

# City of Marietta, Oklahoma

## Job Description

<b>Position Title: City Administrator</b>	<b>Department: City Administration</b>
<b>Pay Grade: BB</b>	<b>Supervisor: Mayor/City Council</b>

### **Position Purpose:**

To plan, direct, manage and oversee the activities and operations of the City of Marietta, including the departments of Emergency Management, Police, Fire, Office Management and Operations, and the activities and operations of the Marietta Municipal Authority; to coordinate assigned activities with City departments and outside agencies; to provide administrative support to the City Council and the Board of Trustees of the Marietta Municipal Authority.

### **Essential Functions and Duties:**

- Assume full management for all City of Marietta operations, services and activities including the departments of Office Management, Emergency Management, Police, Fire and Operations.
- Manage the development and implementation of the City's goals, objectives, policies and priorities for each service area; recommend and administer policies and procedures.
- Plan, direct and coordinate, through subordinate level managers and/or supervisors, the City's work plan; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Oversee the development and administration of the City budget; approve expenditures and budget adjustments as necessary.
- Carry out the needs of the City's elected officials and outside agencies; coordinate City activities with those of other departments and outside agencies and organizations.
- Administer, as General Manager, the business of the Trust Estate of the Marietta Municipal Authority as directed from time to time by the Trustees.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of City management and administration.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Performs any other related duties as required or assigned by the Mayor.

### **Education and Experience:**

- Bachelor's Degree with major course work in public administration, business administration or a related field.
- Master's Degree preferred
- Five (5) years of increasingly responsible administrative and analytical experience in a public sector setting

### **Certificates and Licenses:**

- Valid Oklahoma Driver's License and a driving record acceptable to the City's insurance carrier.

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## **Knowledge and Skills:**

- Ability to read, analyze and understand the most complex documents.
- Ability to respond to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and City Commission.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Ability to apply concepts such as fractions, ratios and proportions to practical situations.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to solve problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined, with guidance from the Mayor or City Council.
- Ability to interpret an extensive variety of technical instructions in mathematical and diagram form and deal with several abstract and concrete variables.
- Ability to use computer, software and all other office equipment.

## **Physical and Environmental Requirements:**

The following physical and environmental activities and conditions represent those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand		X			Lift up to 25 pounds		X		
Walk			X		Work Indoors				X
Sit				X	Normal Vision with or without corrective lenses Low to Moderate Noise Level				
Use hands to finger, Handle, or feel				X					
Climb or balance		X							
Stoop, kneel, crouch, or crawl		X							
Talk or hear				X					
Taste or Smell	X								

## **Conditions of Employment:**

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment fit for duty examination
- Subject to post offer, pre-employment criminal background check
- Must be at least 18 years of age