

**CITY OF FAIRFAX  
CITY ADMINISTRATOR**

**Position:** City Administrator

**Reports to:** Mayor and City Council

**Date:** September 12, 2024

**FLSA Status:** Exempt, Flex Schedule, Salaried

**POSITION SUMMARY**

Performs a variety of public administration duties, as specified in state law or local ordinance, or as directed by the Mayor/City Council in the daily operation of city government. Advise and direct Mayor/Council on current situations and future needs of the city and will make recommendations and offer alternative solutions. Responsible for the supervision of the Department Heads and actions of all city employees. Coordinates the implementation of Mayor/City Council directives and/or policies. Evaluates community needs and wants and provides qualified and quality direction and guidance for the community as a whole.

**ESSENTIAL JOB RESPONSIBILITIES**

Strategic Planning and Goal Setting:

1. Take a significant role in the development of the City's vision. Develop a consensus on strategic issues as identified by the City Council. Assist the City Council with the assessment of goals, determination of priorities, and decision-making processes. This includes: City's Comprehensive Plan, Capital Improvement Plan (CIP), and Emergency Management/Disaster Response Planning

Project Coordination, Organization, and Completion:

1. Serve as the primary contact for entities conducting business with the City. This may include, but is not limited to, the City Attorney, engineering firms, contractors for City projects, other governmental units (local, county, state, and federal), and other outside organizations. This does not include regular payments, permits, invoicing, sponsorships, deliveries, and maintenance which are handled by other staff.
2. Participate in the bid process as well as oversee establishing city contracts and performance of all contractual work done for the City in coordination with the appropriate Department Head, City Engineer (if involved), City Attorney, City Insurance Agent (if involved), and contractor.
3. Ensure projects are on schedule and on budget.
4. Review/prepare Change Order Resolutions, Pay Application Resolutions, and Project Approval Resolutions.

Economic Development:

1. Work with property owners and developers as well as the Building Administrator to encourage and coordinate economic and community development activities
2. Work with Cedar Rapids Metro Economic Alliance and other businesses helping promote and plan development within Fairfax

3. Work with other governmental units to draft and update 28E Annexation Moratorium Agreements
4. Lead the efforts for any annexation
5. Lead the efforts to coordinate development of the Bellon-Africa property
6. Research financing options for development projects including grants, TIF, and others
7. Make recommendations for the Zoning Code, Comprehensive Plan, Future Land Use Map, and Zoning Map to the Building Administrator/Planning and Zoning Commission/City Council

Human Resources:

1. Supervise all Department Heads
2. Along with Department Heads make staffing recommendations to Mayor/City Council/Library Board
3. Serve as lead for any hiring committee process
4. Process all forms, documentation, and testing for new employees
5. Process all forms for employees leaving the City of Fairfax
6. Receive and make recommendation on any request for accommodation based on the Americans with Disabilities Act
7. Receive and see to the process of any harassment complaint
8. Serve as lead for any employee discipline process
9. Mediate disputes between employees
10. Process COBRA forms and notifications
11. Process FMLA forms and notifications
12. Process required DATA notifications, forms, and reports
13. Supervise reporting to the CDL Clearing House
14. Draft payroll resolution when needed
15. Keep employee files up-to-date and confidential as needed
16. Recommend updates for the Personnel Policy
17. Along with the Department Heads, recommend updates to the Job Descriptions
18. Prepare resolution for council adoption of Personnel Policy and Job Descriptions, supervise the distribution of this updated information
19. Ensure employees are receiving required training and maintaining required endorsements/certificates/licenses
20. Make recommendations concerning employees attending training
21. Ensure payroll is processed accurately and all required reporting is completed
22. Conduct any required employee performance evaluations for Department Heads
23. Ensure, and may assist as needed, with Department Heads' employee performance evaluations of their department's employees
24. Make recommendations about employee benefits to Mayor/Council/Library Board
25. Make recommendations about payroll rates to Mayor/Council/Library Board
26. Represent the city, as directed by the Council or Library Board, in all negotiations and relations with employees and unions

Communication:

1. Serve as the City's media and public relations contact
2. Keep Mayor/Council informed of current issues

3. Communicate information to staff as well as boards, commissions, and committees
4. Work with Mayor, City Council, city engineer, city attorney, financial advisor, bonding attorney, and city auditor - this may include doing research, writing documents, and forwarding information
5. Send/receive correspondence via mail and email
6. Receive formal complaints and then either respond or forward to the appropriate person
7. Design and update the City's website
8. Post information for the public in the monthly FACTS, as well as on the City's website, Nixle, Facebook, You Tube, and X
9. Enforce the City's Social Media Policy

Meetings:

1. Attend all City Council meetings and other boards and commission meetings as required
2. Work with the Mayor and City Clerk/Treasurer to build the City Council agenda and packet
3. Prepare a monthly City Administrator's Report
4. Ensure recording of public meetings and post videos on the City's You Tube Channel
5. Make recommendations about meeting room equipment
6. Establish a process to live stream open city council meetings

Financial:

1. Prepare and update the Capital Improvement Plan as needed
2. Work with Department Heads to prepare department budget requests
3. Communicate with the City of Walford, Fairfax Township, and Clinton Township about budget issues
4. Assist City Clerk/Treasurer in preparation of annual budget recommendation for City council consideration
5. Work with Department Heads to monitor expenditures within approved budgetary guidelines
6. Make recommendations about City fees and utility rates
7. Plan, write, coordinate, and direct grant application activities, including grant writing and administration
8. Oversee all city fund management and investment activities ensuring effective control of financial assets
9. Make recommendations about financing options for projects and work with the financial advisor and bonding attorney to ensure proper debt issuance procedures are followed
10. Authorize employees to use city charge cards or charge accounts at various vendors
11. Sign checks and purchase orders

