

**City of Flint
Receivership Transition Advisory Board Agenda**

**Special Meeting
Tuesday – October 24, 2017
2:00 PM**

Richard H. Austin Building
State Treasurer Board Room – 1st Floor
430 W. Allegan St.
Lansing, Michigan 48922

I. CALL TO ORDER

- A. Roll Call
- B. Approval of Agenda

II. UNFINISHED BUSINESS

None

III. NEW BUSINESS

- A. Approval of Position Description/Salary for City Administrator Position (attachment #1)
- B. Any and All Other Business Presented for Disposition

IV. PUBLIC COMMENT

V. ADJOURNMENT

**CITY OF FLINT
Position Description**

Class Title:	City Administrator	Job Code Number:	NA
Established:	August 2014		Appointed

GENERAL STATEMENT OF DUTIES:

Performs high level administrative, technical and professional work in directing and supervising the day-to-day management of city government.

SUPERVISION RECEIVED:

Works under the broad policy guidance of Michigan Public Act 436 of 2013, including but not limited to, the Receivership Transition Advisory Board (RTAB); meets, confers and reports to the Mayor.

SUPERVISION EXERCISED:

Exercises appointment and supervision authority over all municipal employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serves as the chief administrative officer, in implementation of executive policy, strategic planning, Master Plan activities, and directs the management of day-to-day-administrative activities and appointed staff officials.
2. Assembles financial and management information; meets and confers with City department heads to gather and assemble pertinent data and information and recommendations for the Mayor and City Council's consideration in making executive determinations and policy.
3. Translates executive decisions and policies of the RTAB and Mayor into administrative procedures for the cost effective and efficient operation of the City.
4. Implements legislative action of the City Council as approved by the RTAB.
5. Monitors and manages the administrative inter-activity of the City departments so the delivery of public services represents an efficient, effective, and coordinated effort.
6. Interacts with other governmental agencies as requested by the RTAB, Mayor or City Council.
7. Prepares and reviews correspondence, reports, speeches, resolutions, and other material for public relations purposes. Answers citizen and official inquiries regarding City policy matters.
8. Directs the preparation of the agenda for City Council meetings. Attends RTAB, City Council, and Council Committee meetings advising members, and makes recommendations to committees consistent with policy objectives, strategic planning and administrative activities.
9. Attend public meetings and events; gives presentations and information to the public regarding matters of City business.

MINIMUM REQUIREMENTS:

- A. Graduation from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field; Master's degree in public administration preferred, ICMA-CM Credentialed Manager desired.

MINIMUM REQUIREMENTS (cont'd):

- B. Seven (7) years of increasingly responsible experience as a city manager, or municipal administrator.
- C. Five (5) years experience supervising a professional staff at the department head level.
- D. Considerable knowledge of modern policies and practices of public administration.
- E. Working knowledge of municipal finance, human resources, public works, public safety, and community and economic development.
- F. Skill in preparing and administering municipal budgets and planning, directing and administering municipal programs.
- G. Demonstrated ability to facilitate organization development, delivery systems and evaluation in a complex municipal environment.
- H. Ability to prepare and analyze comprehensive reports.
- I. Ability to carry out assigned projects through to completion.
- J. Ability to communicate effectively verbally and in writing.
- K. Ability to make presentations to the public and elected officials regarding complex concepts.
- L. Ability to establish and maintain effective working relationships with employees, City officials and the public; ability to efficiently and effectively administer a municipal government.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

Classification History:

Established: 8/26/14

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.