

Department: Administration

Reports to: City Council

Supervisory Duties: Department Heads and Administration staff

Last Updated: March 27, 2024

## **Position Details**

As the Chief Administrative Officer of the City, the City Administrator/Clerk provides leadership to the City staff and helps the City Council to define, establish and attain overall goals and objectives of local government. The City Administrator/Clerk manages operations of the City, provides financial oversight and is responsible for supervising all City staff and consultants. This position is responsible for the management of all functions directly or indirectly through the Department Heads. The City Administrator/Clerk assumes the statutory duties of clerk and is responsible for delivering quality service to citizens in compliance with all legislative, judicial, and administrative obligations established by higher authority.

### **Manages Day to Day Functions of the City**

- Follows all legal communications requirements including those relating to public access to information and open meetings and counsels others regarding appropriate procedure and content.
- Seeks cooperation from others in the form of actions, grants, or other desired outcomes by framing requests in a concise and favorable form.
- Builds working relationships with elected and appointed officials at the federal, state, county, and area cities and townships in order to be in a position to advocate for the best interests of the City.
- Ensures that the staff in each department follows appropriate procedures and complies with City policies and general government requirements while respecting long-term staff capabilities, knowledge, and responsibilities.
- Ensures all election laws and procedures are followed and that elections are conducted in an efficient manner.
- Ensures all records are maintained in a manner consistent with best practices and regulations involving data privacy are followed.
- Under direction of the Council, administers the use of outside consultants for those functions of government that are contracted.
- Provides supervision, leadership, oversight, and involvement in the activities of each City department and Consultants. Manages daily and annual performance of staff directly and through department heads.
- Manages and coordinates special projects.

### **Provides Human Resource Management**

- Under Council direction, administer the hiring process, ensuring that appropriate procedures are followed. City Council will approve all full-time hiring/firing decisions.
- Takes a leadership role in the development and recommendation of personnel policies, staff compensation, and benefit plans.
- Reviews work, payroll timekeeping, administers discipline and rewards, coordinates training and work schedules, and manages personnel records.
- Provides performance evaluations, training, and staff development opportunities.
- Ensures all employees are trained in workplace safety and works through Department supervisors to ensure that best practices are followed.

## **Communicates with the City Council to Develop Priorities for New and Existing Activities of Government**

- Prepares reports, agendas, and analysis to assist the City Council in its decision-making process.
- Evaluates services provided by the City and develops options for improving services or matching services more closely to citizen needs.
- Educates the City Council about City services and presents optional approaches for improvement of services.
- Directs research at the request of the Council, or self-initiates, and presents analysis of the strengths and weaknesses of various options.
- 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 development initiatives approved by the Council.
- Negotiates and administers contracts for City services with outside agencies.

## **Directly Supervises the Finance Function of the City**

- Ensures proper maintenance of all official accounting records and ensure they conform to generally accepted government accounting principles. Regularly provides accurate and current statements of the City's financial condition.
- Analyzes, interprets, and communicates financial operating results for the information and guidance of the Council, and provides fiscal direction to all City departments.
- Ensures all financial records and budgets are maintained and the Council is properly advised regarding the fiscal position of the City.
- Develops and administers the annual budget and recommends appropriate changes to balance revenues with expenditures.
- Oversees purchasing and bid-letting to ensure cost efficiency and compliance with state and federal laws.
- Recommends appropriate fee schedules for City services and ensures that project costs are accurately tracked and charged to the correct accounts.
- Provides technical guidance, directly and through consultants, on financing for capital improvements and Chapter 429 assessments.
- Oversees the annual audit and annual financial statement.
- Work with JPA to assure wastewater and water treatment capacity rates are appropriately determined.
- Manages idle monies according to legally approved investment policies and practices, and acts in a direct leadership role in debt management and bond issuance to ensure the most efficient utilization of monies available.

## **Directs the Enforcement of All City Codes and Ordinances**

- As directed by the Council, enforce all City ordinances in a manner that protects and safeguards the welfare of the public and enhances quality of life in the City.
- Ensure that City ordinances are up-to-date and revised as necessary.
- Work with developers and others to ensure managed growth continues through an annexation process and development agreements.
- Implement provisions of the Waverly Comprehensive Plan.
- Assists with Planning and Zoning functions.

## **Leads Economic Development Activities**

- Work cooperatively with potential and existing businesses to locate and/or expand in Waverly.

## Position Requirements

### Knowledge, Skills, and Abilities

- Considerable knowledge of the organization and functions of City government including ordinances, regulations and policies controlling the City.
- Provides work direction to others and works under limited supervision with general autonomy in determining how objectives are achieved.
- Utilizes significant problem solving to assist others in department operations and/or issues affecting the overall organization.
- Initiates and welcomes frequent external and internal contact to carry out organizational programs, or occasional contact with local, state, and federal officials.
- Thorough ability to communicate effectively, orally and in writing.
- Can work effectively on widely varied work complexity including analytical ability and inductive thinking in adapting policies, procedures, and methods to fit unusual and complex situations.
- Thorough ability to analyze and research difficult and complex problems and make effective solution-oriented recommendations and policy.
- Considerable ability to operate a telephone, computer, calculator, cell phone, scanner/fax machine, copy machine, drive a motor vehicle, and hear staff, elected officials, and the public.
- Considerable ability to read, assemble, organize, and present, in oral and written form, statistical and information derived from a variety of original and secondary sources.
- Working ability to exercise resourcefulness in solving new problems related to the community.
- This position requires regular interaction with persons of influence involving considerable tact, discretion, and persuasion to negotiate important agreements or elicit desired behaviors.
- Considerable ability to establish, and maintain, effective working relationships with employees, officials, and the public.
- Considerable ability to work long hours and/or a variety of shifts, if necessary, and perform under stressful conditions in a quick and efficient manner.
- Working ability to sit and stand for long periods of time.

### Education

Four (4) year bachelor's degree in public or business administration or related field and a minimum of two years' experience in municipal government administration in a leadership position or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this position. Key characteristics are knowledge of government, knowledge of financial management in a government setting, leadership, and interpersonal relationship skills.

### Desirable Qualifications

A master's degree in public administration, finance, business, or equivalent is preferred.

Hands on experience in planning and zoning, community or economic development, and public works is preferred.

### Requirements

- MN Driver's License.
- Possess basic computers skills.
- Basic Computer Mapping (Google Maps, Bing)

### Licenses/Certifications

None

## Physical and Mental Requirements

Most work is in a normal office environment with moderate noise level. Limited lifting of ten pounds or less is required. Travel within the City or region to view properties or attend meetings is likely to occur three to four times weekly. There is limited exposure to field or construction site conditions when visiting properties within the City. Attendance at evening Council meetings and related meetings is required.

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

## Working Conditions

The City Administrator is responsible for diverse matters, many of which have deadlines and require significant attention to detail. Approximately 25% of the time, work is performed at the highest level of detail and pressure of deadlines.

*The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

## Competencies Common to All City Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures.
- Demonstration through example, the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including a willingness to assist newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City in a professional manner to the public, outside contacts, and constituencies.