



CITY OF LIBBY

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SPECIAL COUNCIL MEETING #1587

CLOSED FOR PERSONNEL ISSUES

OCTOBER 4TH, 2021 @ 6:15PM

COUNCIL CHAMBERS – CITY HALL

CALL TO ORDER:

- Pledge of Allegiance
- Roll Call

NEW BUSINESS: Each new agenda item will be introduced by the mayor (or assigned liaison) with a description of the item and explanation for the recommended action to be taken.

- 1) Approve Interview Committee recommendation of Samuel E. Sikes as City of Libby Administrator.

ADJOURNMENT:

The manner of Addressing Council:

- Each person, not a Council member shall address the Council, at the time designated in the agenda or as directed by the Council, by stepping to the podium or microphone, giving that person's name and address in an audible tone of voice for the record, unless further time is granted by the Council, shall limit the address to the Council to three minutes.
- All remarks shall be addressed to the Council as a body and not to any member of the Council or Staff with no personal remarks allowed.
- No person, other than the Council and the person having the floor, shall be permitted to enter any discussion either directly or through a member of the Council, without the permission of the Presiding Officer.
- Any person making personal, impertinent, or slanderous remarks or who shall become boisterous or disruptive during the council meeting shall be forthwith barred from further presentation to the council by the presiding officer unless permission to continue by granted by a majority vote of the council.

Posted: 09/30/21

CITY OF LIBBY

POSITION DESCRIPTION

POSITION: City Administrator

DEPARTMENT: City

ACCOUNTABLE TO: Mayor

SUMMARY OF WORK: Supervises all departments in the city; operates all departments within the budget and follows the priorities established by the Mayor and Council.

JOB CHARACTERISTICS:

Nature of Work: This position performs complex administrative, professional, and supervisory duties in the planning and directing of the City departments. Position is on-call 24 hours per day for emergencies. Travels to job sites and meeting locations. Maintains confidentiality of sensitive record and documents. Works with the City Clerk/Treasurer in the preparation and oversight of the City budget. Is the Human Resources representative for the city. Fills additional duties and responsibilities as assigned by the Mayor.

Personal Contacts: Frequent contact and meetings with the supervisors and other key personnel. Occasional contact with City Employees. Frequent contact with the public, Mayor, and City Council.

Supervision Received: Position is self-directed for daily work responsibilities. Works under guidance and direction from the Mayor for regular and special projects. Works under the policies established by the City Council and Montana Code Annotated.

Supervision Exercised: Supervises and provides direction and instruction directly to Water Lead man, Sewer Lead man, Street Foremen, City Clerk/Treasurer, and Building Inspector on a daily basis.

Essential Functions: Position requires ability to communicate orally and in writing; calculate; read and understand complex laws, regulations, and contracts; lift up to 50 pounds; climb ladders; thorough computer knowledge including word processing, spreadsheets and e-mail programs; and maintain files and records.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Plans, directs and coordinates city departments in coordination with the Mayor to assure services are being provided at a high quality level and consistent with City Council Policy and legal codes and regulations. Responsible for safe, efficient and effective operations of all departments.

Attends all regular and special council meetings; informs and makes technical recommendations to the Mayor, City Council and other departments. Represents City at meetings as requested.

Functions as a liaison and advisor for the City with consulting engineers, governments agencies, developers, planning boards and others. Receives and promptly acts on citizen's complaints and inquires.

Plans work schedules and gives detailed instructions to department heads for work projects to be completed. Handles employee problems and grants leave to employees.

Assists with preparation and implementation of the annual operating budgets. Purchases equipment and supplies. Handles bidding process for projects. Responsible for financial records and funds; researches, recommends and writes grants as requested.

Promotes use of proper safety equipment and procedures to prevent injury. Develops departmental policies and procedures to improve safety, efficiency and effectiveness of operations. Performs other duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of modern principles and practices of city administration including; governmental accounting standards and personnel management, knowledge of modern civil engineering principles and practices, and knowledge of current applicable local, state and federal codes, and knowledge of CPR.

Skills: This position requires skills in administering, planning and directing city services.

Abilities: This position requires the ability to; Supervise, plan, design, coordinate, communicate effectively orally and in writing, interpret and apply regulations and statutes as they relate to city services, follow and teach safety procedures, maintain confidentiality, follow verbal and written instructions, establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma with additional engineering coursework required.
- Must have five years progressively responsible engineering and experience.
- Must possess C.P.R. and First Aid cards.

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following.

- Performs assigned duties.
- Effectively plans work schedules and gives detailed instructions to department heads for work projects to be completed.

- Capably assists with preparation implementation of the annual budgets.
- Promotes use of proper safety equipment and procedures to prevent injury.
- Assures city services are being provided at the highest quality level and consistent with City Council Policy and state and federal regulations.
- Effectively provides technical recommendation to the Mayor, City Council and other departments.
- Maintains confidentiality of sensitive information.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with the Mayor, City Council members, fellow employees, supervisors and the public.
- Maintains employee Medical and personal files, works with the City Attorney and, Montana Municipal Interlocal Authority (MMIA) with all HR issues in accordance with all applicable rules and Americans with Disability Act (ADA) guidelines.
- Complete additional duties such City Safety Officer and work with Montana Department of Environmental Equality (DEQ) when necessary