

CITY OF FOREST LAKE

JOB DESCRIPTION

POSITION:	CITY ADMINISTRATOR
DEPARTMENT:	ADMINISTRATION
LOCATION:	CITY HALL
IMMEDIATE SUPERVISOR:	CITY COUNCIL
HOURS WORKED:	40 + HOURS PER WEEK

SUMMARY

Responsible for planning, organizing, directing and coordinating the daily operations of all City departments and functions, including Administration, Finance, Building, Planning, Engineering, Public Works, Public Safety, Fire and City Facilities and to provide information and support to the City Council and advisory commissions.

ESSENTIAL FUNCTIONS

- Plans, organizes and directs City affairs to ensure a coordinated and efficient effort to meet the goals and objectives established by the City Council and various Boards and Commissions.
- Monitors operations to ensure compliance with applicable laws, regulations, rules, policies and ordinances.
- Establishes goals, programs and objectives and prepares reports to the City Council.
- Prepares operations and capital budgets, including recommendations for tax levies and utility rates and submits to the City Council for consideration.
- Monitors City budgets throughout the year for compliance and financial viability.
- Performs analyses and administers long-term finance alternatives, including bonds, T.I.F. monies and investments.
- Oversees the preparation of ordinances, resolutions and policies for City Council consideration and implementation.
- Implements, interprets and applies City Council actions, directives and policies.
- Attends and participates in all City Council, EDA meetings and various special meetings involving City's development as needed.
- Interacts directly with the public to communicate the goals and priorities of the City Council; solicits feedback on City issues; and resolves concerns.
- Administers planning, zoning, development and redevelopment issues including code compliance, development agreements, public financial assistance recommendations and activities for community enhancement.
- Negotiates and implements City contracts including labor contracts.
- Represents management in negotiating collective bargaining agreements and attends and supervises labor management committee meetings.
- Analyzes wage and salary reports and data to determine competitive compensation plan.

OTHER DUTIES AND/OR RESPONSIBILITIES

Responsible for the overall direction, coordination, and evaluation of the City. Carries out supervisory responsibilities in accordance with City policies and applicable laws. Other responsibilities include interviewing, hiring, evaluating performance, disciplining, grievances, complaints and resolving problems of employees. Supervises organization of elections.

EDUCATION AND/OR EXPERIENCE REQUIRED

Bachelor's degree (B.A.) in Public or Business Administration or related field; three to five years experience working with local government; or equivalent combination of education and experience. A Master's degree (M.A.) in Public Administration or related field is preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to effectively recommend: hiring, suspending, promoting, demoting and discharging employees.
- Ability to read, analyze, and interpret documents, procedure manuals, plans and specifications, contracts, codes, statutes, ordinances and resolutions, technical journals, financial reports and legal documents.
- Ability to communicate effectively both orally and in writing with elected and appointed officials, volunteer departments, and the general public.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Skill in negotiating various types of contracts.
- Ability to make arithmetic computations; rates, ratios, percentages.
- Ability to read and interpret financial data including budgets, tax information and development finance analysis.
- Knowledge of budgeting, budget control, accounting and government finance.
- General knowledge of computer operations.
- Ability to review and interpret property development plans.
- Skills in communication, facilitation, conflict management and mediation.
- Ability to establish working relationships with elected officials, staff, citizens and other public officials.
- Knowledge in Tax Increment Financing, bond ratings and investments.
- Knowledge of the laws, rules and regulations applicable to City government.
- Skills in supervising employees and consultants.

PHYSICAL REQUIREMENTS

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40. May entail distance vision, color vision, peripheral vision, and depth perception.
- Stand, walk, bend, stoop, squat, crouch, kneel, balance or reach as required.