

**CITY OF BRADFORD
2023**

CLASS TITLE: **CITY ADMINISTRATOR**

LOCATION: **City Hall, Room 202
24 Kennedy Street
Bradford, PA 16701**

DEPARTMENT: **ADMINISTRATION**

UNION AFFILIATION: None. Appointed position.

GENERAL PURPOSE: Performs a variety of routine and complex supervisory and administrative work in the administration of the local City government.

SUPERVISION RECEIVED:

City Council: Provides general guidance and direction.

SUPERVISION EXERCISED: Exercises general supervision over Department Heads and Administrative Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises the day-to-day operations of each department of the City, while working in conjunction with the Department Heads, Councilman, or Mayor as appropriate.
- Implements needed policies, for general areas as well at the request of City Council and/or the Mayor, regarding each City department and employees. Manages and supervises assigned operations to achieve goals of City government; plans and organizes workloads and staff assignments; provides training and evaluates assigned staff; reviews progress and directs changes as needed.
- Assists in the development of short term and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates City department activities with Federal, State, County and local municipal departments and agencies as needed/required.
- Preparation of annual budget for the City of Bradford. Oversees budgetary and financial issues, as may be required and/or requested. Provides preliminary and final approval or disapproval of all expenditures.
- Prepares presentations to City Council, municipal boards, authorities and commissions, civic groups, and the general public, as may be required.

- Communicates official plans, policies and procedures to Department Heads, Staff members, City employees and the general public. Issues written and verbal instructions, assigns duties and examines work for accuracy and conformance to both new and existing policies and procedures.
- Reviews assigned areas of responsibility to assure effective and efficient use of personnel, materials, facilities, and time. Determines work procedures, expedites workflow, and standardizes procedures to improve efficiency and effectiveness of operations.
- Maintain timesheets and records of annual vacation, sick, personal and compensation time for the Administrative Support Staff, City Treasurer's Office and the Department of Property Maintenance.
- Oversees City of Bradford Employer/Employee relationship with AFSCME District Council 85 (Administrative support and Treasurer's office staff), FOP Lodge # 67 (Police), IAFF Local 655 (Fire) and Teamsters Local 110 (Street's, Refuse & Parks employees) and non-union employees covered under the City of Bradford Personnel Plan. Responsibilities include contract negotiations, contract administration and handling of grievance procedures while working in conjunction with the City Solicitor and Department Heads, as may be required. Provides required data and information for use in grievance arbitration hearings. Prepares an annual update of the Non-Union Personnel Plan for City Council ratification.
- Provides input and assistance to Department Heads and Administrative Support Staff members in the performance of their duties; resolves issues, errors and complaints as may be required.
- Prepares a variety of reports including a monthly statement of revenues and expenses, studies as needed, and related information for decision-making purposes.
- Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions and contracts, easements, deeds, bonds, or other documents requiring city certification; catalogs and files all city records.
- Attends regular and special city council meetings; oversees preparation of City Council agenda, including all ordinances and resolutions. Oversees an accurate recording of the proceedings, and handles distribution, recording and filing of the minutes. Distributes copies of ordinances and resolutions to the appropriate submitting department.
- Oversees the issuance of municipal licenses including various regulatory licenses as assigned in accordance with applicable city ordinances and other regulations.
- Administers oaths of office to public officials.

- Provides information to citizens, civic groups, the media, and other agencies as requested.
- Performs additional duties as assigned by City Council.
- Researches and implements cost saving and revenue generating measures.

PERIPHERAL DUTIES:

- Serves as Open Records Officer for the City of Bradford. Enforces the Right-to- Know Law, Act 3 of 2008, which established the manner in which United States citizens may access records of government and the manner in which government must process such requests. Receives and makes determinations regarding access to or denial of Right-to-Know requests.
- Attending conferences, seminars and workshops related to City Administrator duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Graduation from a college or university with a bachelor’s degree in business management, records management, public administration, or a closely related field, and two (2) years of related experience, **Or**
- (B) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills, and Abilities:

- (A) Working knowledge of the principles and practices of modern public administration; Extensive knowledge of office practices and procedures; Thorough knowledge of modern records management techniques, including legal requirements for recording, retention, and disclosure.
- (B) Skill in operation of computer, calculator, telephone, FAX machines and multi-function copiers.
- (C) Ability to accurately record and maintain records; ability to communicate effectively verbally and in writing; ability to plan, organize and supervise clerical workers and assigned staff.
- (D) Human Resource experience is not necessary but would be a positive attribute.

PHYSICAL DEMANDS:

- Sitting:** Would be performed frequently, up to seven (7) hours per day, and would be intermittent in conjunction with the duties required with the position.
- Standing:** Would be occasional, up to 1 hour daily, to utilize the copier or communicate with staff in conjunction with job duties.
- Walking:** Would be occasional, up to 1 to 1-½ hours daily, to access the copying machine, retrieve books, records, or supplies, or to access other areas of the building.
- Lifting:** Regular lifting of less than 10 pounds intermittently throughout the day with items such as a telephone receiver, pens and paper or paperwork.
- Bending:** Occasional, less than one hour daily, bending to obtain material from lower file cabinet drawers.
- Twisting:** Would be rare and required less than ½ hour daily when accomplishing regular office duties.
- Climbing:** Would be less than one hour daily and would be intermittent, such as attending meetings in-house. The employee may climb one or two flights of stairs to attend to these duties. There is no climbing of ladders required.
- Squatting:** This activity would be required rarely throughout the year, mainly when obtaining materials in lower drawers of filing cabinets.
- Kneeling:** This activity would be rarely required throughout the year, to retrieve files or books from bottom drawers/shelves.
- Pushing:** Would occur less than ½ hour daily in accessing the filing in file drawers.
- Pulling:** Would occur less than ½ hour daily in accessing the filing in file drawers.
- Reaching:** Would be constant, up to 7 ½ hours per day, to perform all job duties. This would include utilizing the phone, various office equipment, or completing paperwork.
- Hand Usage:** Constant, up to 7 ½ hours daily for all activities as described within the reaching category.
- Foot Usage:** Would be required regularly to stand or walk to meetings in other offices within the building. In the instance that a worker would attend a meeting outside the local area and would be required when utilizing the gas and brake pedals within the vehicle.

- Environment:** The employee works inside the City Hall Office Building. Walking occurs on a carpeted or tile floor.
- Hours:** Monday through Friday, 8 am to 4:30 pm, with a one-hour unpaid lunch period. Other breaks occur as needed; however, they are unscheduled.
- Compensation:** The salary range for this position is \$90,000.00 - \$100,000.00. The City of Bradford also offers medical, dental, vision, and life insurance. A pension and or defined contribution plan. The City administrator works under an employment Contract with City council which determines PTO, and other benefits.

WORK ENVIRONMENT

The office environment varies in noise level from quiet to moderate noise.

SELECTION GUIDELINES

Guidelines for the replacement of personnel in this position should include formal application, initial screening, related testing, reference checks, and final interview.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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, or if the individual holding this position has the ability, training, and skills necessary to undertake duties and responsibilities beneficial to the City of Bradford.

The City Administrator reports directly to the City Council and may be required to undertake duties and assignments at the discretion of the City Council that are not included in this job description.

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

An employment application and resume must be submitted online at:

<https://bradfordpa.docuware.cloud/DocuWare/Forms/application-for-employment?orgID=5f12e65b-41a1-4e86-8e44-1ff2fcbc0793>