Other Duties:

1. Respond to questions, complaints, and other concerns from the public
2. Make recommendations about equipment and property needs
3. Supervise the construction, improvement, repair, maintenance, and management of all city property

4. Provide general supervision of the use of city property, including the use of vehicles owned by the city
5. Organize, direct, coordinate, and evaluate the operations, programs, activities, and services of all city departments
6. Authorize and coordinate appropriate action during emergency situations
7. Oversee the enforcement of city ordinances
8. Oversee the City's computer systems - work with the IT professionals to ensure the system is secure, up-to-date, and meets the City's needs
9. Recommend changes/updates to the City's computer systems – equipment as well as software
10. Write by-laws, procedures, contracts, rental agreements, forms, leases, policies, resolutions, ordinances, and 28E agreements
11. Work with the city attorney when needed for legal advice on documents and situations
12. Review insurance policies, ensure updates are made as needed, and recommend changes to Mayor/City Council
13. Work with the insurance agents to coordinate annual quotes
14. See that the Fairfax Code of Ordinances is kept up-to-date with needed changes based on Iowa Code and current operations and ensure it is codified as required
15. Ensure document retention as required by state law
16. Make policy recommendations to the Mayor/City Council/Library Board
17. Coordinate the City's Census activities.
18. Track terms or elected officials, appointed officers, and appointed boards and commission members.
19. Work with Linn County Auditor's Elections office to ensure buildings are available for voting and proper information is filed for ballots or needed measures.
20. Represents the City, as directed by the Council, in all negotiations and relations with contractors, consultants, other governmental units, legal proceedings, and community groups in which the City may have an interest
21. Other duties as directed by the City Council or as included in state law or City Code

**CONTACTS:** The incumbent in this position makes frequent contact with all city staff/Mayor/City Council/city board members/residents to exchange and interpret information. The incumbent also makes frequent contact with business and people outside of the City operation group to exchange and interpret information. The incumbent frequently represents the City of Fairfax in group situations.

**EQUIPMENT USED:** Automobile, computers, multi-line office telephone system, calculator, multi-function printers/copiers/fax machines, large scanner, tablets, smart phone, TV, radio, meter reading equipment, paper cutter, microwave, stapler, shovel, and salt spreader.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate they can safely perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skill and abilities.

- Knowledge of principles, practices, and objectives of public administration, including extensive knowledge of financial administration and personnel management.
- Knowledge of municipal operations, standards and practices, including knowledge relating to public relations, economic development, land use and urban planning and zoning.
- Knowledge of local, state and federal laws, and regulations relating to municipalities.
- Knowledge of and ability to interpret and apply local, state and federal laws and regulations relating to municipalities, particularly the following areas of municipal government: legislative process; finance; property assessment and taxation; budgeting and accounting; revenue financing; public employment; contract letting; bonding; urban renewal; economic development; and zoning.
- Ability to perform complex and varied work; interpret technical information; gather and analyze financial information; conduct statistical analysis and prepare related reports; and analyze complex information in order to make sound decisions and recommendations.
- Ability to consult technical sources and documents, including city ordinances, the Code of Iowa, and administrative regulations.
- Ability to establish effective working relationships with employees, co-workers, department heads, public officials, and the public.
- Skilled in using modern office equipment, including computers (with Microsoft Office, gWorks, and Laserfiche), copy/printers, calculators, and telecommunications equipment.
- Ability to communicate clearly in English, both orally and in writing.
- Skilled in personnel management, including the ability to effectively interview, train, assign, motivate, counsel and discipline employees, and the ability to direct and evaluate the work of employees, while maintaining confidentiality.
- Mediate disputes between subordinates; handle citizen complaints in a professional and business-like manner.

**QUALIFICATIONS:**

- A. Education: Bachelor's Degree in public administration or closely related field is required. A Master's Degree is preferred.
- B. Work Experience: Five (5) years of experience in related fields management with particular emphasis on municipal government, preferred but not required
- C. Licenses/Certifications/Endorsements: Valid Iowa motor vehicle operator's license.
- D. Special Abilities - Must have good organizational skills; must be a self-starter; have good communication skills to interact with staff, elected officials, and citizens; have good writing ability; and the ability to manage numerous processes at the same time.
- E. Physical Requirements – Must be able to lift objects weighing in excess of 50 pounds on an occasional basis and carry, push or pull them up to 10 feet unassisted; must be able to stand, sit, listen, and work for extended periods of time.
- F. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of

performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen's expectations under time deadline  
This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

## **DISCLAIMER**

All duties and requirement in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.

## **REQUIRED SPECIAL QUALIFICATIONS:**

- A. Shall be bondable
- B. Shall generally be available for off-hour emergencies
- C. Living in Fairfax is preferred, but will accept living within a 30-minute commute

## **HOURS OF WORK**

Generally, 40 hours per week, Monday through Sunday. May be required to work additional hours or to change hours with minimal notice because of operational needs.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the City.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The City reserves the right to change or reassign job duties or combine positions at any time.
5. The City of Fairfax is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.