

**CITY OF WARDEN
POSITION DESCRIPTION**

JOB TITLE: City Administrator
DEPARTMENT: Administration
REPORTS TO: Mayor

UNION: N/A "At Will" Status
FLSA: Exempt

REVISE DATE: April 2026

Position Purpose/Summary: Under the direction of the Mayor, the City Administrator administers, supervises and coordinates the activities and functions of the various city offices, departments, commissions and boards in carrying out the policies of the city council. And administers and supervises the carrying out of the decisions, regulations and policies of the various city departments, commissions and boards; provided, however, the police chief shall report and be directly responsible to the mayor. The City Administrator serves as the City's chief administrative and liaison officer and assists the Mayor and City Council in the administration of City government. The position serves at the will of the City in accordance with WMC 2.08.

ESSENTIAL JOB FUNCTIONS:

The following duties are representative of the position and are not listed in order of importance. This list is intended only to illustrate the various types of work that may be performed. Omission of specific statements does not exclude them from this position. Other duties may be assigned as necessary to meet the needs of the City.

ADMINISTRATION AND OPERATION

- Assures the development of efficient and responsible city operation by presenting policy recommendations and by providing managerial leadership and direction.
- Represents the City on intergovernmental and community based organizations, aids in mutual concern, coordinated activities, and program priorities to ensure the City's best interest is being served.
- Represents the city while working with state, federal, county and regional agencies and regulators. Works with local governments, boards and commissions.
- Manages the contracts for legal services, planning, and engineering for the city along with the Mayor.
- Assists in setting and evaluating policies and goals, and publishing and communicating Council policies and actions to the public.
- Manages the city website.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.
- Assist with designated departments with the administration and enforcement of ordinances related to licensing, taxation, inspections, and development activities.

FINANCIAL MANAGEMENT

- Plans and prepares data for grants and funded programs; establishes and maintains intergovernmental contacts and coordination related to available funding.
- Act as oversight over Grant Administration and Project Management on all public works and capital improvement projects, including contract oversight, and project coordination.
- Assists the Clerk-Treasurer with departmental budget planning.

COMMUNITY RELATIONS

- Provide for citizen awareness and commercial business awareness by maintaining contact and responding to questions and making presentations.
- Respond to citizen concerns and issues. With the Mayor, determines appropriate resolutions relative to department policies and procedures to maintain positive community/customer relations for the Department and the City.
- Able to communicate well and act on behalf of the Mayor.
- Investigate complaints related to the administration of City government and services.
- Work with public utilities, and ensure that franchises, permits, and privileges granted by the City are faithfully observed.

PLANNING, COMMUNITY DEVELOPMENT AND PUBLIC WORKS

- Performs duties related to Planning and Community Development, including zoning, planning and grant writing. Oversees the development of the Six-Year Transportation Improvement Plan. Assists in development or update of Comprehensive Plan, Capital Facilities Plan, Zoning Code, Water and Wastewater Plans and their associated permits.
- Assist the City Planner with zoning, annexation, and long-range planning efforts.
- Serve as the City's Plat Administrator and SEPA Administrator.
- Assists the Public Works Director with public works departmental activities including construction, maintenance, operating tasks and the most effective and economical use of personnel and budgeted funds. Including; wastewater treatment plant operations, water department, cemetery, street maintenance, parks maintenance and improvements or recommendations for maintenance of City buildings.
- Maintains public works project records, responsible for facility and vehicle maintenance records, or the delegation thereof. Maintain and update maps and records of utility lines. Prepare bid documents and project specifications for public works projects in accordance with local, state and federal regulations.

HUMAN RESOURCES AND LABOR RELATIONS

- Effectively recommend to Mayor the hiring and discharging of employees and discipline of employees within his areas of responsibility in accordance with City policy, procedures and labor agreements as appropriate.
- Assists in labor negotiations as requested.
- Assists the Payroll Department with departmental needs as requested.

DESIRED MINIMUM QUALIFICATIONS:

- Education and Experience: Four (4) year college degree, preferably in public administration, business administration, engineering or closely related field.
- Two (2) years public works experience,
- Three (3) years supervisory experience.
- Equivalent combination of education and experience to provide sufficient evidence of the successful performance of the elements of the job as listed will be considered.
- Must be Bondable.
- Residency within 20 miles of 121 S Main Street, City Hall.

Other Requirements:

- Possession of a valid Driver's License with a good driving record.
- Must be able to attend council meetings and other occasional evening or weekend meetings.

Tools and Equipment Used:

Telephone, personal computer and associated office software, engineer's ruler, radio, fax machine, copy machine, calculator, tape measure, ladder, shovel, hand tools, vehicle.

Knowledge, Skills and Abilities:

- Knowledge of municipal organization, structure, and functions, and related federal, state, and local laws, rules, regulations, and special programs.
- Knowledge of construction and maintenance methods, materials and equipment as employed in municipal public works.
- Knowledge of administrative practices and procedures related to public works management, safety measures and precautions.
- Knowledge of municipal budgeting, revenue and expenditure forecasting and personnel management.
- Knowledge of land use planning, zoning, environmental review (SEPA), and platting procedures.
- The ability to establish and maintain effective working relationships with contractors, consultants, public, industries and fellow workers.
- Ability to communicate effectively both verbally and in writing, and the ability to make independent decisions.
- Ability to plan, initiate, organize, and administer municipal operations with the ability to work without close personal supervision and under stressful situations.

Working Environment:

- Work is primarily performed in an office setting while sitting at a desk or computer for extended periods of time.
- Some travel to a variety of locations to perform work, and/or attend meetings is required.
- Employee may additionally be exposed to the outside environment including exposure to adverse weather conditions and may be subject to hazards of equipment, construction, inspections, and confined spaces.
- Lifting, walking, and bending at the waist, stooping, kneeling or crouching, reaching overhead, above the shoulders and horizontally is required.
- Ability of hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Ascending/descending stairs.

Selection Guidelines:

Formal application, rating of education and experience; oral interview and reference check. Pre-employment drug test. Job offered will require a 6 (six) month probation period to include establishment of residency distance.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, the scope of responsibility, and the work environment but should not be considered an all-inclusive listing of work requirements and conditions. Individuals may perform other duties as needed, including but not limited to work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.