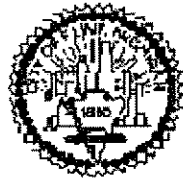


City of Flint, Michigan

*Third Floor, City Hall
1101 S. Saginaw Street
Flint, Michigan 48502
www.cityofflint.com*



Meeting Agenda - Final

Wednesday, February 22, 2023

5:00 PM

COUNCIL CHAMBERS

LEGISLATIVE COMMITTEE

Eva L. Worthing, Chairperson, Ward 9

*Eric Mays, Ward 1
Quincy Murphy, Ward 3
Jerri Winfrey-Carter, Ward 5
Allie Herkenroder, Ward 7*

*Ladel Lewis, Ward 2
Judy Priestley, Ward 4
Tonya Burns, Ward 6
Dennis Pfeiffer, Ward 8*

Davina Donahue, City Clerk

ROLL CALL

READING OF DISORDERLY PERSONS CITY CODE SUBSECTION

Any person that persists in disrupting this meeting will be in violation of Flint City Code Section 31-10, Disorderly Conduct, Assault and Battery, and Disorderly Persons, and will be subject to arrest for a misdemeanor. Any person who prevents the peaceful and orderly conduct of any meeting will be given one warning. If they persist in disrupting the meeting, that individual will be subject to arrest. Violators shall be removed from meetings.

PUBLIC SPEAKING

COUNCIL RESPONSE

Councilpersons may respond to any public speaker, but only one response and only when all public speakers have been heard. Individual council response is limited to two (2) minutes.

ORDINANCES

230052 Amendment/Ordinance/Chapter 35 (Personnel)/Section 35-112.04
(Adoption-Job Description & Qualifications)/City Administrator

An ordinance to amend the Flint City Code of Ordinances by amending Chapter 35 (Personnel); Section 35-112.04 (Adoption - Job Description and Qualifications), City Administrator.

DISCUSSION ITEMS

ADJOURNMENT

230052

ORDINANCE NO. _____

IT IS HEREBY ORDAINED BY THE PEOPLE OF THE CITY OF FLINT:

Sec. 1. An Ordinance to amend the Flint City Code of Ordinances by amending Chapter 35, Personnel, by adding Sections 35-112.04 Job Description and Qualifications – City Administrator, which shall read in its entirety as follows:

§35-112.04. JOB DESCRIPTION AND QUALIFICATION – CITY ADMINISTRATOR

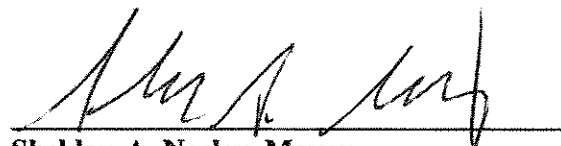
Pursuant to section 1-501(b) of the Flint City Charter, the attached job description and qualifications **FOR CITY ADMINISTRATOR** are adopted by reference ~~and attached hereto~~.

Sec. 2. This ordinance shall become effective immediately upon publication.

Adopted this _____ day of _____, _____.

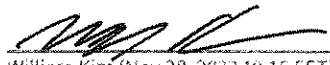
FOR THE CITY:

For the City Council



Sheldon A. Neeley, Mayor

APPROVED AS TO FORM:



William Kim (Nov 28, 2022 19:16 EST)

William Kim, Acting City Attorney

CITY OF FLINT
Position Description

| | | | |
|---------------------------------------|--------------------|--------------------------------|-----------|
| <u>Class Title:</u> | City Administrator | <u>Job Code Number:</u> | N/A |
| <u>Originally Established:</u> | August 2014 | | Appointed |

SALARY RANGE: \$99,000-\$150,000

GENERAL STATEMENT OF DUTIES:

Performs high level administrative work directing and supervising the day-to-day operations of City government.

SUPERVISION RECEIVED AND EXERCISED:

Reports directly to the Mayor. Exercises appointment and supervision authority over all executive-branch City employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Oversees the development, implementation, and review of public policy and strategic planning.
2. Prepares and administers the City's operating and capital improvements budget and assembles financial and management information.
3. Recommends appointment of department heads and other principal officers.
4. Oversees activities of appointed and contractual employees and vendors.
5. Confers with City department heads to assemble pertinent data for the Mayor and City Council.
6. Coordinates and prepares correspondence, reports, speeches, resolutions, and other materials for public dissemination and/or responding to citizen or official inquiries.
7. Submit agenda items for City Council and Council Committee meetings; advising and making recommendations to Councilmembers consistent with policy objectives.
8. Attend public meetings and events as needed; gives presentations and information to the public regarding matters of City business.
9. Establish and maintain working relationships with outside governmental and non-governmental agencies and community groups.

MINIMUM REQUIREMENTS:

1. Graduation from an accredited four-year college or university, degree in public administration, political science, business management or a related field preferred; Master's degree in public administration preferred, ICMA-CM Credentialed Manager preferred.
2. Five (5) years of experience as a city manager or municipal administrator or equivalent, with supervisory experience of a professional staff at the department head level.
3. Knowledge of modern public administration practices, including municipal finance, human resources, public works, public safety, and community and economic development.
4. Experience in preparing and administering municipal budgets and programs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

CLASSIFICATION HISTORY:

Revised: 8/26/14; 3/29/18; 12/12/22.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of title job change.