



## City of Maple Lake

Position Title           **ADMINISTRATOR/CITY CLERK/TREASURER**  
Department              **ADMINISTRATION**  
Accountable to          **CITY COUNCIL**

### **POSITION SUMMARY**

The City Administrator/Clerk Treasurer is the chief administrative officer of the City. This position is responsible for planning, organizing, and managing all municipal activities in accordance with statutes and directives from the City Council. The position has the authority and responsibility to ensure a coordinated and efficient effort to meet goals and objectives established by the City Council. The City Administrator/Clerk Treasurer is responsible for coordinating all of the day to day affairs of city government including the supervision of all employees and implementation of Council policies. Work is performed with latitude for independent action and decision making under the policy guidance of the City Council.

### **ESSENTIAL FUNCTIONS**

Duties shall include, but not limited to, the following areas:

#### **STATUTORY DUTIES**

- Oversees and coordinates the operation of all departments. Establishes programs, goals and objectives to accomplish work; evaluates potential projects, programs and services to determine feasibility and community impact; makes recommendations to the City Council. Analyzes use and acquisition of technology to enhance the efficiency and effectiveness of city services.
- Keeps the City Council updated regularly on the status of city projects, activities and programs. Communicates with the Council members through written updates and reports, personal conversations and electronic messages.
- Coordinates the development and implementation of the City's goals and strategic plan. Develops short-term and long-term goals with the City Council; oversees implementation and action plans.
- Plans, develops and implements administrative policies, rules, regulations and procedures. Drafts City ordinances, resolutions and policies for City Council approval, utilizing the services of the City Attorney and others. Maintains Ordinance code book.
- Ensures that all laws and ordinances are enforced; approves all resolutions and ordinances prepared for the City Council; monitors City operations to ensure compliance with applicable laws, regulations, rules, policies and ordinances.
- Preparation of the annual budget for the City Council; develops an effective and timely budget process that meets all city and state guidelines; keeps the City Council informed of the financial condition of the City and recommends action as appropriate; develops Capital Improvement Program (CIP) and presents to the City Council for approval.
- Keeps a minute book of council meetings, acts as custodian of the city's seal and records, signs official papers for the city, issues all licenses and permits, signs airport leases, posts and publishes notices, ordinances and resolutions as required, and sits on committees as assigned by the council.
- Oversees accounting and payroll functions; preparation of information for annual audit and reviews reports; manages insurance program, safety and risk management for the City, and oversees the maintenance all municipal records and documents as required by law.

- Oversees the investment of all city funds including general fund, utilities and other enterprise funds in accordance with City Council guidelines and sound financial practices. Oversees the city's cash flow and investment activities and has operational knowledge of bonding and debt financing. Responsible for managing all the city's physical assets.
- Maintains an awareness of constantly changing laws, rules, and regulations governing all aspects of the city administrative and financial operations, including pay equity, employment practices, bonding and special assessments, budgeting requirements, election changes, and other changes so that the City Council can be alerted to any problems and the City's operations carried out in a lawful manner.
- Reviews utility operations and prepares utility rate analysis and recommendations on rate design for all enterprise funds.
- Attends and participates in all City Council and Committee meetings; prepares agendas and informational packets; researches and assists in developing and recommending solutions for Council action; reviews meeting minutes; attends other City meetings as necessary and meets with other government bodies as appropriate or as directed by the City Council. Serves as lead staff to the many city committees or authorities.
- Provides leadership and strategic direction to the city's economic development program. Participates as a non-voting Ex Officio Member of the Economic Development Authority Board. Has a working knowledge of economic development tools that can help small communities grow and prosper. Assists the EDA Coordinator with business retention visits.
- Prepares and submits grant applications for various municipal activities.
- Participates in professional management organizations to pursue training and development opportunities. Participates in community activities and events. Is visible and active throughout the community.
- Oversees maintenance of billing and accounts receivable records for fire and ambulance service. Reviews fire and ambulance operations and prepares rate analysis and recommendations.
- Shall act as the purchasing agent for the City and insures all purchases are made accordance with the approved Budget and Expenditure Policy.
- Performs any other duties as required by the Council or as specifically required by State, Federal or Local law. Prepares and submits required reports to federal and state agencies.

