understanding and commonality of purpose. Has the ability to communicate professionally in confrontational situations. Knows how to make public presentations. Has thorough knowledge of proper English usage, vocabulary, spelling and basic mathematics. Has thorough knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for data and word processing. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all City departments and divisions, co-workers and the public

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the City.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, City policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public to maintain good will toward the City and to project a good City image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with City Council, other professionals and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the City regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the City. Within constraints of City policy, formulates appropriate strategy and tactics for achieving departmental and City objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve the goals and objectives of the City.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all City and department matters affecting them and/or of concern to them.

Staffing: Works with the Personnel Coordinator and upper management, where appropriate, to select and recommend employment of personnel for the department who are qualified both technically and

philosophically to meet the needs of the department and the City. Personally directs the development and training of department personnel ensuring that they are properly inducted, oriented and trained.

Leading: Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of City goals and objectives.

Controlling: Provides a work environment, which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of City standards, methods and procedures.

Delegating: Assigns duties to staff as necessary and/or appropriate to meet department goals, enhance staff abilities, build confidence on the job and assists staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not foster the desired result, moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and City. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to, considers their suggestions and complaints, and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of City policies regarding the department and City function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the City and continually reviews department policies to ensure that any changes in City philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

Notice of application or resume must be submitted to Carla Roof, Human Resources Director, croof@chester.sc.gov Position open until filled. The City of Chester is an EOE-H.

Position is Subject to the following Background Checks: Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical, and Psychological testing.

