

City Administrator

Department: Administration
Points: 810 Grade: 25

FLSA Status: Exempt

General Definition of Work

Performs complex executive and administrative work directing the programs and operations of the government, working with department heads to implement and revise policies and planning documents, creating and maintaining applicable records, reports and files, attending and leading various records, reports and files, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Council. Organizational supervision is exercised over all personnel within the organization.

Qualification Requirements

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

Essential Functions

Directs the day to day operations of the City, including the supervision and hiring of appointed department heads and administrative personnel; assists departments with resolution of issues.

Prepares for, attends and leads various meetings, committees and trainings; prepares memos and communications on behalf and to the council.

Develops operational plans and evaluation guidelines for and with department heads.

Prepares and coordinates the budget process and capital improvement planning; recommends budget and fiscal policies to the council.

Develops and recommends policies to the City Council, in consultation with department heads.

Establishes and implements the City's personnel policies; represents the City in labor negotiations.

Represents the City at meetings, conferences, seminars, and with the news media.

Conducts city outreach activities.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and practices of public administration; comprehensive knowledge of local government finance practices; thorough knowledge of the laws, ordinances, regulations, policies, procedures and guidelines governing municipal government; thorough knowledge of personnel management policies, processes and procedures; ability to read and understand city and state policies and procedures; ability to communicate complex ideas effectively, both orally and in writing; ability to analyze service problems and participate effectively in solving them; ability to operate standard office equipment and related hardware and software; ability to learn specialized software, systems or equipment related to business need; ability to generate applicable records, reports and files; ability to type accurately at a reasonable rate of speed; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to plan and direct the work of others; ability to establish and maintain effective working relationships with department heads, similar professionals, elected officials and the general public.

Education and Experience

Bachelor's degree and extensive experience in senior level public administration, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or

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quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Minnesota.

Last Revised: 4/23/2012