

CITY OF FULLERTON

POSITION: City Administrator

TYPE: Salary Full-time (40 hour work week)

REPORTS TO: Mayor

SUPERVISES: All city personnel

SALARY RANGE: 50,000+ depending on experience. Health insurance including dental, vision, and disability are offered with a minimum monthly premium. Paid individual life insurance. Retirement benefits are a simple IRA with a 3% employer match. Additional volunteer medical plans are also available and may be qualified on a pre-tax basis.

PURPOSE OF THE POSITION:

The purpose of the office of the City Administrator is to provide centralization of the administrative responsibilities of the City; such City Administrator to be the administrative head of the City government under the direction and control of the Mayor and the City Council.

PRIMARY RESPONSIBILITIES:

- To create and keep up to date an inventory of all property, real and personal, owned by the City.
- To act as purchasing agent for acquiring all of the supplies, goods, wares and merchandise, equipment and material which may be required for the various departments, divisions or services of the City.
- To serve as the public relations officer of the City and in such capacity to investigate and adjust all complaints filed against any employee, department, division or service. To cooperate with all community organizations whose aid and purpose is to advance the best interest of the City and its residents.
- To attend all meetings of the Fullerton City Council with the duty of reporting any matter concerning City affairs under his/her supervision or direction; and attend such other meetings of the City departments as his/her duties require.
- To analyze the functions, duties and activities of the other departments and services of the City government and to make recommendations to the Mayor and City Council.
- To procure facts and submit proposals for long range programs and improvements to the Mayor and the City Council.
- To investigate and make recommendations to the Mayor and City Council regarding the duties and activities of any and all employees of the City and recommend the appointment, dismissal, transfer, commendation, demotion or suspension of such employees.
- To administer through the department heads and be responsible for all departments of the City, including police, fire and rescue departments.
- To recommend to the Mayor and City Council the adoption or amending of ordinances deemed necessary and/or expedient.
- To exercise general supervision over all public buildings, streets, utilities and other property which is under the control and jurisdiction of the City.
- To prepare and submit an annual budget for review and approval by the Mayor and City Council.
- To review and submit to the governing body a complete monthly report of the finances and administrative activities of the City.
- To prepare and submit all documents related to potential bids and request for proposals (RFP).

- Shall prepare and review annually the city insurance specifications and submit the appropriate changes as deemed necessary.
- Act as the primary liaison with all Federal, State and Local agencies and employees.
- Responsible for identifying, preparing and submitting documents for all grant requests, bonds and potential loans deemed necessary for a project or purchase.
- The City Administrator shall act as the agent of the Mayor in the discharge the Administrator's duties and the supervising and control of all offices and affairs of the City.
- Shall coordinate with all Federal, State and local agencies and/or other non-government organizations for the benefit of economic development.

SECONDARY RESPONSIBILITIES:

- Planning and Zoning Administrator. Duties include filling out and approving building permits, organizing and attending Planning and Zoning and Board of Zoning Adjustment meetings, as well as enforcing zoning regulations.
- Work with the county and local economic development organizations for the purpose of growing the city through business development and retention, housing programs and grants.
- Responsible for submitting all reports required by HHS, DEE, NDOT, NRCS, Department of Revenue, State Auditor, etc...
- Be able to utilize and maintain the GIS database in order to maintain and update items such as utilities, streets, zoning, property ownership, floodplain and permitting.
- Floodplain Administrator. Responsible for accurately updating and utilizing the floodplain maps and base flood elevation information when investigating building permits.
- Assist in the development of plans and designs for various projects such as new water transmission lines, street repair/improvement, park development, etc...
- Maintain and update the city website.

IDEAL CANDIDATE WOULD POSSESS:

- A bachelor's degree from an accredited university. Preferably in public management, business or other related field of study.
- 2+ years of experience in a progressively responsible professional management position.
- Strong written and oral communication techniques.
- Good computer skills.
- GIS experience.
- Knowledge of state laws and the legislative process.
- Understanding of liability, insurance and various types of insurance programs.
- A valid driver's license.

PHYSICAL REQUIREMENTS:

- Job may require standing for long periods of time.
- Job may require walking for long periods, over long distances and over different types of terrain.
- Job may require bending and lifting.

The City of Fullerton is an Equal Opportunity employer.

*City of Fullerton
PO Box 670
Fullerton, NE 68638*

CITY OF FULLERTON
903 Broadway PO Box 670
Fullerton, NE 68638
308-536-2428

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

CITY ADMINISTRATOR

The City of Fullerton, Nebraska is seeking a forward thinking candidate with strong leadership skills to serve as their next City Administrator. Fullerton is located at the confluence of the Loup and Cedar Rivers half way between Columbus and Grand Island. The annual operating budget is around \$3.5 million and has a population of 1400 residents. Fullerton has a Mayor/Council form of government and has 8 full-time employees and up to 40 part-time and seasonal employees. Application forms can be found on the city website at fullertonne.gov or by stopping in and picking up an application at City Hall located at 903 Broadway, Fullerton NE.

Qualified candidates should possess a bachelor's degree from an accredited university, preferably in public management, business or another related field. At least 2 years' experience in a progressively responsible professional management position is preferable. Ideal candidates must have a strong work ethic, decision making skills, written and oral communication techniques and accounting proficiency. Experience in grant obtainment and tax increment financing is desired. Salary is negotiable and dependent upon qualifications.

Applicants should send a cover letter, resume, completed application form to Mayor KC Rieken at via email to allenc@fullertonne.gov dropping off their application in person to Fullerton City Hall 903 Broadway or via mail at PO Box 670, Fullerton, NE 68638. Applications should be returned to Fullerton City Hall by January 24th, 2025. Position will remain open until filled.