

**ORDINANCE NO. 23-014**

**AN ORDINANCE CREATING THE POSITION OF CITY ADMINISTRATOR FOR THE CITY OF CANAL WINCHESTER**

WHEREAS, Section 5.06 of the City Charter authorizes the Council, at the request of the Mayor and by ordinance, to create the Office of the City Administrator, to be appointed by the Mayor pursuant to Charter and to assist the Mayor in the day-to-day operation of the City and perform such duties delegated to him or her by the Mayor; and

WHEREAS, it is the request and recommendation of the Mayor to create the position of City Administrator, and

WHEREAS, Council has deliberated on this question, and finds and determines that the creation of the position of City Administrator is warranted for the efficient administration of the City and the general welfare;

**NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CANAL WINCHESTER, STATE OF OHIO:**

SECTION 1. That there be, and hereby is, created for the City of Canal Winchester, Ohio the position of City Administrator.

SECTION 2. That the job description for the office of City Administrator is attached hereto, for reference, as Exhibit A.


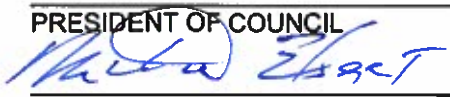
SECTION 3. That the hourly salary range for the City Administrator shall be as provided by Ordinance No. 22-044.

SECTION 4. That the City Administrator shall be entitled to the same fringe benefits currently offered to full-time City employees.

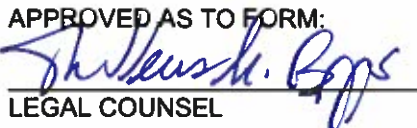
SECTION 5. That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

DATE PASSED 4-17-23

ATTEST   
CLERK OF COUNCIL

  
PRESIDENT OF COUNCIL  
  
MAYOR

DATE APPROVED 4-17-23

APPROVED AS TO FORM:  
  
LEGAL COUNSEL

I hereby certify that the ordinance as set forth above was published for a period of not less than fifteen days after passage by the Council, by posting a copy thereof in not less than three (3) public places in the municipal corporation, as determined by Council and as set forth in the Canal Winchester Charter.

  
Clerk of Council



## Position Description

### City Administrator

<b>Class Number:</b> 71000	<b>PCN:</b> 1.1	<b>Class Title:</b> City Administrator
<b>FLSA Status:</b> Exempt		<b>Department:</b> Mayor
<b>Employment Status:</b> Unclassified		<b>Reports to:</b> Mayor

**General Purpose:** Under the general direction of the Mayor, this position provides for the day - to- day management of the City, including directing and coordinating all departments of the City. The City Administrator is responsible for multiple City programs and activities in accordance with the City codes, ordinances and statutory requirements.

#### **Essential Functions of the Position: For purposes of 42 USC 12101**

The following duties are examples which would be normal for this position. These are not to be considered as exclusive or all-inclusive.

- Directs and supervises all City departments; develops short and long-range planning regarding City operations; develops and enforces policies and procedures; prepares reports and monitors reports progress.
- Investigates complaints and initiates resolutions.
- Monitors close communication with elected officials and the general public; provides professional advice to the Mayor and elected officials.
- Ensures City work is following organizational and regulatory standards; plans and coordinates work orders and work schedules; oversees activities of independent contractors and serves as contracting official for the City.
- Assists the Mayor and the Finance Director with the preparation of the City's annual budget and annual appropriations; meets with department heads and reviews proposed department budgets; reviews and proposes revisions, conducts analysis as required; presents proposal to Mayor and City Council.
- Develops facility and equipment plans with City department heads; performs periodic inspections of facility and equipment; plans and recommends the improvement of city infrastructure including facilities and equipment.
- Drafts ordinances for review and approval with the City Law Director.

**Peripheral Duties:**

Performs other related duties as assigned.

**Performance Standard:** The City of Canal Winchester expects all employees to work together to meet the needs of the community. Employees are also expected to lead by example through regular attendance, punctuality and demonstrate the highest level of ethics.

**Desired Minimum Qualifications:**

**Education and Experience:** A Bachelor's Degree from an accredited college or university in public administration or related field is required; five to seven years of relevant experience; valid Ohio Driver's license; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

**Required Knowledge, Skills and Abilities:**

**Knowledge**

- Knowledge of practices, principles and procedures of strategic business planning and operational/organizational analysis.
- Knowledge of laws, rules and regulations applicable to assigned departments.
- Considerable knowledge of community, capital and economic development programs as applied to City government.
- Considerable knowledge of municipal budgeting and finance.
- Management of Personnel – Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff.
- Customer Service — Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

- **Technology** – Thorough knowledge of current trends and practices related to the use of technology in all City departments.

**Skill:**

- **Performance Management** – Monitoring/assessing performance of individuals, or the organization to make improvements or take corrective action. Motivating, developing, teaching and directing people as they work, identifying the best people for the job.
- **Critical Thinking** – Using logic and reasoning to understand, analyze, and evaluate complex situations and then to research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation. Applies general rules to specific problems to produce answers that make sense. Combines pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Judgment and Decision Making** – Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Consider relative costs and benefits of potential actions to choose the most appropriate one.
- **Interpersonal Relationships** - Deals with people beyond giving and receiving instructions. Maintains high morale among all employees. Shares knowledge with supervisors and staff for mutual departmental benefit. Develops and maintains cooperative and professional relationships with employees, management staff, representatives from organizations, and the general public. Tactfully and effectively handles requests, suggestions and complaints from employees.

**Ability:**

- **Coordination of Work** - Ability to establish and implement effective administrative and management programs and procedures. Ability to plan and organize 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 meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events. Performs a broad range of supervisory responsibilities over others. Highly developed ability to evaluate plan alternatives in relation to trends, costs, and social pressures and needs.
- **Communication** – Excellent ability to effectively communicate complex ideas and proposals to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of human resources issues with tact and diplomacy and in a confidential manner.

**Positions Directly Supervised:** City Law Director, Finance Director, Development Director, Public Service Director, Construction Services Administrator, Technology Coordinator, HR Coordinator

**Additional Requirements (e.g. licensure, certifications):** None

**Tools and Equipment Operated:** Calculator, Computer, proficient in computer software (e.g. MS Office), Copy/Fax/Scan machine, Postage Meter, and general standard business equipment.

**Work Environment:** Much of the work is performed in an indoor office setting. Incumbent is periodically asked to work evening and/or weekend hours, depending upon operational needs. Operation of computer equipment requires continuous or repetitive arm/hand movements.

This job is considered Essential Personnel and will be required to work during and following natural disasters and emergency situations.

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

**Signature of Mayor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The City of Canal Winchester is an Equal Opportunity Workplace. We value diversity and are committed to creating an inclusive environment for all employees.**