



Position Title:	Chief Administrator	Salary Grade:	Exempt Grade 14
Department:	Administration	FLSA Status:	Exempt
Job Description Codified by Ordinance No.:	876-12	Bargaining Status	Non-Union
Ordinance Enacted:	December 19, 2012	Directly Reports to:	Mayor

GENERAL DESCRIPTION:

To plan, direct, and coordinate the administration of all municipal affairs.

ESSENTIAL FUNCTIONS OF JOB:

1. Administers and enforces all municipal laws, ordinances, resolutions, policies, and procedures of the Municipality as established by Council and for the proper administration of all affairs of the Municipality within the jurisdiction of the Council.
2. Makes recommendations to the Council concerning policy formation and keeps all members of Council regularly informed as to the conduct of municipal affairs.
3. Recommends and develops long- and short-range plans in accordance with the goals of the Municipality.
4. Serves as Purchasing Officer and, as such, negotiates contracts for the Municipality, subject to approval of Council.
5. Prepares and submits the annual budget and Capital Improvements Program to the Council under the provisions established by the Charter and administers the budget and Capital Improvements Program approved by Council.
6. Keeps Council fully advised as to the financial condition of the Municipality and makes financial reports as Council may desire.
7. Monitors revenues and expenditures.
8. Receives, monitors, and resolves complaints and requests from citizens regarding municipal services.
9. Communicates effectively with the Mayor, Council, staff, vendors, consultants, Boards/Commissions, Committees, and the public.
10. Ensures that all terms and conditions imposed in favor of the Municipality or its inhabitants in any statute, public utility franchise, or other contract are faithfully kept, performed, and upon knowledge of any violation, calls same to the attention of Council.
11. Attends all Council meetings and takes part in discussions. Prepares reports to aid the Mayor and Council in the decision-making process.
12. Performs the duties of the Municipal Secretary in causing appropriate records to be made, preserved, and certified as required by law or the action of Council.

ESSENTIAL FUNCTIONS OF JOB (CONT'D):

13. Attests to documents as required as Municipal Secretary and has custody of the Municipal Seal.
14. Activates the Municipality's Emergency Operations Center and the Emergency Operations Plan, as necessary, during a state of emergency, as provided in the Municipality's CODE.
15. Administers the personnel system of the Municipality in accordance with the Municipality's Home Rule Charter and Municipal Code.
16. Directs and supervises the administration of all departments, offices, and agencies to ensure conformance with municipal policies, directives, rules and regulations, and municipal laws, including, but not limited to, the following: Police Chief, Director of Engineering, Director of Finance and Taxation, Director of Public Works and Parks, Director of Recreation, Director of Community Development and all support staff, except as otherwise provided by the Municipality's Home Rule Charter and Municipal Code.
17. Manages and develops staff by training, evaluating performance, defining, and assigning responsibilities.
18. Assists and directs staff in the performance of their duties and the achievement of departmental goals.
19. Appoints, suspends, and/or removes all municipal employees, except for Directors, or as otherwise provided by law or the Municipality's Home Rule Charter.
20. Makes recommendations to the Mayor regarding the appointment of Municipal Directors.
21. Recruits and interviews applicants, evaluates qualifications for employment, and makes recommendations regarding selection.
22. Advises on human resource needs and problems, makes recommendations regarding human resource policies, procedures, and actions.
23. Administers all employee benefit programs i.e., health, life, welfare, workers compensation and recommends any needs for changes regarding cost effectiveness of programs.
24. Adheres to other functions, as contained in the Municipality of Murrysville's Charter and CODE, for this position.

Position Description

OTHER DUTIES OF JOB:

1. Recommends for adoption by the Council such measures as Chief Administrator may deem necessary or expedient.
2. Prepares and submits to the Council such reports as may be required by that body or as the Chief Administrator may deem it advisable to submit.
3. May serve as the head of one or more departments of the municipal government.

SUPERVISION RECEIVED:

Receives minimal instruction/supervision from the Mayor.

SUPERVISION GIVEN:

Supervises all municipal employees either directly or through subordinate supervisors.

WORKING CONDITIONS:

1. Works indoors in adequate office space, with adequate lighting, temperatures, and ventilation.
2. Normal indoor exposure to dust/dirt.
3. Normal exposure to noise and stress, but subject to frequent interruptions.
4. Exposed to outdoor conditions including wet, cold, hot, and/or humid conditions.
5. Works irregular work hours including evenings and weekends.

OTHER CONDITIONS OF THE POSITION:

1. Must be able to record, convey, present information, explain procedures, and follow policy guidelines and labor agreements.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching necessary to carry out essential job duties.
3. Dexterity requirements range from coordinated movements of fingers and hands to simple movements of feet, legs, and torso.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
5. Must demonstrate emotional stability.
6. Must be able to cope with the physical and mental stress of the job.
7. Must maintain a professional demeanor.
8. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS:

To do this job successfully, an individual must be able to perform each essential duty satisfactorily. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. 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. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. EDUCATION AND TRAINING:

Bachelor's Degree in Public Administration or related field from an accredited college or university with a Master's Degree preferred.

B. WORK EXPERIENCE:

Extensive background in governmental administration with a minimum of five (5) years of progressively responsible experience in local government.

Must have a solid managerial background and be an effective communicator with leadership skills to promote a positive image of the community and guide growth in the community.

Must possess the ability to work with residents, local groups, and other governmental agencies.

Must have a strong financial background, as well as experience in community development/planning, recreation, public works, police department, and emergency management operations.

Must have experience in personnel issues, including experience with administering Collective Bargaining Agreements, Union negotiations, and human resources best practices.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Must possess considerable knowledge of modern policies and practices of Municipal Administration.
2. Must possess considerable knowledge of the principles and practices of supervision.
3. Must possess working knowledge of Municipal Finance, Human Resources, Public Works, Public Safety, Community Development, Emergency Management, and Recreation.
4. Must possess skills in preparing and administering municipal budgets.
5. Must possess skill in planning, directing, and administering municipal programs.
6. Must possess crisis management skills.
7. Must possess ability to prepare and analyze comprehensive reports.
8. Must possess ability to carry out assigned projects to their completion.
9. Must be able to speak and comprehend the English language in an understandable manner to carry out essential functions of job.
10. Must possess ability to communicate effectively verbally and in writing.
11. Must possess ability to establish and maintain effective working relationships with employees, municipal officials, and the public.
12. Must possess ability to administer a municipal government efficiently and effectively.
13. Must possess ability to demonstrate effective leadership and good decision-making skills.
14. Must be bondable.
15. Must be a resident of Murrysville or be willing to become one within one (1) year of employment, unless waived by Municipal Council.
16. Must possess a valid Pennsylvania driver's license.
17. Must undergo and clear a Background Check.
18. Must fulfill any requirements, as contained in the Municipality of Murrysville's Charter and CODE, for this position.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF CHIEF ADMINISTRATOR AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Signature of Employee

Date

Signature of Supervisor

Date

<p>In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.</p>