#### **ZONING ADMINISTRATION AND ENFORCEMENT**

- Serves as the Zoning Administrator including enforcing and administering all provisions of Zoning Ordinance within the City of Maple Lake.
- Issues permits for permitted uses and/or activities which comply with the provisions of the City's Zoning Ordinance.
- Maintains permanent and current records; including but not limited to maps, amendments, variances, and conditional uses.
- Receives, files and forwards along with recommendations, all applications for appeals, variances, conditional uses, or other matters to the City Council.
- Takes appropriate actions or proceedings against a violator of the City's Zoning Ordinance and/or City Code.
- Oversees administrative portion of all public improvement projects; reviews plans and specifications, advertisement for bid notices, contracts, pay requests, change orders; oversees preparation of assessment hearing notices, correspondence, assessment rolls, certifications, resolutions, etc.

## **SUPERVISORY DUTIES**

- Supervises all City staff directly or indirectly; acts as personnel officer for the City and serves as final authority on all personnel actions subject to approval of the City Council. Coordinates and oversees hiring process for City employees; makes recommendations regarding organizational structure and staffing; coordinates annual performance reviews; oversees all personnel policies and actions; maintains personnel files.
- Supervises all City Hall office staff to ensure the City office runs smoothly.
- Attends required training.
- Establishes criteria for hiring and participate in selection process, assigns tasks, orients and trains new employees, reviews work in progress and upon completion, recommends pay increases, discipline or discharge, and handles employee grievances at the first step.

## **ELECTION**

- Oversees local elections in accordance with State and County requirements, including serving as head election judge.
- Gives notice of elections, records election proceedings, notifies officials of their appointment or election, certifies results of election to the county auditor.

## **CUSTOMER SERVICE**

- Promotes positive interaction between City staff and the public; regularly interacts with legislators, local leaders, and state and county officials. Serves as liaison to businesses and community groups.
- Responds to the concerns, issues, complaints and questions from the public and employees; mediates disputes; determines possible solutions and presents alternatives for review by the City Council if required.
- Represents the City in media contacts and inquiries. Arranges for a prompt and timely city response if necessary, assists city officials with media contacts.
- Serves as a notary public.
- Acts as liaison with Federal, State and County agencies, city attorney, engineering firm, financial advisor, and auditor.

## **KNOWLEDGE, SKILLS AND ABILITIES**

The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of the overall operations of the City of Maple Lake including policies, regulations, procedures, ordinances, etc.
- Knowledge of Minnesota Statutes applicable to city government, including data practices and Minnesota election laws.
- Knowledge of municipal budgeting, accounting and government finances.
- Knowledge of management principles and practices as they apply to public sector management, including personnel management and organization development.
- Ability to plan and analyze City operations; develop alternatives and determine the costs, advantages and disadvantages of various alternatives.
- Ability to present reports and make recommendations to the City Council and other entities.
- Knowledge of accounting system sufficient to handle the City's financial records.
- Ability to maintain accurate and complete records and files.
- Ability to communicate effectively and professionally both orally and in writing with City staff, Federal, State and County officials, elected officials, volunteer departments and the general public to maintain a positive and productive working environment.
- Ability to be flexible and adapt to changing circumstances.

- Ability to analyze and solve multiple issues and challenging and complex problems.
- Ability to make independent decisions with limited amount of analytical data and information.
- Ability to get along well with others, to be active in the community and maintain effective relations with a wide variety of people and groups.
- Knowledge of municipal utilities, water and waste-water systems.
- Ability to think strategically with the willingness to take risks to try new models and methods to promote efficient and effective services.
- Ability to introduce administrative procedures and standard operating practices into a workplace culture.
- Ability to prioritize work, research, and coordinate operations and services.
- Ability to read, write, and understand English.
- Skill in operating office equipment.
- Ability to account for and handle money.
- Must be detail oriented, adaptable, flexible, and a quick learner.

#### **MINIMUM EDUCATION AND EXPERIENCE**

- Bachelor of Arts (B.A.) degree in Public Administration, Urban and Regional Studies, Business, Finance, Accounting or related field.
- Or at least 5 years public sector administrative experience if no Bachelor's degree
- 2 years' experience in general office environment, proficient in Microsoft applications, and zoning practice and procedures in municipal government.

#### **DESIRABLE EDUCATION AND EXPERIENCE**

- Three (3) years of experience in municipal government.
- Master's degree in public administration, business, or related
- Two (2) or more years of experience as a department head level supervisor or above.
- Economic development experience.
- Municipal Clerk Certification.
- Experience with Caselle Clarity.

#### **OFFICE EQUIPMENT**

- Fax
- Copy Machine
- Computer
- Printer
- Telephone
- 10-key Calculator
- iPad

#### **COMPUTER SOFTWARE**

- Caselle Clarity
- Microsoft Office
- Laserfiche