

City of Chatfield

CITY ADMINISTRATOR

Position Title: City Administrator
Status: Exempt, Grade 12
Pay Equity Points: 275
Department: Administration
Immediate Supervisor's Title: Mayor & City Council

General Definition of Work

The City Administrator is the chief administrator of the City and is under the direction of the City Council. The City Administrator manages the operations of all City departments, with the exception of the Library, is responsible for the implementation of City Council policies, and directs the research and development of new policies, as needed.

Organizational Relationships

Reports to: Mayor and City Council, Planning and Zoning Commission, and other committees, boards and commissions.

Communicate with: Internally – all city departments and staff; Externally – other appointed and elected officials, city attorney, city engineer, auditor, other contracted consultants, suppliers and vendors, media, and business and community groups.

Supervises: All City staff, with the exception of Library staff.

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 individuals with disabilities to perform the essential functions.

Essential Functions

- Attends all meetings of the city council, with the right to take part in the discussions, but having no vote.
- Recommends to the city council for adoption such measures as may be deemed necessary for the welfare of the people and the efficient administration of the affairs of the city.
- Keeps the city council fully advised as to the financial condition and the needs of the city, and prepares and submits to the city council the annual budget and capital improvements program.
- Directs the development and implementation of the City's goals, objectives, policies, and priorities, including the strategic planning process.
- Supervises the activities of all City departments through department heads and oversees programming of all City functions and operations.

- Reviews major plans and programs and evaluates the performance of officials and employees.
- Oversee all matters of employment and personnel policies, including recommendations to appoint and remove of all employees of the city, except as otherwise provided by law.
- Ensures that this charter, and all laws, ordinances, and resolutions of the City are faithfully executed.
- Serves as the chief purchasing agent and approves purchases and contracts of up to \$20,000.
- Maintains contact with federal, state, and county agencies in regard to local relationships between the City government and the general public.

Other Duties and Responsibilities

Performs other job-related duties as assigned by Council or apparent.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of the principles, methods and practices of municipal administration;
- Comprehensive knowledge of applicable human resources laws, policies, procedures and guidelines;
- Thorough knowledge of city billing policies and procedures;
- Thorough knowledge of business English and spelling;
- General knowledge of arithmetic;
- General knowledge of the principles underlying the laws, ordinances and regulations governing the operations of a public office;
- General knowledge of modern business management and office practices;
- General knowledge of data practices;
- General skill operating standard office equipment and related hardware and software;
- General skill operating standard tools of the trade;
- General skill learning specialized software, equipment or tools based on department or organization need;
- General skill supervising others;
- Ability to read and understand basic local and state policies and procedures of limited scope and difficulty;
- Ability to type accurately at a reasonable rate of speed;
- Ability to operate standard office and computer equipment and perform word processing and/or data entry;
- Ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports;
- Ability to establish and maintain effective working relationships with elected officials, similar professionals, local media, associates and the general public.

Education and Experience

Bachelor's degree with coursework in public administration, business administration, finance, or other closely related field and moderate experience working in position(s) of similar complexity of municipal government. An equivalent combination of education and experience may be considered. Master's degree preferred.

Physical Requirements

- This work requires the occasional exertion of up to 25 pounds of force;
- Work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, 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;
- Hearing is required to perceive information at normal spoken word levels;
- 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

- Applicable position, department, organization and professional training will be provided.
- Valid driver's license in the State of Minnesota.