

## CITY ADMINISTRATOR

### GENERAL NATURE OF WORK

This is responsible fiscal and administrative work in managing the affairs and transacting the business of the City.

### EXAMPLES OF DUTIES

Sees that all laws and ordinances of the City are faithfully enforced.

Hires and discharges all employees of the City not authorized to be appointed by City Council, provided that such power to appoint or discharge may be delegated to department heads.

Fills all appointive offices of the City, except where otherwise provided by law, and to report such appointments or removals to the City Council as soon as possible after the action is taken.

Supervises and directs the official conduct of all appointive City Officers.

Exercises supervision and control over all departments and divisions of the City, except where otherwise provided by law.

Attends all meetings and work sessions of the City.

Recommends to the City Council for adoption such measures as may be deemed necessary and expedient.

Prepares and submits to the City Council prior to the beginning of each fiscal year a budget of proposed expenditures for the ensuing year, showing in as much detail as practicable the amounts allotted to each department of the City government, and the reasons for such estimated expenditures.

Supervises the keeping of current accounts showing at all times the fiscal condition of the City, including the current and anticipated expenses, appropriations, cash on hand, and anticipated revenue of all municipal funds and accounts.

Keeps the Council members fully advised as to the financial condition and needs of the City.

Fixes all salaries and compensation of City employees lawfully employed, subject to the approval of the Council.

Examines all proposed contracts to which the City may be a party, and prepares for the Mayor's signature any contract authorized by the City Council.

Supervises the performance of all contracts made for work done for the City.

Conducts all sales which the Council may authorize of personal property of the City which has become unnecessary or unfit for the City to use.

Keeps a current inventory showing all real and personal property of the City and its location.

Performs such other duties as may be prescribed by ordinance or resolution of the City Council.

#### NECESSARY SPECIAL REQUIREMENTS

The City Administrator shall be appointed by and serve at the pleasure of the City Council. Such person shall be selected solely on the basis of executive and administrative qualifications with special reference to knowledge of and actual experience in management. The City Administrator need not be a resident of the City.

Send resumes to:

City of Remerton/Attn: City Administrator

1757 Poplar Street

Remerton, GA 31601

Resumes will be accepted until February 13, 2009 at 5:00 pm.