

**CITY OF RICHMOND
POSITION DESCRIPTION**

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| Position Title: City Administrator/Finance Officer | Department: Administration |
| Reports To: City Council | Date: July, 2022 |

POSITION PURPOSE:

Provides overall planning, direction, coordination, and administration of city operations as well as financial management, budgeting, and accounting operations consistent with the goals, objective and policies approved by the City Council to ensure quality municipal services are provided to the citizens. Provides supervision of all city employees and activities.

MAJOR/ESSENTIAL FUNCTIONS

% of Administration/Coordination

- Time 35%**
- Directs the administration of the City of Richmond as provided by Council action, State and Federal statutes as well as local ordinances and any other restrictions and/or regulations applicable to the City of Richmond.
 - Provides the hands on, day-to-day oversight and supervision of all the activities of the various City departments and staff and communicates all directives from the City Council to the various department heads and City staff.
 - Monitors the performance and discharge of the duties imposed by Council action.
 - Researches and prepares ordinances, resolutions, and other City policies for consideration by the City Council and provides implementation and enforcement of those that are passed.
 - Provides staff support for all city boards and commissions (agenda, information packets coordination of contract staff, etc.)
 - Coordinates City programs and activities authorized by the Council.
 - Works with consultant staff such as the City Attorney, City Engineer etc. to provide efficient cooperative and informative decisions relating to the City of Richmond.
 - Reports monthly to the Council on all activities undertaken by City staff.
 - Regularly reviews and assesses existing city codes, regulations, policies, and operations and provides the City Council with recommendations for changes and/or improvements.

10% Personnel Management and Human Resources:

- Oversees and coordinates the administration of all departments in City government including personnel, equipment, utilities, and facilities to ensure adequate service is provided to the citizens.
- Makes recommendations to the Council relating to the hiring or termination of City staff, wages, benefit programs, hours, and employee issues.
- Maintains an orderly and functional city office and prepares, recommends, and implements general office policies and procedures.
- Provides for coordination and administration of benefits
- Provides for labor law and standards compliance.

5% Legal Oversight

- Holds the statutory position of City Clerk, in addition to other administrative duties.
- Performs as the Custodian of the City's seal and records.
- Serves as an official signatory for the City.
- Oversees and supervises the conduct of local elections in accordance with the prescribed laws and regulations of the State of Minnesota and the Federal government.

- Posts and publishes all notices, ordinances, and proceedings of the City Council.
- Takes minutes and keeps a Minutes Book noting all proceedings of the City Council.
- Maintains an Ordinance and Resolution Book to record in detail all ordinances and resolutions passed by the City Council.
- Maintains and enforces all contracts approved by the City Council.
- Serves as a lobbyist for the City of Richmond to federal, state, county, regional and local and appointed officials. Serves as a liaison between the City and other governmental entities and organizations.

35% Financial Management

- Provides administrative management for the City's accounting and finance system.
- Provides financial oversight review of all invoices and purchase orders.
- Reviews and authorizes large capital expenditures within established financial policies.
- Performs or oversees accounts receivable function including utility billing, general invoicing, mutual aid billing, collections and certification of uncollectible delinquencies.
- Performs or oversees accounts payable function including vouchers payable, vendor records and tax reporting.
- Performs or oversees payroll function including accounting for taxes and benefits and providing and filing required reports.
- Performs general ledger maintenance, account reconciliation and fund reconciliation.
- Performs or oversees certification, accounting and reconciliation for tax receipts and special assessments.
- Performs financial management and budgeting. Prepares and recommends annual budget with department directors and executes compliance tracking throughout the year.
- Performs database administration and maintenance.
- Oversees assets of the City and creates and maintains investment procedures and policies.
- Performs as the loss control official. Implements and oversees internal controls and audit procedures.
- Performs analysis of liability risks and ensures compliance with regulation over insurance coverage.
- Provides statistical analysis and prepares complex financial analysis on various ad hoc projects.
- Researches and provides assistance in applying for alternative funding sources for projects.
- Coordinates with outside consultants (financial advisors, grant writers, etc.)
- Provides financial and budgetary assistance to city boards and commissions (e.g., EDA, Planning Commission, Parks & Recreation).
- Provides recommendations for capital improvement planning.

5% Oversees Licensing/Reporting Compliance

- Oversees necessary licensure processes as needed including licensing process for liquor and tobacco licenses.
- Ensures compliance with statutes and policies of the Alcohol & Gambling Enforcement Division.
- Oversees the filing of reports to the State including quarterly sales and use tax returns, and quarterly building surcharge reports.
- Oversees the filing of necessary reports with financial institutions.

