



CITY OF INVER GROVE HEIGHTS

JOB DESCRIPTION

Job Title: City Administrator

Revision Date: 3/20/21

Last Classification Review: 2018

Exempt Status: Exempt

Department: Administration

Reports To: City Council

Job Summary:

Under the direction of the City Council, the City Administrator is responsible for overseeing the implementation of the decisions, policies and goals of the City Council in collaboration with City department directors and their staff. The City Administrator provides overall direction and oversight to department directors to ensure the most effective use of City resources and adherence to City administrative policies and procedures.

Supervisory Responsibilities:

Direct Supervision: [Department Heads] Director of Parks & Recreation, Director of Public Works, Director of Community Development, Police Chief, Fire Chief, Director of Finance, and [Administration Department] IT Manager, Human Resources Manager, Communications Manager and City Clerk

Indirect Supervision: All City personnel

Essential Duties and Responsibilities:

Serves as the chief administrative officer of the City. Performs such duties as:

- Implements City Council actions, policies, ordinances, resolutions, goals and objectives and directs the administration and operations of the City as provided by City Council actions.
- Ensures that the City operates in accordance with all federal, state and local laws.
- Follows accepted standards and practices of public administration.
- Evaluates projects, programs and services and the impact they may have on the community and City.
- Attends City meetings, committee meetings, staff meetings or meetings with other governmental entities.
- Oversees the preparation of meeting agendas.
- Provides direction, supervision and oversight to department directors and administrative personnel on administrative matters in the coordination of services and collaboration between departments and the sustainment of an organizational culture that supports and enhances the City's values.
- Oversees and directs administrative services of the City including technology, finance, human resources, communications and City Clerk functions.
- Oversees the selection process of department directors and direct reports and makes recommendations to the City Council.

Advises the City Council and its Committees regarding operational issues, items, concerns and recommendations.

- Advises committees of any operational issues as they arise and before presentation to the City Council.
- Advises the Council on proposed legislation that can have an effect on City operations.
- Represents the City at various meetings as directed by the Council.
- Coordinates, collaborates and works with departments to identify innovative opportunities.
- Plans, researches, formulates and/or recommends policies, procedures and proposals for the Council's consideration. Recommends ordinances, regulations, and/or policies for the consideration of the City Council.
- Oversees, manages and implements special projects as delegated by the City Council.
- Provides the City Council with reports regarding the impact of potential actions under review by the City Council.

Oversees and plans the budgetary process and fiscal operations of the City.

- Collaborates and coordinates budget preparation with the Finance Director and department directors in assessing City needs, resources, requirements, goals and objectives.
- Monitors City expenditures and financial reporting.

Conducts and performs activities involved in public relations and public information services for the City.

- Establishes relationships and communications with County administrators, County Commissioners, school superintendents, local businesses, associations and agencies.
- Works with local news media to best represent the interests of the City.
- Works with a variety of different groups representing various sectors of the community to identify or discuss their issues, concerns and to represent the City or serve as a liaison between the community, citizens and the Council.
- Represents the City with local legislators, appointed officials, community leaders, and other city managers or administrators.

Performs other duties of a comparable level or type, as required.

Minimum Qualifications:

Degree in public administration, or closely related field, and five (5) years of management and leadership experience in the areas of finance, government and public administration, or an equivalent combination of education and experience. Preferred: Master's degree in public administration, or closely related field. Requires a valid driver's license.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Principles, practices, and legal aspects of public administration as they relate to city government, public policy formulation and implementation.
- Budget preparation, presentation, and analysis.
- Local and state political processes.
- Governmental finance and reporting and the relationships of local, state, and federal funding.
- Principles and practices of supervision, leadership, management, and organizational theory.
- Governmental structure, laws, organization, and interdependency of levels of government.
- Knowledge of City policies, city governance and economic development rules.
- Intergovernmental and public relation principles, concepts, trends and approaches.
- Procedures and fundamentals of policy development and enforcement.

Essential Skills Necessary To Perform The Work:

- Establishing and maintaining effective working relationships with City Council, department directors, the public, the media, representatives from other governmental units, and County representatives.
- Considerable oral, written, presentational skills.
- Managing the overall financial and budgetary operations of the City.
- Delegating and managing directors in diverse programmatic areas.
- Planning, developing, and implementing long range and strategic issues, procedural policies and managing the competing and conflicting resource and political considerations and needs in implementing City directives, initiatives and resolutions.
- Preparing and presenting accurate statistical and narrative reports.
- Planning, researching and formulating recommendations to the City Council.
- Evaluating, analyzing, and critical thinking in evaluating and addressing City needs, problems.
- Communicating, implementing and enforcing departmental and City policies and practices.

- Time management and organizational skills.
- Motivating, persuading and directing employees and managers towards improved performance, organizational goals and behaviors that enhance the organizational objectives of the City.

Work Environment:

Works in a public service environment. Will deal with clients and public requiring judgment and discretion when dealing with the public matters that can involve some disagreeable human interactions.

Physical Job Requirements:

Employee is required to continuously sit, talk and hear; occasionally uses hands dexterously and intermittently stands, walks, reaches with hands and arms. Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. 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 the job change.

The City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.