
City of Benson

Job Description

Position: City Manager
Department: Administration
Reports To: City Council
Days/Hours: Exempt Status (Monday - Friday under normal circumstances)

JOB SUMMARY:

This position plans and directs the administration of City functions as delegated by the Benson Charter and the City Council to ensure efficient municipal services and development in line with Council objectives. The City Manager operates with considerable discretion in administrative functions and in implementing policies of the Council and is responsible for effective recommendations in areas of policies, staffing, budgeting, etc. where Council action is required.

ESSENTIAL FUNCTIONS:

- Direct, manage and coordinate activities of all City departments and offices, except when such authority is vested by Statutes in boards and commissions or elected officers of the City; assign, delegate and supervise department heads. Provide follow-up to ensure effective service is being provided to the public by efficient conduct of all municipal affairs.
- Advise and provide recommendations to the City Council on significant matters and major policy issues, report on financial status and general operating conditions, and recommend development of objectives, action, policy and/or legislation required to best meet the public interest.
- Serve and actively participate as a leader and member of the leadership team, exercising a leadership style that promotes positive and active support from City staff at all levels. Provide advice and counsel on many diverse, complex and sometimes difficult issues.
- Establish general direction and primary goals for operating departments and cause the development of related work plans, operating budgets, and capital improvement plans; propose the annual budget and promote a sustainable budget approach in recommending expenditures, projecting revenue, adherence to policy, and ensuring budgetary compliance.
- In conjunction with City Council, develop, monitor, and communicate the City's vision and mission, and implementation phases of the City's strategic plan to ensure that long range goals and objectives are met, including the documentation of those metrics and milestones necessary to measure success.
- Ensure the development of an effective municipal organization, which includes recommending changes in organization structure as appropriate, working with department supervisors to ensure effective job design and utilization of employees.
- Appoint and remove, upon the basis of merit and fitness, all subordinate officers and employees in the departments except the department heads who shall be appointed or removed by the City Council upon the recommendation of the City Manager. The Manager, however, may temporarily suspend a department head per Charter rules.

- Ensure effective management of financial assets, and effective investment of available funds and proper accounting practices to control financial assets and provide for financial planning.
- Prepare and submit to the Council suggested amendments to the administrative code.
- Ensure proper public relations and follow-up with all departments to make sure that all complaints and public contacts are effectively handled, which may include identifying appropriate service levels to meet customers' needs. Participate in local affairs as appropriate.
- Provide professional support to the City Council and serve as a liaison to the Council by attending meetings, committees, boards and commissions as may be required; confer with and prepare reports and recommendations for elected and appointed officials on operational or policy matters as requested and act as a liaison with other municipal bodies, the County, the state legislator and federal agencies.
- Lead the development and implementation of City strategies for human resource practices and the collective bargaining process. Ensure labor contracts are settled in a timely and minimally contentious manner.
- Build on relationships that enhance and advance various collaborations and initiatives that benefit the City and its various partners. Represent the City at various functions pertaining to issues of importance to the community such as civic and business associations; meet with developers, officials, businesses, citizens and representatives of the press, to establish goodwill and resolve/respond to issues.
- Stay abreast of legislative issues specifically affecting local government and economic growth.
- Assume roles of Zoning Administrator and Floodplain Manager.
- Perform other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of federal, state and municipal regulations and ordinances and policies and procedures that apply to all functions and departments of city government.
- Considerable knowledge of the principles and practices of public and municipal administration.
- Considerable knowledge of budgeting procedures and public financing and formulate, initiate, and administer policies and procedures for effective fiscal control.
- Ability to manage an operation with diverse functions, and the ability to plan, coordinate, direct and review the work of department staff.
- Ability to evaluate organization and management procedures and make recommendations for improvements.
- Considerable ability to present and communicate effectively and professionally with co-workers, elected officials and members of the public.
- Must have high level of interpersonal skills to handle sensitive and confidential situations.
- Considerable ability to establish and maintain effective working relationships with co-workers, a variety of governmental employees and officials, and the general public.
- Must be able to work with little supervision and to multi-task.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: (The following statement represents the minimum experience and training standards which will be used to admit or reject applicants for interview and selection, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education).

- Bachelor's degree in Public Administration or related field:
- Minimum of 5-7 years' experience in a responsible management position with broad municipal management experience.
- Experience and skill with budget development and management and strong understanding of financial controls.
- Knowledge of water, sewer, and electric utilities operations and familiarity with sewer and water capacity planning.
- Possess a valid Minnesota Driver's License and safe driving record.

PREFERRED QUALIFICATIONS:

- Master's in public administration or related field.
- Experience in the area of Municipal Electric Utilities.
- Experience in development and redevelopment with economic development corporations.
- Experience/understanding in the following areas:
 - * Development of affordable, single household housing
 - * Labor management, union negotiation skills, staff development, performance evaluations
 - * Public financing techniques including successful grant writing experience
 - * Retail development and downtown streetscape development
 - * Land use planning in conjunction with the County and other governments
 - * Successful team building and strategic planning processes
- Familiarity with annexation procedures, planning and zoning functions, liquor operation.

MINIMUM PHYSICAL REQUIREMENTS (if any): (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, stand, travel from desk to counter and to other offices, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls, and reach with hands and arms.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

SUPERVISORY RESPONSIBILITIES (if any):

Directly responsible for department supervisors and indirectly responsible for all city employees.

My signature below acknowledges that I have read and understand the contents of this document:

City Council Signature Date

Employee Signature Date