

City of North Saint Paul
Job Description

POSITION: City Manager
DEPARTMENT: Administration
REPORTS TO: City Council

SUMMARY

As the chief operating officer of the city, the city manager 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 manager is responsible for hiring and supervising city staff and is responsible for the management of all functions through department heads. The city manager is responsible for development and implementation of strategic operating and CIP budget plans, delivery of quality service to citizens and for compliance with all legislative, judicial, and administrative obligations established by higher authority. Also serves as the Executive Director of the HRA, Emergency Management Director, and appointed representation to the MPWA.

ESSENTIAL FUNCTIONS OF THE JOB

Keeps the council fully advised of all significant matters and effectively presents all items which require council action or approval.

Responds promptly and effectively to council requests.

Directs preparation of agendas and attends meetings of city council.

Assures city code and council directives are correctly interpreted, communicated, and implemented.

Sets goals and strategies and creates a positive organizational climate for the city.

Ensures that overall city objectives are being met.

Enforces and recommends changes to ordinances and resolutions.

Directs the annual planning and budgeting processes for review and consideration by the city council and oversees the operations within established fiscal parameters.

Ensures the financial integrity of the city.

Ensures the effective and efficient delivery of quality city services.

Provide leadership in identifying city problems and developing solutions for them.

Ensures that citizen requests and concerns are effectively and efficiently responded to and resolved.

Cultivates positive relationships with city staff, residents, and businesses.

Works collaboratively with other public agencies such as schools, cities, counties, etc., participates in community associations and events, and connects with businesses.

Supervises and assesses performance of all department heads and other direct reports.

Appoints and removes all city personnel.

Carries out disciplinary actions.

Performs other job-related responsibilities as appropriate or directed by the council.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of modern principles, practices, and procedures in city administration.

Knowledge of local, state, and federal laws and regulations as they effect administration of the city.

Knowledge of intergovernmental relations.

Knowledge of planning, zoning, community and economic development, human resources, public works, and essential public safety services.

Ability to Establish and maintain effective working relationships with Council, employees, the general public, and other units of government.

EDUCATION AND/OR EXPERIENCE

Master's degree in public administration or related field.

Minimum of five years leadership experience in high level management positions in a government organization.