

Classification: City Administrator/Treasurer

Department: Administration

Reports to: City Council

Location:

Supervises: Public Works, Fire Department and Deputy Clerk

FLSA Classification: Exempt

Position Summary

Under the general direction of the City Council, the City Administrator/Treasurer is the Chief Administrative Officer for the City and plans and directs all City operations in line with objectives and guidelines established by the City Council. The Administrator oversees all financial and administrative functions, personnel, planning and engineering activities, all public works operations, sewer and water utilities, volunteer, fire protection, and contracted police protection coordination. This position exercises general and administrative supervision over all city employees either directly or through subordinate supervisors; and coordinates planning, legal, building and engineering activities. The City Administrator is responsible for advising the City Council regarding the impact of policy decisions and representing the interests of the city in metropolitan and state activities as delegated by the City Council. Acting also as Treasurer, this position is responsible for the proper financial administration of the City. The Administrator represents the City of Mayer by working with residents and non-residents in a professional manner.

Essential Duties and Responsibilities	%
<p>Directs and manages all aspects of the financial and administrative operations for the city, including making recommendations regarding policy development and financial planning</p> <ul style="list-style-type: none">Assesses funding and investment needs; meets with investment advisors.Coordinates public improvement and bond issue activity.Prepares annual budget and works with department heads in preparation of their proposed budgets.Works with the Clerk to coordinate the preparation of financial statements, financial reports, special analyses, and information reports for presentation to the City Council.Reviews expenditures, receipts, and quarterly budget reports; discusses changes and unexpected expenses with department heads and/or Council; transfers funds as authorized by the Council.Pays claims or oversees payment of such according to Council guidelines and sound financial practices.Reviews and audits time sheets.Manages the bid process including assisting in bid openings, reviewing bids, and highlighting areas for review by the City Attorney and City Engineer.Tracks assessments paid, verifies and coordinates record keeping with the County; works with engineers to calculate individual assessments in accordance with regulations.Prepares information and assists outside auditing firm with annual audit.Oversees utility billing and all aspects related to utility billing.Ensures efficient conduct of all municipal affairs within overall city objectives and in accordance with state statutes and regulations pertaining to the functions of the City Treasurer.	30
<p>Communicates with the City Council to develop priorities for new and existing activities of government</p> <ul style="list-style-type: none">Attends meetings of the City Council; arranges and publishes notices of meetings and public hearings as required by law; ensures appropriate parties are notified.Records minutes of public meetings and maintains accurate and complete records of all actions including resolutions, ordinances, and minutes.Prepares City Council, Parks Commission, EDA and Personnel Committee packets and supporting reports, recommendations and action plans; assists with setting and coordinating agendas and/or transmits communication to affected individuals and Council members to ensure proper information flow.Directs research at the request of the Council and presents analysis of the strengths and weaknesses of various options.Educates the City Council about City services and presents optional approaches for improvement of services.	55

<ul style="list-style-type: none"> • Assists the Council and committees in coordinating, administering, and processing requests, concerns, and problems on a variety of city issues to improve the health, safety, welfare and economic development of the City, including improved methods of operation, replacement or upgrading of equipment and exploration of grants or other funding sources. • Transmits works requests, communications, and directives to appropriate staff, other agencies, general public, contractors, and consultants. • Evaluates services provided by the City and develops options for improving services or matching services more closely to citizen needs. • Represents the city in the negotiation, coordination, and oversight of a wide range of management, administrative, consulting, legal and other service contracts and agreements as authorized by the City Council. • Seeks to identify common ground among competing interests and facilitates a productive working relationship among staff and Council. • Takes a leadership role in projects involving initiatives approved by the Council. • Negotiates and administers contracts for City services with outside agencies. • Represents the city at various local, regional, and state meetings and functions; represents the city in cooperatively working with other governmental agencies and officials on matters of mutual interests. • Monitors proposed regulations and legislation affecting the City. • Communicates and monitors short-term/long-term goals, objectives, and policies of Council. • Manages all City communications via newsletters, website, and social media. 	
<p>Provides supervision, leadership, oversight and involvement in the activities of all City department heads and administrative staff</p> <ul style="list-style-type: none"> • Provides recommendations to the Council regarding employment and removal of City staff; makes recommendations regarding employee salary/benefits packages and conditions of employment. • Administers the hiring process, ensuring that appropriate procedures are followed. • Manages daily and annual performance of staff directly and through department heads. • Plans, develops and directs personnel programs, policies and procedures designed to maximize work potential and interests of each employee and to effectively accomplish the city's goals and objectives. • Takes a leadership role in development of employment policy, staff compensation, and benefit plans. • Assists in planning, managing, and coordinating special projects. • Ensures all employees are trained in workplace safety and works through department supervisors to ensure that best practices are followed. • Coordinates City benefit programs. • Ensures compliance with OSHA regulations. • Coordinates unemployment compensation and worker's compensation issues and claims. • Conducts annual personnel reviews; coordinates all phases of personnel administration, including control over personnel files. 	10
<p>Other duties as assigned or apparent.</p>	5
<p>The Administrator may encounter not-public data in the course of these duties. Any access to not-public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, the Administrator should take reasonable measures to ensure the not-public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, the Incumbent must properly store the not-public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).</p> <p>If a new work assignment requires access to not-public data, the Administrator is permitted to access not-public data for the work assignment purposes only. Any access to not-public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.</p>	

