



## CITY ADMINISTRATOR

Department: Administration  
Supervisor: City Council  
FLSA Status: Exempt

### GENERAL DEFINITION OF WORK

Under the direction of the Mayor and City Council, serves as chief administrative official with overall responsibility to manage the daily operations of the administration department and oversee all other City functions; oversees City finances and coordinates the preparation and administration of Council-approved annual budget; Capital Improvement Program; oversees the general administration of City projects, and City communications of the City. Regularly interacts with staff, the public, other agencies and contractors to ensure programs and services are administered with effectiveness and efficiency.

### EXEMPT STATUS and HOURS OF WORK

The City Administrator is a full-time exempt position working 40 or more hours per week. The majority of the hours that the City Administrator works are during the City Hall posted hours. Exceptions to these hours may include meetings, trainings, community events, emergencies or any other event that requires adjusted hours.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily from the Council's perspective. 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.

#### ***Minimum Qualifications***

- AA (Associate of Arts) or AS (Associate of Science) Degree or other associate degree or related experience
- Two years' experience in municipal government or a related level of experience
- Valid Minnesota Driver's License

#### ***Desired Qualifications***

- Bachelor's Degree in Public or Business Administration, Urban & Regional Studies, or another related field
- Five years' experience in municipal government
- Experience in community/economic development, human resources, public financing and/or planning and zoning at a decision-making level
- Extensive experience working as the primary support person to a locally elected body

## ESSENTIAL FUNCTIONS

- **Chief administrative officer:** directs, coordinates and evaluates all City operations; consults with City Council and staff to determine operational goals and objectives for the City; represents the City in legal, legislative and administrative matters; ensures that all City objectives are met by reviewing and evaluating City operations; participates in the hiring process of all City employees; provides opportunities for training of City employees and oversees City safety program. Reviews and oversees all contracts, agreements and contracting services while keeping the Council informed as to their status.
- **Develops and monitors City code, policies and procedures:** ensures compliance with local, county, state and federal laws; sets goals and strategies and creates a positive organizational climate; serves as the City's Data Privacy Officer and oversees data privacy practices to ensure private and public data is correctly handled; works with contractor to manage nuisance complaints and City code violations. Carries out the administrative functions of the City's Emergency Management Plan and administers the oath of office to public officials.
- **Finance director:** monitors City's cash flow; prepares budget and capital improvement plan; coordinates issuance and maintains payment for bonds, invests City funds, completes, or directs completion of all state mandated financial reports; oversees purchasing activities; researches and applies for grants and administers grant monies and develops project cost analysis and financial planning options. Assures the planner, building, legal, engineering and fire call billing is correct and free of errors.
- **Zoning administrator:** oversees short and long-range planning and administration of zoning ordinance and enforcement; oversees administration and maintenance of the Comprehensive Plan; attends Planning Commission meetings as needed and coordinates activities with the City Planning Consultant, as necessary.
- **City's principal representative:** regularly communicates with numerous outside entities and residents to keep informed about municipal activities; promotes understanding of City policies, and responds to questions/concerns of citizens and Council members; informs the Mayor and City Council of activities and developments which may affect the City; delivers oral and written presentations including newspaper, radio, and television interviews; establishes and maintains good relationships with other governmental and nongovernmental agencies to promote the City's best interests; regularly interacts with legislators and local government leaders, state and county agency officials, and other City officials.
- **Directs preparation of City Council agenda and meetings:** attends City Council and commission meetings as assigned/needed; drafts ordinances, resolutions, and policies for the Council's review and administers approved documents; oversees the maintenance of various municipal records, files and documents; responsible for or oversees the preparation of grant proposals, applications and administration of grants; prepares specifications for bids and requests for proposals; recommends award/selection and administers contracts and agreements for service; and regularly meets with and coordinates the work of City consultants and contractors.
- **Schedules insurance:** Coordinates with the League of MN Cities Insurance Trust (LMCIT) to secure property, casualty and liability insurance for all City property and vehicles. Maintains all employee insurance records including medical, disability and Workers' Compensation, medical spending accounts and deferred compensation plans.
- **Elections administrator:** Directs all local elections in accordance with state and county requirements. This includes maintaining equipment, preparing for elections, developing, and administering all procedures used in the proper handling of ballots and other information and training election judges on their duties and

responsibilities. This includes providing the appropriate legal notices and staying current on all election laws and rules.

- ***Information Technology director:*** Manages the City's information technology through alignment with the City's goals, building and maintaining the IT infrastructure, keeping technology up to date with current changes, strategizing use of information technology to increase efficiency and managing vendor relationships. Oversees, administers and updates the City Code, Policies, website and social media accounts as a means for sharing and communicating pertinent information to residents.
- ***Performs other duties as apparent or assigned. Attends other public meetings and community functions as needed.***

## **KNOWLEDGE, SKILLS AND ABILITIES**

- **Communications:** Ability to read and interpret documents such as safety rules, operating and maintenance manuals, technical and procedural manuals, statutes, legal opinions, City codes, financial reports, ordinances and policies, and legislative issues. Ability to prepare and analyze comprehensive reports. Ability to give presentations before the City Council, the public, and staff. Ability to communicate effectively orally and in writing. Ability to maintain records, complete forms and prepare reports. Ability to effectively give and follow verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, City Council, City Attorney, Engineer, other consultants, and contracted service providers, fiscal advisors, developers, and the public.
- **Decision Making:** Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must have knowledge of administrative processes as it directly relates to City operations.
- **Interpersonal Relationships:** Must be considerate and consistent in dealing with people; must be sensitive to others' problems and concerns without direct involvement; must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the organization; must have a positive attitude. Must be able to effectively motivate and supervise staff.
- **Professional Attitude:** Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence. Must represent the organization to other agencies staff and citizens with courteous, helpful, accurate and business-like attitude in all telephone and personal contact. Must have ability to establish and maintain an effective and respected working relationship with department heads, elected officials, and other agencies.
- **Quality of Work:** Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively. Must be able to delegate work, supervise the work of others, and assist other City staff where appropriate.
- **Municipal Government Knowledge:** Must have sound working knowledge of local municipal government and services provided; working knowledge of operations of government agencies, and public human resources management programs including labor relations. Ability to formulate, initiate, and administer policies and procedures. Ability to work as a team member. General knowledge of computer operations and software programs. Considerable knowledge of modern policies and practices of public administration. Ability to formulate and accomplish short and long-term goals. Must be bondable.

## **PHYSICAL REQUIREMENTS**

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

- Requires employee to mainly work inside and have contact with the public, co-workers, and vendors.
- Activities that occur continuously (more than 75% of the time) are: hearing; use of near vision; use of depth perception, color vision, and field of vision/peripheral vision.
- Activities that occur frequently (from 25% - 75% of the time) are: bending/stooping; squatting; crouching; crawling; kneeling; twisting; handling; use of left and right feet independently and/or together; talking; and use of smell.
- Activities that occur occasionally (up to 25% of the time) are: pushing; pulling; reaching at, above and/or below shoulder level with both arms together and/or independent of one another; lifting and/or carrying up 30 pounds, use of fingers and hands for repetitive, non-repetitive, or consistent actions; fine manipulating with fingers; and using sense of touch.

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## CONDITIONS OF EMPLOYMENT

This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

## ACKNOWLEDGEMENT

I, (print name) \_\_\_\_\_, have reviewed this job description and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

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*Signature*

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*Date*