

**CITY OF NEWPORT, MINNESOTA  
JOB DESCRIPTION**



**POSITION:** City Administrator  
**DEPARTMENT:** Administration  
**REVISED:** July 2022  
**FLSA:** Exempt

**PRIMARY OBJECTIVE OF THE POSITION:**

Performs complex executive work planning and directing City government operations, serving as the City's chief executive and chief operating officer, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Council. Organizational supervision is exercised over all personnel within the organization.

**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/PRIMARY DUTIES:**

Directs the administration of the City as provided by Council action, State and Federal statutes as well as local ordinances and any other restrictions and/or regulations applicable to the City.

Oversees and directs the operation of all departments, divisions, and offices of the City, including the supervision of all department managers and administrative staff, municipal functions, and services; works closely with department managers to plan and coordinate activities; follows up to ensure effective service to the public and efficient conduct of all municipal affairs.

Prepares the annual budget for the City and advises the City Council concerning the financial conditions of the City; works with department managers on budgeting matters. Oversees the preparation of financial reports and works with assigned outside auditors as appropriate.

Ensures effective management of financial assets including effective investment of available funds, proper accounting practices to control financial assets and information provision for financial planning.

Ensures the development of an effective municipal organization, including providing recommendations for changes in organization structure as appropriate; working with department managers to ensure effective job design and utilization of employees; providing recommendations for staffing changes or additions and recommendations for wage, salary, and employee benefit levels.

Works with the Sheriff's office on contracted services outlined in the Agreement for Law Enforcement Services.

Assists the City Council negotiating committee in negotiation of labor contracts.

Ensures effective management and utilization of City assets, including efficient use of present equipment and physical assets, and recommendations for additions or changes to the Council.

Ensures effective management of financial assets including effective investment of available funds, proper accounting practices to control financial assets and information provision for financial planning.

Manages and administers economic development activities including meeting with developers, business expansion, retention, public finance, and recruitment programs.

Provides administrative support to the City Council including finalizing agendas; attending meetings as a liaison for the City and to report on City affairs and problems; presenting recommendations concerning policies, objectives and specific actions; participating in discussions and implementing Council decisions.

Researches and prepares ordinances, resolutions, and other City policies for consideration by the City Council and provides the implementation and enforcement of those that are passed.

Ensures Council is fully advised of all significant matters and presents all items requiring Council action or approval; maintains all Council and City records including minutes, ordinances and resolutions.

Ensures proper public relations; follows up with all departments to make sure that public services are efficiently provided and all concerns and public contacts are effectively handled.

Build on relationships that enhance and advance various collaborations and initiatives that benefit the City and its various partners.

Represent the City at various functions pertaining to issues of importance to the community such as civic and business associations, elected officials, businesses, and representatives to establish goodwill and advocate for projects and issues affecting the Newport community area.

Stays abreast of public administration best practices and cooperates with other governmental units and municipalities on matters of mutual interest.

Performs other related duties and responsibilities as required of the City Administrator as established by ordinance or resolution adopted by the City Council, or as delegated by the City Council, or are apparent as being under the purview of this position.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the principles and practices of public administration; thorough knowledge of municipal finance practices; comprehensive knowledge of the laws, ordinances and regulations underlying a municipal corporation; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form; ability to plan and direct the work of operating departments; ability to establish and maintain effective working relationships with department heads, City Council, consultants and the public.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree with coursework in public administration, business administration, political science or related field and a minimum of three to five years' experience in a public sector environment. 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 repetitive motions, frequently requires using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling 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:**

Valid driver's license.