Qualifications

Education: A four-year degree in public administration, political science, community development, business, finance or related degree, and one to three years of responsible public sector administrative and supervisory experience, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position, are required qualifications. Desirable qualifications include a master's degree in one of the above fields which may substitute for one year of the required experience.

Requirements:

- Valid MN driver's license required.
- Have an advanced understanding of City Government including state and local municipal laws.
- Knowledge of financial policies and procedures including municipal budget process.
- Excellent administrative skills in areas of economic and community development, fiscal management, project management and accountability.
- Familiarity with growth issues, land use planning, zoning, code enforcement and special assignments.
- Excellent collaborative management skills, including experience in hiring, managing, delegating, training and development of staff.
- General knowledge of current computer-based programs used by the City.
- Ability to perform general clerical work requiring a high degree of accuracy, and ability to efficiently organize work tasks in a timely manner including during stressful situations, under deadlines, and with frequent interruptions.
- Ability to formulate strategic direction in keeping with the overall organizational mission, with broad guidance/governance; provide overall guidance to management.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to research, review, prioritize, and/or analyze data.
- Basic internet skills and knowledge.
- Proficiency at reading, interpreting, and communicating applicable federal and State laws, City ordinances and departmental policies and procedures, and relevant reference materials.
- Ability to deal confidently and effectively with members of the public, both in person and on the telephone.
- Ability to communicate effectively with the public, staff, City Administrator and City Council both verbally and in writing.
- Ability to work independently without supervision.
- Ability to remain calm when dealing with difficult people/situations and exemplify an enthusiastic, resourceful, and effective service attitude.
- Ability to establish and maintain effective working relationships with community groups, commissions, elected officials, and the general public.
- Regular interaction with persons of influence involving considerable tact, discretion, and persuasion to negotiate important agreements or elicit desired behaviors.

Physical Demands and Working Conditions

- Work complexity is widely varied involving many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures, and methods to fit unusual and complex situations.
- Work is light to moderate, requiring sitting for extended periods and variably intermittent walking, standing, bending or stooping, working with arms above shoulders, kneeling, or squatting.
- The employee is required to have hand and arm dexterity adequate to allow for continuous keyboarding.
- This position requires lifting, carrying, pushing, or pulling up to 50 pounds occasionally for tasks such as folding tables, desk furniture, setting up rooms for meetings, carrying supply boxes and file drawers.
- There may be occasional exposure to hostile or aggressive behavior by members of the general public and therefore some mental effort and stress can be anticipated resulting in frustration.
- Intermittent driving is required to bring deposits to the bank.

- This position occasionally works with high detail and deadlines.

Equipment Utilized

- Uses a variety of equipment typical to a traditional office setting including but not limited to personal computers, scanner, 10-key adding machine, typewriter, printers, audiovisual equipment, telephones, and copy machines.
- Occasionally drives to conduct City related business, attend meetings, trainings and conferences.
- Computer word processing, utility and accounting software and spreadsheets.