



Helper City



HELPER CITY COMMUNITY ADMINISTRATION JOB DESCRIPTION

Document/Revision Number: HR023 02	Description: Job description for Community Administrator
Prepared By: Helper City Mayor	Approved By: Helper City Attorney
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POSITION OVERVIEW

Serves under the direct supervision of the Mayor. A competent Community Administrator interprets laws and applies them effectively and fairly while managing various city responsibilities. Their main responsibility is to keep the city running efficiently. Conducts all engagements in a professional, respectful manner and performs duties as efficiently and effectively as possible. It is imperative in this position to be proactive as well as open in communicating with the Mayor and City Council. Also, in this role, performing in the best interest of the city is critical and any potential conflicts of interest must be immediately conveyed to the Mayor and City Council.

Serves and provides information to the community and visitors alike regarding the City, its assets and programs available. Oversees daily activities and programs for the public. Conducts all engagements in a professional, respectful manner and performs duties as efficiently and effectively as possible.

SUPERVISION RECEIVED AND EXERCISED

The Community Administrator receives job responsibilities from the Mayor and City Council.

ESSENTIAL AND IMPORTANT DUTIES

Duties may include, but are not limited to, the following:

1. The Community Administrator has day to day administrative authority, but must confer with the Mayor and City Council regarding personnel decisions, budget updates, project priorities and any emergency or disaster situation to ensure a cohesive vision for the city and its' needs. Weekly or bi-weekly meetings should be coordinated to ensure clear communication with the Mayor and Council members at their request.
2. Works closely with City Council to evaluate the effectiveness of services, reviews revenue streams and makes recommendations in relation to the needs of the community.
3. Reports as requested to Council members on topics they have assigned oversight for. Responds to questions or purchase order clarification.



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4. Maintains harmonious public relations with citizens, organizations and other local area businesses.
5. Ensures laws and city policies are applied consistently.
6. Delegates tasks to city employees.
7. Hiring and supervises the Public Works Director(s), Pool Management, Fire Chief and Police Chief.
8. Oversees the Planning & Zoning Board, attends meetings, publishes notices and creates agendas. Presents Planning & Zoning recommendations to City Council for final approval, ensures all records are provided to Carbon County and recorded.
9. Responsible for business licenses, signs business licenses and ensures renewals are conducted in a timely manner.
10. Has oversight of city boards and assists in training department heads for the Helper Museum, Helper Library and Helper Preservation Board to draft agendas, post, record and create minutes with the goal of being self-functioning and only requiring support in special instances.
11. Recommends grants for City Council approval. Keeps proper records associated with grants.
12. Assists the City Recorder in drafting the city budget and manages the budget.
13. Serves as the cemetery sexton, recording and reporting burial plots, assigning plots, showing plots, sale of plots, assigning perpetual care certificates. Works with funeral homes, families, monument companies and reports all burials monthly to the State Vital Records Team.
14. Addresses Helper City citizens' concerns or complaints.
15. Responsible for contract(s) recommendations for City Council consideration and approval.
16. Ensures city services are available, provided in a timely and professional manner.
17. Serves as the human resource manager with appropriate legal or other HR resources. Oversees personnel policy updates, enter information for new employees, keeps custody of employee files, be aware of benefits assigned to each position. Ensures Helper City is an Equal Employment Opportunity employer, must be familiar with recruitment and selection, FMLA, Worker's Comp, Performance Management, conducts investigations, performs disciplinary action and termination of employees with Mayor and Council oversight.
18. Assists in utility management including payments, assisting customers with utility accounts, work orders and shut offs and late letters.
19. Oversees information technology activities and works to resolve problems, connection issues, performs Caselle bimonthly updates on all workstations and weekly backups on server. Sets up users, terminates users and creates restrictions for access.
20. Oversees special projects as assigned by City Council.
21. Serves as a signatory on city banking accounts.
22. Assists in drafting the city's strategic plan in conjunction with the Planning & Zoning Board.
23. Oversees audits in conjunction with the City Recorder.



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24. Assures staff and volunteers follow procedures and policies.
25. Attends workshops and training as required by the state or deemed necessary by the Mayor and City Council.

MINIMUM QUALIFICATIONS

1. Must be certified in the Public Meetings Act and Records Management.
2. Working knowledge of standard office practices including operation of a computer and related software.
3. Working ability to communicate professionally and effectively with the public, even under stressful and tense circumstances.
4. Knowledge of City rules, operations, procedures, policies and City programs, including Planning & Zoning By-Laws and Ordinances.
5. High school degree; college degree preferred.
6. Demonstrated organizational skills, and/or ability to successfully function in a stressful, fast-paced, demanding environment.
7. Dress code requires clean, neat attire without torn clothing or inappropriate t-shirts.

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 the job.

While performing the duties of the job, the employee is frequently required to sit, talk and hear. The employee is required to stand; walk, use of hands, operate objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl, run and utilizes senses of sight, hearing, taste and smell.

May be required to lift weight of up to 30 pounds. Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Noise level will vary based on locations such as quiet in an office or moderately loud to loud when in the field.



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REASONABLE ACCOMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Employment and Housing Act.