



18985 Meadow View Blvd Prior Lake, MN 55372

City Administrator

City of Credit River

Position: City Administrator

Report: City Council

Department: Administration

FLSA Classification: Exempt

Summary

As the Chief Administrative Officer of the City, the City Administrator provides leadership to the City staff and helps the City Council to define, establish and attain overall goals and objectives of local government. The City Administrator manages operations of the City and is responsible for supervising all city staff and consultants. This position is responsible for the management of all functions directly or indirectly through the department heads. Prepares budgets and implements policies on behalf of the City, prepares agendas and executes assignments given by the Council. The City Administrator is responsible for delivering quality service to citizens in compliance with all legislative, judicial, and administrative obligations established by higher authority.

Scope of Responsibility

The City Administrator is directly or indirectly responsible for all functions of the city and requires hands-on involvement at every level of city interaction, including Administration, Public Works, Planning & Zoning, and Public Safety. Works under the general and administrative supervision of the Mayor and City Council. Directly supervises the City Clerk, and Finance Director.

Essential Duties and Responsibilities

The essential functions of the position include, but are not limited to the following:

- Using knowledge of the scope of services provided by local government and personal leadership skills the Administrator works with the City Council individually and in meetings to develop priorities for, and implement, new and existing activities of government.
 - Evaluates services provided by the City and develops information to educate the Council about options for improvement of delivery and efficiency or matching services more closely to citizen needs.



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- Performs research, prepares reports and recommendations for City Council consideration and presents analysis of the strengths and weaknesses of various options.
 - Seeks to identify common ground among competing interests and facilitates a productive working relationship among staff and Council.
 - Takes a leadership role in projects involving development initiatives approved by the Council.
 - Negotiates and administers contracts for City services with outside agencies.
 - Provides coordination of packets and follow-up of directives issued from the City Council, Commission and Committee members at meetings.
 - Communicates, implements, and monitors short-term and long-term goals, objectives, policies, and directives of the Council.
- Attends City Council, Planning Commission and other Meetings as needed.
 - Represents the City in front of the public, news media and government agencies in a manner that conveys a positive image of city government and fosters cooperation and support.
 - Follows all legal communication requirements including those relating to public access to information and open meetings and counsels' others regarding appropriate procedure and content.
 - Listens respectfully to various individuals and groups, including citizens and other units or agencies of government, and brings that information into the formulation of positions and directions.
 - Builds working relationships with elected and appointed officials at the federal, state, county and regional level in order to be in a position to advocate for the best interest of the City.
 - Seeks cooperation from others in the form of actions, grants, or other desired outcomes by framing requests in a concise and favorable manner.
 - Coordination with consultants/contracted staff to assure that directives are being followed through on a timely manner with: Attorney, Engineer, Planner, Building Inspector, Auditor and Assessor.



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- Plans, develops, and directs personnel program, policies, and procedures designed to maximize work potential and interests of each employee and effectively accomplish the City's goals and objectives.
 - Under authority granted by the City Council and subject to Council approval directs hiring of qualified staff, and administration of human resource functions, involving department heads as appropriate.
 - Takes a leadership role in development of employees, employment policy, collective bargaining, staff compensation and benefit plans.
 - Administers the staffing process by recommending staffing levels and then seeking to fill approved positions with the involvement of Council and department heads.
 - Manages performance of staff directly and through department heads.
 - Manages the use of outside consultants for those functions of government that are contracted.
 - Signs-off on timesheets, verify use of time off, and monitors banking and use of compensatory time off.

- Oversees and coordinates the financial/fiscal planning and operations of the City, and in consultation with the Finance Director, oversees the administration and monitoring of revenues and expenditures.
 - With staff support, analyzes, interprets, and communicates financial operating results for the information and guidance of the Council, and provides fiscal direction to all City departments.
 - Ensures that financial records and budgets are maintained, and that Council is properly advised regarding the fiscal position of the City;
 - Provides leadership in budget preparation under the direction of the City Council.
 - Administers the annual budget and recommends changes in spending on line items based on changing conditions in order to balance revenues with expenditures.
 - With staff support, oversees purchasing and bid-letting to ensure cost efficiency and compliance with law.
 - Recommends appropriate fee schedules for City services and ensures that project costs are accurately tracked and charged to the correct accounts.
 - Provides technical guidance, directly and through consultants, on financing for capital improvements, assessments, and tax increment financing, grant writing, community and economic development and redevelopment.
 - Prepares Request-For-Proposals as directed by the City Council.



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- Oversees the technical operations of City government and is responsible for compliance with all legal requirements.
 - Ensures that the staff in each department follows appropriate procedures and complies with city policies and general government requirements.
 - Ensures that that all election laws and procedures are followed and that elections are conducted in an efficient manner.
 - Ensures that all records are maintained in a manner consistent with best practices and that regulations involving data privacy are followed.
 - Performs the duties of Deputy Clerk as needed.
 - Serves as a Notary Public for the City

- Performs other duties and activities as assigned.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

Minimum Qualifications

The job requires a bachelor's degree in public administration, urban studies, or a related field, and six or more progressively responsible years of related experience, or equivalent. Key characteristics are knowledge of local government best practices, knowledge of financial management in a government setting, leadership, and interpersonal relationship and problem-solving skills.

Desired Qualifications

Additional desired qualifications include master's degree in business or public administration, and experience in a full-service municipal or government setting with public utilities. Knowledge of planning and zoning and economic development is desirable.



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Knowledge, Skills, and Abilities Required for Successful Job Performance

- Knowledge of modern policies and practices of public administration and working knowledge of municipal finance, human resources, public works, public safety, and community development.
- Knowledge and demonstrated skill in preparing and administering municipal budgets and skill in planning, directing, and administering municipal programs.
- Knowledge and demonstrated skill in preparing and analyzing comprehensive reports.
- Ability to carry out assigned projects to their completion.
- Ability to establish and maintain positive, effective working relationships with employees, city officials, and the public; and to administer a municipal government efficiently and effectively.
- Knowledge of and ability to operate standard office software sufficient to manipulate data, draft reports and maintain records.
- The ability to work independently, prioritize work requests, and analyze and resolve problems.
- Verbal and high-level written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to read, understand and interpret complex and varied work-related materials.
- Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information.

Required Physical Abilities and Work Conditions

Most work is in a normal office environment. Limited direction is provided while performing the normal duties of this job. Limited lifting of ten pounds or less is required. Travel within the City or region to view properties or attend meetings is likely to occur weekly. There is occasional exposure to field or construction site conditions when visiting properties within the City. Attendance at evening Council Meetings and related meetings is required. The City Administrator is responsible for diverse matters, many of which have deadlines and require significant attention to detail. Approximately 25% of the time, work is performed at the highest level of detail and pressure of deadlines. Work interruptions are frequent.

The Administrator may be the person to whom a complaint is delivered by a citizen or referred by an employee and work may involve dealing with and calming individuals who are emotionally charged over an issue.



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Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Council retains the discretion to add duties or change the duties of this position at any time.