

RESOLUTION 2022-30

**A RESOLUTION AMENDING THE JOB DESCRIPTION FOR POSITION OF  
CITY ADMINISTRATOR**

**WHEREAS**, the City of Marietta has adopted job descriptions for all positions within the City of Marietta; and

**WHEREAS**, it is necessary to amend from time to time the responsibilities of certain positions to perform the duties relative to the functions lawfully imposed upon or assumed by the City Council; and

**WHEREAS**, the City Council desires to memorialize the approval of duties and responsibilities of the City Administrator.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Marietta:

**SECTION 1.** The amended job description related to the duties and responsibilities of the City Administrator, as attached hereto as "Attachment A," is hereby approved.

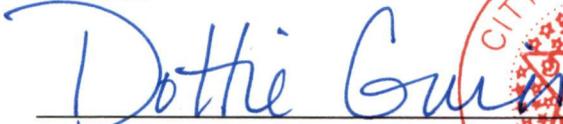
**PASSED BY THE CITY COUNCIL** and **SIGNED** by the Mayor of the City of Marietta this 12<sup>th</sup> day of July 2022.

CITY OF MARIETTA



KIMBERLY FRAIRE, MAYOR

ATTEST



DOTTIE GWIN, CITY CLERK



## City of Marietta, Oklahoma Job Description

<b>Position Title: City Administrator</b>	<b>Department: City Administration</b>
<b>Pay Grade: BB</b>	<b>Supervisor: Mayor/City Council</b>

**Position Purpose:**

To plan, direct, manage and oversee the activities and operations of the City of Marietta, including the departments of Emergency Management, Police, Fire, Office Management and Operations, **and the activities and operations of the Marietta Municipal Authority**; to coordinate assigned activities with City departments and outside agencies; to provide administrative support to the City Council **and the Board of Trustees of the Marietta Municipal Authority**.

**Essential Functions and Duties:**

- Assume full management for all City of Marietta operations, services and activities including the departments of Office Management, Emergency Management, Police, Fire and Operations.
- Manage the development and implementation of the City’s goals, objectives, policies and priorities for each service area; recommend and administer policies and procedures.
- Plan, direct and coordinate, through subordinate level managers and/or supervisors, the City’s work plan; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Oversee the development and administration of the City budget; approve expenditures and budget adjustments as necessary.
- Carry out the needs of the City’s elected officials and outside agencies; coordinate City activities with those of other departments and outside agencies and organizations.
- **Administer, as General Manager, the business of the Trust Estate of the Marietta Municipal Authority as directed from time to time by the Trustees.**
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of City management and administration.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Performs any other related duties as required or assigned by the Mayor.

**Education and Experience:**

- Bachelor’s Degree with major course work in public administration, business administration or a related field.
- Master’s Degree preferred
- Five (5) years of increasingly responsible administrative and analytical experience in a public sector setting

**Certificates and Licenses:**

- Valid Oklahoma Driver’s License and a driving record acceptable to the City’s insurance carrier.

**Knowledge and Skills:**

## City of Marietta, Oklahoma Job Description

- Ability to read, analyze and understand the most complex documents.
- Ability to respond to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and City Commission.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Ability to apply concepts such as fractions, ratios and proportions to practical situations.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to solve problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined, with guidance from the Mayor or City Council.
- Ability to interpret an extensive variety of technical instructions in mathematical and diagram form and deal with several abstract and concrete variables.
- Ability to use computer, software and all other office equipment.

### **Physical and Environmental Requirements:**

The following physical and environmental activities and conditions represent those that must be met by and employee to successfully perform the essential functions of this job.

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand		X			Lift up to 25 pounds		X		
Walk			X		Work Indoors				X
Sit				X	Normal Vision with or without corrective lenses Low to Moderate Noise Level				
Use hands to finger, Handle, or feel				X					
Climb or balance		X							
Stoop, kneel, crouch, or crawl		X							
Talk or hear				X					
Taste or Smell	X								

### **Conditions of Employment:**

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment fit for duty examination
- Subject to post offer, pre-employment criminal background check
- Must be at least 18 years of age