

Department: Administration

Reports to: City Council

FLSA Status: Exempt

Last Updated: April, 2025



Position Summary

The City Administrator serves as the Chief Administrative Officer for the City of St. Paul Park, overseeing all municipal operations and ensuring the effective implementation of City Council policies. This role provides strategic leadership, manages daily operations across departments, and fosters transparent communication between the City Council, staff, and residents.

Key Responsibilities

Administrative Leadership

- Provide overall direction and leadership for the city's operations and staff.
- Coordinate the efforts of department heads to ensure consistent and efficient service delivery.
- Promote a culture of professionalism, accountability, and responsiveness throughout city government.

Policy Implementation and Strategic Planning

- Translate City Council decisions into actionable plans.
- Develop and execute long-term strategies to support community growth, infrastructure improvements, public safety, and economic development.
- Monitor progress toward goals and make data-driven recommendations for adjustments.

Human Resources and Personnel Management

- Oversee recruitment, hiring, training, evaluation, and development of all city personnel.
- Ensure compliance with employment laws, collective bargaining agreements, and city policies.
- Promote a respectful and inclusive workplace culture.

Financial Management and Budgeting

- Prepare and administer the city's annual budget in collaboration with department heads and the Finance Director.
- Monitor financial performance, identify cost-saving opportunities, and ensure sound fiscal stewardship.
- Provide regular budget updates and forecasts to the City Council.

Council Support and Communication

- Serve as the primary advisor to the City Council.
- Prepare and present agenda materials, policy analyses, and recommendations.
- Attend all council meetings and provide clear, objective information to support decision-making.

Community Relations and Public Engagement

- Act as the city's spokesperson and point of contact for residents, businesses, and community groups.
- Foster transparent communication, encourage civic engagement, and respond to public inquiries and concerns in a timely and professional manner.

Intergovernmental and Partner Collaboration

- Maintain effective working relationships with other local governments, regional agencies, and private organizations.
- Represent the city's interests in intergovernmental discussions and advocate for resources and support.

Economic and Community Development

- Support policies and initiatives that enhance the city's economic vitality and quality of life.
- Work with stakeholders to attract and retain businesses, improve infrastructure, and encourage thoughtful development and land use planning.

Risk Management and Legal Compliance

- Identify and manage organizational risks.
- Ensure the city operates in compliance with applicable laws, regulations, and policies.
- Coordinate with legal counsel on matters affecting city operations.

Education and Experience

Bachelor's degree in Public Administration, Business Administration, or a related field, and a minimum of five (5) years in municipal government management, with demonstrated experience in budgeting, personnel management, and interdepartmental coordination. A master's degree is preferred.

Working Conditions

The City Administrator typically works in an office environment but is expected to attend various meetings and events, which may occur outside regular business hours.