

City Administrator

Department: Administration

FLSA Status: Exempt

General Definition of Work

Performs complex executive work directing all operations and activities of City government; ensuring ordinances, resolutions, and policies adopted by the City Council are implemented and consistently applied, 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 an individual with disabilities to perform the essential functions.

Essential Functions

Ensures the policies and direction of the City Council are carried out and implemented through assignment of responsibilities to departments and staff.

Composes and reviews staff reports for City Council and other boards and commissions with recommendations for action by the City Council or the various boards and commissions.

Prepares and reviews agendas and related materials for City Council, Planning & Zoning, Parks and Recreation Advisor Board, Public Works Advisory Board, and Economic Development Authority and serves as staff on all the Boards; composes or reviews minutes for all the above bodies.

Prepares and manages the City's annual budget and prepares regular analysis of the City's overall financial conditions and recommend policy and operational changes as the City's financial condition changes.

Enforces the City's Code including reviewing and recommending amendments to the Code as may be required.

Reviews and analyzes zoning applications and prepares or reviews staff reports with recommendations for Planning and Zoning Commission and City Council action or approval related to zoning and building permits.

Manages the City's labor relations including negotiating and ensuring compliance with union contracts, adjusting grievances, conducting or managing investigations of misconduct, preparing reports and recommendations on personnel actions for City Council consideration.

Monitors legislation at the State and Federal level; prepare reports and analysis as to how changes in law may affect the City; works with the League of Minnesota Cities, Minnesota Association of Small Cities, or engages in direct communication with representatives, including testifying, on the impact of the legislation on the City.

Prepares and/or review City's monthly newsletter; monitors and programs City's cable access channel; and prepares media releases and other information to the news media.

Reviews and manages contracts and consultants.

Reviews and approves all claims and payments on behalf of the City; ensures all invoices and claims are properly coded for entry to the City's financial system.

Performs related tasks as required.

Knowledge, Skills and Abilities

Comprehensive knowledge of City and department policies and procedures; comprehensive knowledge of the principles and practices of public administration; comprehensive knowledge of the laws, ordinances, and regulations underlying a municipal organization; thorough knowledge of municipal finance practices; skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; ability to write clear and concise reports, memoranda, directives, and letters; ability to communicate effectively in oral and written form; 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 establish and maintain effective working relationships with department heads, City Council, and the public; ability to plan and direct the work of operating departments; ability to establish and maintain effective working relationships with associates, subordinates, other departments, outside agencies, public officials, and the general public.

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Education and Experience

Bachelor's degree in public or business administration, or related field and extensive experience in public administration, or equivalent combination of education and experience. Master's degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a very quiet location (e.g. park trail, storage or file room).

Special Requirements

Valid driver's license in the State of Minnesota.

Last Revised: 3/27/2019