

JOB DESCRIPTION
CITY OF DUQUESNE
CITY ADMINISTRATOR / MANAGER

1. Appointment of City Administrator/Manager.

a. The Administrator/Manager shall be appointed by majority vote of the Council for an indefinite term, or for specified periods of time.

b. The Administrator/Manager shall be chosen by the Council solely based on executive and administrative qualifications, with special reference to actual experience in, or knowledge of, accepted practice in respect to the duties of the office hereinafter set forth.

c. The appointee need not be a resident of the City, but within six (6) months of appointment and during the Administrator/Manager's tenure of the office, the Administrator/Manager shall reside within 30 miles of the boundaries of the City of Duquesne.

2. Removal of City Administrator/Manager.

The Council may remove the Administrator/Manager at any time by a majority vote of its members.

3. Compensation of City Administrator/Manager.

The Administrator/Manager shall receive compensation as shall be fixed from time to time by a majority vote of Council.

4. Power and Duties of the City Administrator/Manager.

The Administrator/Manager shall:

a.) Be the chief administrative officer, as well as, the designated Information Officer of the City;

1. functioning directly under Council as deputy director for all departments, and shall be responsible to the Council for the proper administration of all affairs of the City; and,

2. keep each Councilperson/Director of each department head advised of any issues, concerns, or problems within the department for which the Councilperson is responsible. To that end, the Administrator/Manager shall have the power and shall be required to:

i.) Recommend the appointment of, and when necessary for the good of the City;

ii.) recommend the suspension or removal of any or all officers and employees of the City except as otherwise provided by the Third-Class City Code;

iii.) No action will be taken to discipline, suspend or remove an employee without first making the Councilperson/Director aware of the contemplated action or discipline.

b.) Act as part of the negotiating team, on behalf of the Council, in all Collective Bargaining Contract negotiations. Assist in negotiating contracts for the City, subject to the approval of the City Council, make recommendations concerning the nature and location of municipal improvements, and execute municipal improvements as determined by the City Council;

c.) Prepare the operating and capital improvement budgets annually and submit them to the Council together with a memorandum describing the important features, and thereafter be responsible for its administration after adoption;

d.) Create and maintain administrative controls to ensure compliance with the annual budget and the capital improvements budget;

e.) Prepare and submit to the Council as of the end of the fiscal year a complete report on the finances and administrative activities of the City for the preceding year, as well as projections for the upcoming year;

f.) Keep the Council advised of the financial condition and future needs of the City, make such recommendations as may be deemed appropriate;

g.) Recommend to the Council a standard schedule of pay for each appointed office and position in the City service, including minimum, intermediate, and maximum rates;

h.) Recommend to the Council adoption of such measures as may be deemed necessary or expedient for the health, safety, or welfare of the community or for the improvement of administrative services;

i.) Investigate at any time the affairs of any officer or department of the City which is under the Administrator/Manager's jurisdiction;

j.) Perform such other duties as may be required of the Administrator/Manager by ordinance or resolution of the City Council;

k.) be responsible to the Council for carrying out all policies established by it and for the proper administration of all affairs of the City within the jurisdiction of the Council;

l.) require that bids be accompanied by a good faith tender of either cash, a certified check, a cashier's check, a corporate surety bond or other irrevocable letter of credit in a reasonable amount. The advertisement soliciting bids shall set forth the requirement, when applicable, and the amount to be tendered. If a bidder is selected but is unable to perform, the city may retain the amount tendered with the bid as damages;

m.) pursuant to *53 P.S. § 41517*, The City budget shall be prepared by the City Administrator/Manager not later than the month of November of each year, the City Administrator/Manager shall require all department heads to submit requests for appropriations for the ensuing budget year;

n.) Attend all meetings of Council unless excused therefrom and take part in the discussion of all matters coming before City Council;

o.) Prepare, under the direction of the Mayor, all meeting agendas, present all agenda material to Council members at least two days prior to the scheduled meeting, and to act as facilitator at the Council meetings;

p.) See that all Ordinances, Rules, and Regulations are duly enforced, as well as investigate all complaints in relation to matters concerning the administration of the government of the City, and to ensure that services for the public health, safety, and welfare are maintained;

q.) Devote his/her time to the discharge of all official duties; and

r.) Perform other such duties as may be required by the Council, not inconsistent with the Third-Class City Code or City Ordinances.

5. Bond.

The Administrator/Manager shall furnish a surety bond to be approved by the Council, said bond to be conditioned on the faithful performance of all the Administrator/Manager's duties. The premium of the bond shall be paid by the City.