5% Communications/Meeting Responsibility

- Attends and participates in all Council meetings.
- Communicates with, and responds to, the public and provides information in a timely and respectful manner.
- Attends, or designates appropriate staff to attend, meetings of the Economic Development Authority (EDA) and other meetings held for the benefit of the City of Richmond.
- Attends meetings, seminars, and training events to acquire information regarding city administration

or financial matters to maintain knowledge and skills.

4% Public Service and Information Responsibility

- Coordinate and provide information to the City Council to effectively administer City affairs and to keep the Council informed of issues and concerns relating to administration of the city's government.
- Provide information and input regarding the recommendation of policies and procedures that will further the goals of the Council and that will improve the day-to-day administration of the City of Richmond as well as improve the effectiveness of the City government.
- Act as Public Information Officer for the City of Richmond.
- Maintain the distinction between private and public data as defined by all laws of the State of Minnesota as well as all federal laws and regulations including the Data Privacy Act.
- Prepare reports, summaries, documentation and/or other data regarding municipal projects, improvements, planning concerns and issues and other matters relating to local improvements and City projects as may be required for the Council to study and take further action.
- Develop public relations materials and send out news releases as required in order to maintain positive public relations with the general public as well as the City staff.
- Consult and discuss matters with appointed officials and with other public or private agencies as required or directed.
- Maintain and update the City's website.

1% Other

- Provide oversight of the City's information technology systems and assets
- Perform as Ex-Officio member of the Firefighters Relief Board of Directors.
- Perform other related duties and responsibilities as required of the City Administrator/Finance Officer as established by ordinance or resolutions adopted by the City Council or as delegated by the City Council or are apparent as being under the purview of this position.

Education • Bachelor's Degree in public administration, accounting, finance, business administration or related field preferred.

Experience Required: • Minimum of five years administrative experience if no bachelor's degree; three years of professional experience if in combination with a bachelor's degree.
• Prior experience should include finance/accounting experience, supervisory experience, and municipal experience.

Certification/Licensure • Minnesota certified municipal clerk training/certification preferred.

Other Knowledge, Skills, Abilities Required: • Broad knowledge of the functions, procedures, organization and laws and regulations governing municipalities and general information of federal, state and county programs affecting the City of Richmond.
• Broad experience in program management, budget management and personnel management.
• Skilled in preparing reports, documents, agendas, meeting minutes, ordinances, resolutions, policies, procedure manuals and budgets.
• Excellent ability to communicate effectively both verbally and in writing.
• Broad knowledge of modern principles and practices of public management and administration.
• Broad knowledge of data privacy and open meeting law requirements.
• Broad knowledge of election law, practices, and procedures.

- Broad knowledge of general accounting, financial practices and budgeting principles and practices.
- General knowledge of internal controls and audit procedures.
- General knowledge of state licensing regulations and statutes and policies related to alcohol and gambling.
- General Knowledge of human resources principles and procedures, practices and relevant laws related to benefits administration.
- Ability to establish positive effective working relationships with elected officials, municipal staff and citizens, and handle a variety of customer service situations.
- Ability to work independently and plan, organize and prioritize projects.
- Ability to research and recommend policies and procedures and develop short- and long-term goals and objectives for the City.
- Must possess a high level of professional ethics and can promote a positive and ethical workplace and ensure all policies and protocols are followed by City staff.
- Ability to analyze situations and determine appropriate action, and to respond appropriately.
- Ability to attend training and professional meetings to maintain and enhance current knowledge base.
- Availability to attend all City Council meetings and provide written and verbal reports on City activities.

Machines, Tools, Equipment, Electronic Devices, Software Required:

- Extensive use of office equipment including 10 key calculator, computer, laser and inkjet printers, scanner, fax machine wired and wireless network equipment and copy machine
- Extensive use of standard office software suite programs including Word, Excel, Outlook, PowerPoint, Publisher and Access, Adobe Acrobat and Acrobat Reader; Web clients such as Internet Explorer or Firefox; Web based software such as remote email clients and Banyon Data Systems Software.

Physical Effort Required:

- Position requires extended periods of sitting and some periods or repetitive action operating calculator and computer equipment.
- Position includes occasional lifting of 25-50 lbs. of computer reports, office reports or equipment

Mental Effort Required:

- Position involves multitasking in a fast-paced, high-stress environment.
- Position involves adapting quickly and handling extremely complex analysis in a focused time frame.
- Position involves completing tasks and meeting deadlines while working accurately despite constant interruptions.
- Position involves setting work priorities and organizing work while remaining flexible and patient.
- Position involves changing priorities and scheduling as needed to meet work demands and react to emergency need for information.
- Position often deals with interpersonal conflicts or resident/business owner situations requiring the need to diffuse or resolve situations to a satisfactory outcome for all.

Working Conditions

- Normal office conditions. Some travel to meetings out of the office.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.