



## **CITY ADMINISTRATOR**

The City Administrator serves the residents of Roswell by carrying out the policies and directives of the Mayor and Council. This position is the chief administrative and budget officer of the city and oversees the regular business affairs of the city.

Overview of job responsibilities:

- exercises executive supervision over all city employees and departments
- oversees and interprets the city's personnel manual and may make minor changes to such manual; recommends employee pay schedules
- develops and manages the city's \$100 million budget
- oversees eight departments and more than 30 offices and divisions
- investigates affairs of the city or any department or division; investigates all complaints in matters concerning the administration of the government of the city or services maintained by the public utilities of the city
- oversees the day to day operation of city services in accordance with Council policies
- fills Department Head vacancies
- supervises the purchase of all materials and equipment
- chairs the Alcoholic Beverage Licensing Board
- presents all committee agenda items
- serves as a nonvoting member of all codified council committees
- prepares and submits to the city council an annual report on the finances and administrative activities of the city; keeps council advised of the financial conditions and future needs of the city and makes recommendations
- attends all meetings of the city council and other official meetings, unless excused, and takes part in the discussion of all matters coming before council
- performs other duties as may be required by the council

The City Administrator is appointed by majority vote of the Mayor and Council and is responsible to the city council for the proper administration of affairs of the city. This position will be chosen on the basis of the applicant's executive and administrative qualifications with special reference given to actual experience in and knowledge of the duties of this position.