

**CITY OF ST. CLAIR  
JOB DESCRIPTION**

**CITY SUPERINTENDENT**

**Supervised by:** Mayor and City Council  
**Supervises:** Directly supervises all department heads; indirectly supervises all City employees

**Position Summary:**

Acts as the chief administrative officer appointed by and receiving policy direction from the Mayor and City Council. Plans, develops and implements diverse City services to meet policy requirements and address community needs. Oversees the organization and direction of all City departments and ensures compliance with contractual and regulatory obligations.

**Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Directs and coordinates the operations of the City's departments and staff. Assesses and monitors operations to ensure quality services are provided in an efficient, cost-effective and timely manner. Assists administrative staff and Department Heads in resolving difficult operational issues. Researches new methods to improve City services.
2. Provides overall direction for the selection, supervision, training, evaluation and discipline of all City employees, either directly or through Department Heads. Reviews the organization and staffing of City departments. Initiates and evaluates proposals to reorganize staff and revise operational systems. Implements and enforces the City's personnel policies. Authorizes the discharge of City employees.
3. Coordinates the development of the annual budget, administers fiscal policy, and oversees financial activities. Develops proposals for funding through City funds, supplemental grants and aid from other sources. Ensures the proper administration of the budget, and keeps the City Council fully apprised of the City's financial condition and future needs. Assists the Council in budget deliberations. Presents budgetary reports and information as needed.
4. Develops, supervises, and coordinates long range planning, strategic plans, capital improvements, and general operations to achieve established goals for community development, economic growth, land use and related issues.
5. Represents management in the negotiation of collective bargaining agreements. Oversees the administration of City benefits and compensation programs.
6. Acts as spokesperson for the City. Represents the City to the media and at meetings and conferences. Presents the official City position on a variety of issues.
7. Establishes a proactive approach to public relations through contacts with citizens and community groups and participation in civic activities. Responds to inquiries, resolves citizen complaints and recommends remedial action.

8. Coordinates City operations with other governmental agencies to reduce duplication of effort, increase efficiency and maximize the availability of services. Participates in the negotiation and administration of mutual assistance agreements and contracts.
9. Reviews and approves contracts and agreements negotiated on behalf of the City. Enforces the terms and conditions of all contracts to which the City is a party. Supervises special projects and ensures work is completed according to specifications.
10. Attends City Council meetings, performs research, submits reports and recommends policies and programs as requested. Implements policies, ordinances, and programs set forth by the Council. Participates in meetings of, and appoints members to various committees, boards, authorities, and commissions.
11. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
12. Performs other duties as assigned.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- A master's degree or equivalent experience in public administration, business administration or a related field is required.
- Two or more years of progressively more responsible municipal management experience including experience as an Assistant City Manager and/or City Manager.
- State of Michigan Vehicle Operator's License, a satisfactory driving records, and the ability to maintain one throughout employment.
- Substantial knowledge of the laws, regulations and professional practices associated with municipal budgeting, financial controls, personnel administration, public information, public meetings and municipal authority.
- Knowledge of the statutes and best practices governing community and economic development, contract negotiations and administration, public relations, contract management, and records management.
- Skill in compiling and evaluating complex information and formulating effective policy and service recommendations.
- Skill in implementing and providing diverse programs and services, and directing the utilization of personnel, equipment and other resources.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make public presentations.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional

City Superintendent

- contacts, community leaders, the media, and the public.
- Ability to maintain discipline, supervise a staff through second level managers, and lead and command employees effectively in regular and emergency conditions.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.

**Physical Demands and Work Environment:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office to travel to other locations. The employee must occasionally work outside the office at other locations and field sites, and may need to lift and/or move items of light weight. The noise level in the work environment is usually quiet to moderate.