

**City Administrator
City of Pelican Rapids, Minnesota**

Class Title: City Administrator
Department: Administration
Date: 1-1-05, 1-13-10
Job Class Rating: 484
Job Match: 20

ESSENTIAL DUTIES AND RESPONSIBILITIES

Communicates City Council policy to all departments on a timely basis through weekly department head meetings. Communicates official plans, policies and procedures to staff and the general public.

Confers with citizens, City Council, Economic Development Authority, Planning Commission, Park Board, Library Board, Airport Committee and department heads to determine operational performance, goals and objectives.

Manages and coordinates all departments and boards of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Administers city code and coordinates City Council policy development by reviewing ordinances, regulations, etc. to ensure they meet the needs of the City and recommends, clarifies and advocates changes or new ordinances, policies and regulations.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to the City Council and department heads; makes presentations to councils, boards, civic groups and the general public.

Develops/monitors and reviews administrative policies and procedures to ensure compliance with local, State and Federal policies, procedures and regulations. Files state and federal grants for transit and aeronautics and others as appropriate.

Coordinates activities of the City Council including coordinating the preparation of agendas, drafts correspondence, provides information of activities and developments which may affect the City, performs liaison activities between the Council and citizens, boards and others. Prepares a variety of studies, reports and related information for decision-making purposes.

Assists Department Heads in the process to hire, promote, discipline and discharge all city employees, except Department Heads, and recommend such action to City Council. Works with the City Attorney to plan and supervise legal activities.

Monitors, researches and lobbies legislation that may affect the City.

Attends all meetings of the Council at which attendance may be required by the Council.

Oversees preparation and submits an annual General Fund budget to the Council including Police, Parks, Streets, Administration; obtains input from Department Heads; and keeps Council informed of the financial condition of the City and recommends action as appropriate. Reviews the Library Board's funding request and proposed budget and makes recommendation to Council.

Oversees preparation and submits an annual Water, Wastewater and Liquor Store budgets to the Council; obtains input from the Department Heads; and keeps the Council informed of the financial condition of the Water, Wastewater and Liquor Store Departments and recommends action as appropriate.

Review and/or performs rate studies; makes recommendations to Council on rate changes for Water and Wastewater Departments.

Oversees administrative portion of all improvement projects; reviews plans and specifications, advertisement for bid notices, contracts, pay requests, change orders, etc., returns bid bonds, prepares assessment hearing notices, correspondence, assessment roll, certifications, resolutions, etc.

Performs other duties and assumes additional responsibilities as apparent and as directed by the Mayor and City Council to ensure efficient operation in all areas of city government.

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.

EDUCATION AND EXPERIENCE

Bachelor's Degree (B.A./B.S.) in Public Administration, Political Science, Business Management, Economics, Finance or a closely related field. Minimum five (5) years as a City Manager/Administrator or as an Assistant City Manager/Administrator in a comparable City; and/or equivalent government or business management experience of at least ten (10) years duration; or equivalent combination of education and experience.

LANGUAGE ABILITIES

Ability to read and interpret documents such as safety rules, operating and maintenance manuals, technical and procedure manuals, statutes, legal opinions, finance reports, union contracts, City Charter, ordinances and policies, and legislative issues. Ability to prepare and analyze comprehensive reports. Ability to give presentations before City Council, groups of customers; and employees. Ability to maintain records, complete forms, and prepare reports. Ability to communicate effectively orally and in writing. Ability to effectively give and follow verbal and written instructions. Ability to establish and

maintain effective working relationships with other employees, City officials, attorneys, fiscal advisors, developers, and the general public.

MATHEMATICAL ABILITIES

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages. Ability to perform statistical analyses. Skill in preparing and administering municipal budgets; skill in planning, directing, and administering financial requirements for municipal programs.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of computer operations and software programs. Considerable knowledge of modern policies and practices of public administration. Working knowledge of municipal finance, human resources and labor relations, public works, public safety, and community and economic development. Skill in planning, directing, and administering municipal programs. Skill in operating the necessary tools and equipment utilized in municipal administration. Ability to perform work requiring sound judgment in decision making. Considerable ability to determine short and long-term goals and establish procedures. Must be bondable.

CERTIFICATES, LICENSES AND REGISTRATIONS

Must possess a valid driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The employee must be able to think, reason, and analyze multiple issues for extended periods of time. The employee must be able to function in stressful situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

A- Interacts with outside agencies

Develops/monitors and reviews administrative policies and procedures to ensure compliance with local, State and Federal policies, procedures and regulations. Files state and federal grants for transit and aeronautics and others as appropriate.

Monitors, researches and lobbies legislation that may affect the City.

Oversees administrative portion of all improvement projects; reviews plans and specifications, advertisement for bid notices, contracts, pay requests, change orders, etc., returns bid bonds, prepares assessment hearing notices, correspondence, assessment roll, certifications, resolutions, etc.

B- Administers Code

Administers city code and coordinates City Council policy development by reviewing ordinances, regulations, etc. to ensure they meet the needs of the City and recommends, clarifies and advocates changes or new ordinances, policies and regulations.

C- Interacts with Departments

Communicates City Council policy to all departments on a timely basis through weekly department head meetings. Communicates official plans, policies and procedures to staff and the general public.

Manages and coordinates all departments and boards of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

Assists Department Heads in the process to hire, promote, discipline and discharge all city employees, except Department Heads, and recommend such action to City Council. Works with the City Attorney to plan and supervise legal activities.

D- Work Finances and Budgets

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Oversees preparation and submits an annual General Fund budget to the Council including Police, Parks, Streets, Administration; obtains input from Department Heads; and keeps Council informed of the financial condition of the City and recommends action as appropriate. Reviews the Library Board's funding request and proposed budget and makes recommendation to Council.

Oversees preparation and submits an annual Water, Wastewater and Liquor Store budgets to the Council; obtains input from the Department Heads; and keeps the Council informed of the financial condition of the Water, Wastewater and Liquor Store Departments and recommends action as appropriate.

Review and/or performs rate studies; makes recommendations to Council on rate changes for Water and Wastewater Departments.

E- Interacts with Council, Citizens, Boards, other
Confers with citizens, City Council, Economic Development Authority, Planning Commission, Park Board, Library Board, Airport Committee and department heads to determine operational performance, goals and objectives.

Provides professional advice to the City Council and department heads; makes presentations to councils, boards, civic groups and the general public.

Coordinates activities of the City Council including coordinating the preparation of agendas, drafts correspondence, provides information of activities and developments which may affect the City, performs liaison activities between the Council and citizens, boards and others. Prepares a variety of studies, reports and related information for decision-making purposes.

Attends all meetings of the Council at which attendance may be required by the Council.

F- Work on Planning activities

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.