



# City of Hudson

## JOB DESCRIPTION

**CLASS TITLE: CITY ADMINISTRATOR**

**DEPARTMENT: ADMINISTRATION**

### GENERAL PURPOSE

Performs a variety of professional, administrative, and managerial duties related to planning, directing and controlling the administrative processes necessary to carry out the effective operations of the City.

### REPORTING RELATIONSHIPS

Supervision Received: The City Administrator works under the broad policy guidance and direction of the governing body of the City of Hudson.

Supervision Exercised: The City Administrator provides broad policy and general guidance and direction to department heads, and provides close to general supervision to personnel in the administrative department.

### ESSENTIAL FUNCTIONS

Manages the day-to-day operations and internal affairs of the City; develops policies, procedures, and processes as needed to implement the decisions of the City Council; performs and directs research on issues, policies, and political developments; advises and appraises the governing body as needed; approves recommendations for executive and administrative actions; conducts internal investigations, examine books, records, and official papers of any office, department, agency, board, or commission of the City as needed to ensure the integrity of operations and prevent impropriety.

As Chief Executive Officer, assumes responsibility for full and effective utilization of City personnel by establishing overall departmental objectives, priorities, and standards; serves as final hiring authority for all non-exempt and most exempt City positions; acts as Personnel Director, and discharge; supervises administrative departmental staff, evaluate performance; determine priorities, and delegates assignments.

The City Administrator also works as a Financial Officer to develop the City's annual budget, works with other regional administrators, and performs other duties assigned to the City Administrator per the request from the City Council. The City Administrator will work to protect the City and its Citizens during and after any Emergency Event such as Hurricanes, Floods, and Tornadoes.



# City of Hudson

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