

## THE CITY OF NORTH MANKATO

**TITLE OF POSITION:** City Administrator

**LOCATION:** Municipal Building

**TITLE OF IMMEDIATE SUPERVISOR:** City Council

**HOURS OF WORK:** Position involves a minimum of 40 hours of work per week. Work hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. Occasional overtime occurs due to required attendance of City Council meetings and other community activities.

**MINIMUM REQUIREMENTS FOR POSITION:** Must have a four-year degree in Public Administration or a related field and five years' experience in local government with minimum of three years of municipal management in a city of similar size or as an Assistant City Administrator in a larger city. Must have understanding of all aspects of municipal government, knowledge of accounting and finance, strong background in budget preparation and planning and strong economic development experience. Must have experience in annexation procedures and infrastructure replacement.

**NATURE OF WORK:** Under the supervision of the City Council, in charge of all personnel and ensuring rules and regulations pertaining to personnel are enforced, organization operation, attend Council meetings and other official and semi-official functions, enforcement of laws and ordinances, purchases and contracts, recommending of ordinances or resolutions, public relations, economic development activities, perform as advisor, trainer and supporter of staff, perform other duties as may be required by the City Council and consistent with Minnesota Statutes and City ordinances.

### **MAJOR JOB FUNCTIONS:**

- 1. Personnel Duties.** Supervises and appoints all City staff directly or indirectly through department supervisors unless otherwise provided by City ordinance, resolution, or other law. Acts as final authority on personnel actions subject to approval of the City Council on hiring, severe disciplinary action, and dismissal. Fix individual employee salaries, except as otherwise established by action of the Council. Ensure compliance with pay equity laws and regulations. Ensure compliance with drug and alcohol testing requirements. Administer personnel rules and regulations.
- 2. Organizational Operation.** Develop and issue all administrative rules, regulations, and procedures necessary to ensure the proper function of all departments and offices. Evaluates potential projects, programs, and services to determine feasibility and community impact and makes recommendations to the Council. Develops and recommends long and short-term plans for the City; coordinates projects such as new construction, street improvements, personnel programs, etc.
- 3. Attend Council Meetings and Other Official and Semi-Official Functions.** Attend and take part in discussion at all meetings of the City Council and other official bodies as directed by the Council. Oversee and direct agenda preparation for Council meetings. The City Administrator shall also represent the City, or appropriately delegated staff member, at all official or semi-official functions as may be directed by the City Council, including intergovernmental organizations such as Greater Mankato Growth, Regional Economic Development Alliance, Mankato/North Mankato Area Planning Organization, etc.
- 4. Enforcement of Laws and Ordinances.** The Administrator shall see that all laws and ordinances are duly enforced.
- 5. Oversee Preparation and Presentation of Annual Budget.** Lead and oversee preparation of the annual budget and present to the City Council for approval. Keep the Council informed of the financial condition of the City; oversee annual updates to the capital improvement plans.

6. **Purchases and Contracts.** Ensure financial expenditures are consistent with City needs, goals of the city council and sound financial management and executes or recommends execution of contracts to Council for approval. Make or let purchases and contracts in accordance with all State laws and local ordinances.
7. **Recommending of Ordinances or Resolutions.** Recommend, from time-to-time, the adoption of such measures the Administrator may deem necessary or expedient for the health, safety, and welfare of the community or for the improvement of administration.
8. **Public Relations.** Participate in public relations at a variety of levels. Represents the City with other governmental agencies and officials; monitors activities related to municipal government and ensures State and county mandates are followed. Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate. Maintain contact and be involved with civic groups and media.
9. **Facilitate goal setting.** Coordinate annual meetings of Council, boards, and commissions to examine goals and priorities and facilitate ongoing communication between the various citizen advisory groups.
10. **Economic Development Activities.** Enhance the City's tax base and overall economic health by participating in business retention and economic development and redevelopment activities. Oversees and/or is responsible for maintenance of all TIF development. Oversee economic and community development for City.
11. **Legislative Activities.** Monitor state legislation, Court rulings, and state and county regulations, policies, and programs to facilitate adherence to requirements or recommend operational modifications as needed; represents the City on local, regional, and state committees and boards as directed. Lobby the Minnesota Legislature and congress in pursuit of City priorities. Testify as necessary and participate in the drafting of relevant legislation.
12. **Perform as Advisor, Trainer and Supporter of Staff.** Provide necessary guidance to employees to ensure a positive and productive organization through advising, training, and supporting staff.
13. **Perform Other Duties as May Be Required.** Perform other duties as may be required by the City Council and consistent with Minnesota statutes and City ordinances.

**ESSENTIAL FUNCTIONS:** The Americans with Disabilities Act prohibits discrimination against a qualified individual with a disability. A qualified individual with a disability is one who, with or without reasonable accommodation, can perform all the essential functions of the job. Essential functions are the fundamental job duties of a position. **The essential functions of this position are numbers 1-11 of the above major job functions.**

**PHYSICAL DEMANDS/WORK ENVIRONMENT:** This position requires inside work, working with others, working around others, and having contact with the public. This position is exposed to normal levels of dust and noise. This position involves approximately six hours of sitting and one hour of walking and one hour of standing per day. Activities that occur occasionally or 1-3 hours a day are handling, far vision, depth perception, accommodation, and color vision. Activities that occur frequently or 4-7 hours per day are near vision and peripheral vision. Activities that occur 1-3 times per week are kneeling, bending, stooping, squatting, pushing, climbing height other than staircase, reaching at or above shoulder level with the right, left or both shoulders. Reaching below shoulder level with right, left or both shoulders may occur up to three times per day. Activities that occur continuously or more than seven hours per day are fine manipulation, talking and hearing.

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties, physical demands/work environment, or equipment utilized by personnel in this classification.

*The City of North Mankato is an Equal Opportunity Employer.*