

City Administrator Job Duties

*** Job tasks are not limited to the items below ***

Council meetings

- * Create agenda
- * Gather information for the agenda
- * Coordinate with City attorney for items on the agenda if needed
- * Post agenda on the City website and on the bulletin board at City Hall
- * Send Council packets and agenda to the Mayor, City attorney and Council
- * Put Council paper Council packets together
- * Do meeting minutes
- * Keep up with items that are tabled on the agenda so that it can be revisited at a later time

Council and Mayor interaction Job Duties

- * Coordinate with the Mayor and Council on various items
- * Set up meetings with Council and the Mayor when needed
- * Set up meetings with the Mayor and Council with outside resources when needed
- * Create annual practices for the Mayor and Council
- * Assist the Mayor and Council with a variety of tasks
- * Advise the Mayor and Council on things that need to be done
- * Make sure that the Mayor and Council follow the guidelines of what is and is not allowed for the City
- * Complete miscellaneous tasks given by the Mayor and Council
- * Consult with Council members and the Mayor about their Council responsibilities to make sure that they stay informed about things going on in their area of responsibility
- * Consult with Council members and the Mayor about things that need to be done in their areas of responsibility

Permits

- * Issue Permits
- * Report inspections that are needed to Inspector
- * Release permits to CenterPoint and Entergy after passing inspections
- * Issue certificate of occupancy when homes are ready for them after final inspections
- * Apply for LOMA's for homes that qualify when needed

City Side Job Duties

- * Keep City website up to date
- * Oversee rentals for City facilities
- * Coordinate with Jefferson County on work orders for ditches, culverts, and roads
- * Coordinate with DD6 on drainage and easement issues

Public Works Job Duties
* Make work orders for utility contractor when public works clerk isn't in the office
* Handle water bill issues when the public works clerk isn't able to handle the situation
* Create water bills if public works clerk doesn't know how
* Meet with Utility contractor supervisor every other week to discuss issues/concerns
* Consult with utility contractor on emergency issues- this includes after hours emergencies
* Coordinate with utility contractor about work orders
Grants: Grant Administrator, Contractors and/or Engineers
* RFP's to obtain a grant administrator, contractors and/or engineers
* Keep track of payments received
* Keep track of payments and cancelled checks made to grant administrator, contractors, and/or engineers
* Coordinate with grant administrator on items needed to be in compliance with grant received
* Coordinate with grant administrator on meetings with the public as well as meetings between the grant administrator and the City
* Coordinate with grant administrator, contractor and/or engineers to go over plans
* Keep track of paperwork needed for the grant to stay in compliance
* Bring policies to Council that need to be updated to the grant standards
Consult with City Attorney
* Consult with City attorney on various issues/concerns that may come up
* Consult with City attorney to get advise on regulations for the City
* Gather public information request documents to send to attorney
Election Job Duties
* Collect applications from candidates
* Meet deadlines given by the Secretary of State for elections
* Gather information for Council to approve for elections
* Hold candidate placement drawings for the ballot
* Meet deadlines given by Jefferson County
* Approve ballot information once it's created by Jefferson County
* Administer Oath of Office and Statement of Officer to Candidates at Council meeting after election day
* Send notices out to citizens via the call out system
* Post notices on the City website election page

General Miscellaneous Tasks

- * Answer phones
- * Sweep/Mop the office
- * Take out the trash
- * Answer emails
- * Scan and file documents
- * Consult with I.T. personnel on issues with Council, Mayor and/or employee computers and/or emails
- * Create "operating procedures" for how things run in the City if there isn't a current policy in place.
- * Oversee employee health insurance
- * Oversee City & Public Works property insurance
- * Misc. tasks assigned by the Mayor, Council, or other issues that may come up

Financial Job Duties

- * Assist with gathering documentation for audit
- * Coordinate with CPA firm on various items
- * Gather invoices that need to be paid and designate them to City or Public Works so that CPA can issue checks
- * Obtain signatures on checks from Council/Mayor signatories
- * Reconcile credit card statements
- * Assist with gathering information to set budgets

Employee Oversight

- * Train office staff
- * Train public maintenance department employees
- * Meet with all employees on a weekly basis to make sure that everyone is on task and stays on track of those tasks
- * Meet with the Mayor and employees for reviews
- * Keep employee handbook up to date
- * Receive employee applications when needed
- * Perform job interviews with the Mayor when needed
- * Meet with the Mayor about issues/concerns with employee(s)