

CITY OF AUBURN, MI
POSITION OF CITY ADMINISTRATOR
auburnmi.org

The City Administrator's position is hired by the City Commission and works under the supervision of the Mayor, City Commission and City Attorney.

The City Administrator shall:

Be the chief financial officer responsible to make all general journal entries, facilitate investment of funds, create and maintain an itemized multi-department budget, monthly reconcile bank balances to the general ledger, appropriately record in the general journal grants received and short/long term debts incurred, create all monthly financial reports for the Commission to keep them advised of current financial position, assist auditors with annual audit by preparing all required documents and reports and responding to all questions, and oversee/assist with payroll, utility billing, accounts receivable and accounts payable with generally accepted accounting procedures.

Establish regulations setting forth the duties of and the procedures to be followed in each department and office of the City;

Be the Zoning Administrator and will enforce all City laws, Zoning Ordinances and City contracts;

Attend all meetings of the City Commission to take part therein, but without vote; and oversee/direct the agenda and related information for the Commission;

Make recommendations to the City Commission, for adoption, such measures as may deem necessary or expedient;

Work with the public and coworkers in a courteous and respectful manner and perform duties in a safe and efficient manner;

Supervise all public utilities, improvements, works and undertakings and finances;

Hire and supervise all administrative officers and employees in the administrative service of the City except elective officers or officers appointed by the City Commission or Mayor pursuant to the Charter;

Perform other duties as the City Commission may direct, that naturally pertain to the general management of City affairs, and shall execute and perform all administrative functions of the City that are not imposed by the Charter or any City Ordinance upon some other official. The above list is suggestive of job responsibilities but should not be construed as exclusive or all-inclusive.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Five plus years municipal experience.
- Bachelor's degree in Business, Public Administration or Finance.
- Ability to establish and maintain effective working relationships with city commission, employees, and the general public.
- Good oral and written communications skills.
- Working knowledge of Planning and Zoning and Project Management.
- Experience in collaborating with other units of government.
- Some knowledge of municipal law.
- Budget and finance experience. Audit preparation and oversight. Experience with payroll, accounts payable, utility billing, cash receipts and tax collection/reconciliation.
- Experience in employee benefits and risk management.
- Knowledge of (EVIP) Economic Vitality Incentive Program. Must be bondable.
- Efficient technology and computer skills with Microsoft Office and preferably BS&A software including General Journal unit.
- Grant writing and economic development experience is desirable.
- Must successfully complete post-offer physical exam and drug screen.