

Spring Park City Administrator – Job Description

The City Administrator/Treasurer is the chief administrative and financial officer responsible for the coordination and administration of city policies and procedures and the daily administration of city affairs in accordance with codes, ordinances, resolutions, and directives from the City Council.

Specific duties include:

- Manage day to day functions of the City.
- Direct the enforcement of all City codes and ordinances in a manner that protects and safeguards the welfare of the public and enhances quality of life in the City.
- Advise the City Council on all financial and other matters affecting the operation of City government.
- Oversee development of the City's annual budget.
- Provide management of financial assets, monitor expenditures, prepare accounts payable and receivable, maintain and process payroll, and collect payments for special assessments.
- Assume responsibility for supporting the City Clerk for all elections.
- Receive requests, complaints, and information from the public and work with staff to resolve problems.
- Administer the hiring process, ensuring that appropriate procedures are followed.
- Coordinate staff activities to meet the directives of the City Council, including the use of outside consultants for those functions of government that are contracted.
- Serve as a liaison to the City Attorney, City Engineer, City Auditor, City Planner, the State, and the County.
- Attend regular and special City Council and Planning Commission meetings. Maintain records and provide reports to the City Council.
- Attend meetings and provide records of the Administrative Committee and the Police and Fire Commissions.
- Build collaborative relationships with community stakeholders, elected and appointed officials at the federal, state, county and regional level to advocate for the best interest of the City.
- Prepare reports for Hennepin County, the State of Minnesota, and the Federal government; and ensure that all records are maintained in a manner consistent with best practices and data privacy.
- Review building applications and coordinate the approval process.

Background and Experience

Qualified candidates for the City Administrator/Treasurer position will possess a four-year bachelor's degree in public, or a related field, and a minimum of two years' experience in a municipal position with supervisory experience preferred; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position.

Specific experience includes:

- Solid finance background including knowledge of investments, accounting, financial forecasting, and cash flow management.
- Strong budgeting background with knowledge of Capital Improvement Planning.
- General knowledge of human resource practices.
- Understanding of planning and zoning activities and land use planning.
- Background in coordinating staff and consultant activities.
- Background in strategic planning and the Comprehensive Plan process.
- Management experience in a local government setting.
- Knowledge of computer programs and technology pertinent to municipal operations and web sites.

- Understanding of infrastructure repair and replacement.
- Knowledge of building and zoning code enforcement activities.
- Strong public relations and customer skills.

Management Capabilities

Qualified candidates will have the ability to:

- Develop a team and establish a process of staff accountability.
- Be comfortable working in a “hands-on” type position.
- Anticipate Council questions and concerns and take the time to do necessary research.
- Track projects and keep the Council informed of schedules and status.
- Assist Council in their decision-making process.
- Initiate programs and policies.
- Encourage a public planning process and a means to deal with differing public expectations.
- Prioritize tasks and keep people on track. Provide follow-up on required action.
- Foster improved communications between city hall and the public.
- Work in partnership with other governmental units.