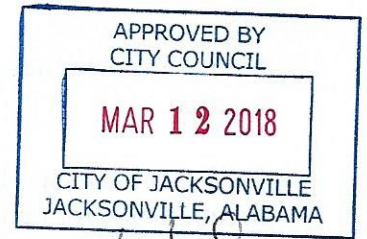


**JOB DESCRIPTION
CITY OF JACKSONVILLE, ALABAMA**

MAYOR'S OFFICE

CITY ADMINISTRATOR



RANGE: 36

CODE: 101

DESCRIPTION

The City Administrator shall have general management and control of the administration of the financial affairs of the City as well as supervisory responsibility for other departments/divisions of the City, as assigned by and under the direction of the Mayor. Responsibilities include financial planning, accounting, investment management, and budget administration. Responsible for acting as financial advisor to the Mayor and City Council. Supervision is exercised over the following departments/divisions: Finance, Building, Planning, Human Resource, PARD and Library. Work is performed with wide latitude for the application of independent professional judgment within the framework of policy direction from the Mayor and applicable laws, rules, and regulations. Work reviewed through external audits and through observation and evaluation of results obtained and answerable to the Mayor.

EXAMPLES OF WORK PERFORMED

(List may not include all tasks which may be assigned to positions in this class.)

Supervises departments, divisions, and offices.

Responsible for the management of: city funds, account receivables and payables, assets, contracts, bids, public works projects, grants, investments, bonds and proceeds. Coordinates preparation and distribution of the cities audited annual financial report.

Aids the Mayor and Council in developing the city's annual and long range financial plans. Manages development of the annual budgets; coordinates budget requests and meetings, subject to the direction of the Mayor. Monitors the city budget throughout the year; prepares monthly revenue and expenditure reports.

Interacts with the Mayor, Council, department/division heads, employees, agencies, authorities, banks, financial institutions, businesses, news media and citizens to give or receive information.

Knowledge, Skills, and Abilities

Skill in dealing with elected officials, department/division heads, employees, businesses and the public required.

Knowledge of computer systems, personal computer applications, computer operations and the ability to operate a variety of office equipment required.

Ability to obtain necessary certifications and training to perform the essential functions of the job required.

Ability to exchange financial information, including giving/receiving assignments and/or directions to/from co-workers, or assistants, as well as communicating with the Mayor, department/division heads, city attorney, and the general public required.

Knowledge of the legal requirements relating to the operation, accounting, revenue, payroll, and auditing programs in a municipality preferred.

Knowledge of the principles and practices of municipal finance and revenue administration, governmental accounting, investing, budgeting, and auditing preferred.

Qualifications

Graduation from a four-year accredited college or university with a Bachelor's Degree in Accounting, or Public Administration, Business Administration, Finance or a related field, with a minimum 12 hours of course work in accounting, preferably supplemented by a related graduate degree or graduate-level course work or training in governmental finance/accounting, auditing, or public administration.

Five or more years of management experience in finance/accounting, preferably governmental, or a related field.

Necessary Special Requirements

Bondable.

Possess a valid Driver's License and have a driving record suitable for insurability.

Successfully pass the City's required pre-employment drug screening test.