

## **CITY OF FARIBAULT POSITION DESCRIPTION**

**Position Title:** City Administrator  
**Department:** Administration  
**Reports To:** City Council  
**FLSA Status:** Exempt

### **PRIMARY OBJECTIVE OF POSITION**

Plan and direct the administration of city functions as delegated by the City Council and provide administrative direction and supervision of City affairs in compliance with the City Charter and Ordinances as well as applicable State and Federal laws.

Subject to the approval of the City Council, the position is responsible for effectively recommending and implementing City policies and programs, coordinating employee staffing, overseeing budgeting and public expenditures, and maintaining good public relations.

### **ESSENTIAL FUNCTIONS OF THE POSITION**

Serves as chief administrative officer of the City.

- Is responsible to the City Council for the proper administration of all policies of the City and the operations of established City departments.
- Manages the overall operation of the City structure, including administrative policy-making, operational plan development, and departmental guidance at the direction of the City Council.
- Coordinates activities of the City Council, including preparation of Council agendas, provide analysis and recommendations on various legislative matters, prepare reports, and coordinate the public relations and communications of the City.
- Oversees and enforces all laws and ordinances at the direction of the City Council.
- Subject to the approval of the City Council, develops and issues all administrative rules, regulations and procedures necessary to ensure the proper functioning of all City departments, offices and divisions as permitted by law.
- Works closely with the City Council including performing research on agenda items and other Council requests, attending meetings to report on City affairs and problems, presenting recommendations concerning policies and objectives as well as specific actions, and participating in discussions as appropriate.

- Works in cooperation with the city attorney, city engineer and all other city consultants with regard to the operation and implementation of City policies and programs.
- Works with city commissions coordinating their activities with elected City officials and present commission recommendations to the City Council.
- Subject to the approval of the City Council, defines and administers proposals, agreements and contracts/leases including, selection of contractors, selection of consultants, and the negotiation of proposals, agreements and contracts/leases.

Serves as city clerk of the City.

- Supervises the conduct of local elections in accordance with the prescribed laws and regulations.
- Performs communication activities by responding to routine inquiries, and authorizing and releasing information.
- Subject to the approval of the City Council, develops, directs and coordinates proposals, agreements, contracts, and licensing procedures involved in connection with the operation the City.

Serves as chief financial officer of the City.

- Subject to the approval of the City Council, supervises financial and planning activities in the form of budget development, establishment of economic goals, capital planning, financial alternatives, and the implementation and use of financial systems and controls.
- Maintains familiarity with alternate and supplemental sources of revenue, including federal and state aids, loans, grants, and other sources of revenue and submits recommendations to the City Council for actions necessary to improve the financial stability of the City.
- Ensures effective management of the City's assets and recommends additions or changes for City Council action.

Perform other job-related functions.

- Performs special duties as assigned by the City Council.

## **MINIMUM QUALIFICATIONS**

Education and Experience:

- Graduation from an accredited college or university with a bachelor's degree in public administration, urban and regional studies or closely related field, and
- A minimum of three (3) years experience as Chief Administrative Officer; or

- An equivalent combination of education and experience.

A valid state driver's license.

### **DESIRABLE QUALIFICATIONS**

Education and Experience:

- Master's degree in public administration, urban and regional studies or closely related field.
- Five (5) years of experience in broad areas of managing public organizations.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of City programs, as well as City Council policies and practices.
- Demonstrated ability to direct a complex and varied organization.
- Able to develop and maintain effective working relationship with City Council, general public, employees and other government agencies.

Examples of Performance Criteria

- Policies and programs of the City are readily understood and administered by City personnel.
- Clear and effective communication lines are consistently maintained throughout the City organization.
- The City consistently maintains a positive and high reputation for service among the citizens.
- Future needs are anticipated and plans are made for meeting them by recognizing potential problems and developing strategies for averting them.
- Remain aware of current developments and writings in the field of local government management.
- Efficiently and economically organizes and carries out the operations for which the position is accountable.

### **SUPERVISION RECEIVED/EXERCISED**

The City Administrator receives general supervision from the City Council. The City Administrator has supervisory responsibilities over department directors, clerical support staff and all City employees.

### **TOOLS AND EQUIPMENT USED**

Desktop and laptop computers, including word processing, spreadsheets, presentation software, calculator, telephone, copy machine and fax machine.

**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 an individual with disabilities to perform the essential functions.

The physical demands of the position are consistent with duties found in a standard office environment and may also occasionally require the employee to drive a car. The employee must also be capable of occasionally lifting and/or moving up to at least ten (10) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The majority of the work is performed within an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the environment is usually quiet.

**OTHER**

The City of Faribault does not discriminate on the basis of race, color, natural origin, sex, religion, age, and handicap status in the employment or the provision of services.

This document does not constitute an employment agreement, implied or otherwise, other than "at will" employment relationship. The City Council retains the discretion to add duties or change the duties of this position at any time.