



Job Description City Administrator

DEPARTMENT:	Administration
JOB LOCATION:	Maple Plain
SUPERVISOR:	City Administrator
STATUS:	Salary / Exempt
FLSA EXEMPT:	Yes
CREATED:	April 2023

Position Summary

The City Administrator serves as the chief administrative officer of the City and is responsible for the planning, direction, and oversight related to the proper administration and operations of all municipal functions and services. The City Administrator serves as the chief financial officer and is responsible for financial modeling and reporting. The City Administrator supervises the paid staff and manages the performance of contracted services that provide planning, auditing, building inspections, engineering, public works, and legal services. The position is accountable directly to the City Council.

Essential Duties

- Supervise and provide direction to City staff. Administer personnel policies and bring major issues to the Council for appropriate action.
- Oversees, manage, and coordinate professional services and public works contracts.
- Make recommendations for the efficient handling of city funds, maximizing return of investments. Seeks out additional sources of grants or other funding.
- Oversee financial and accounting functions including budgeting, financial reporting, annual audit, payroll, accounts payable and receivable.
- Prepares and presents recommendations on annual budgets.
- Overseas the maintenance of municipal records, documents, and ordinance books.
- Oversees issuance of licenses and permits.
- Coordinates insurance matters.
- Oversees election activities.
- Attend meetings of the City Council, EDA, Planning Commission, Personnel Committee, Finance Committee, Police Commission, and Fire Commission meetings.

- Ensures agendas are prepared and meetings are posted as required by state statute, research and provide supporting information, and ensures meeting minutes are maintained on all meetings.
- Make recommendations for improvements of operational efficiencies of the city.
- Participates in planning and zoning activities.
- Serve as the City's public information representative in providing information through newsletters, meetings, and presentations to civic and community organizations.
- Oversees technology needs and improvements.
- Oversees procurement of materials and services.
- Perform other duties as assigned by the City Council.

Supervisory Responsibilities

The City Administrator supervises 2 full time Assistant to the City Administrator positions and one part time Deputy Clerk position and the Fire Chief.

Qualification Requirements

- Bachelor's degree in Office Administration, Public Administration, Business Administration, Community Development, Urban Planning, Accounting or related field.
- A minimum of three (3) years of progressive related experience.
- Demonstrated strong computer skills and the ability to learn and comprehend City accounting software programs.
- Valid Minnesota Driver's License

Desirable Qualifications

- Master's degree in Public Administration, Public Policy, Urban Planning, Business Administration or related field.
- A minimum of 5 years of responsible municipal experience involving general administration, public relations, zoning and project management.
- Completion of Minnesota Municipal Clerks Institute training and certification.
- Experience in assisting with or coordinating elections.

Knowledge, Skills & Abilities

- Demonstrated experience communicating with a variety of individuals and handle a variety of customer service situations.
- Experience using various office equipment and software, including accounting programs.
- Demonstrated knowledge of laws in order to administer local government activities.
- Demonstrated experience working independently to plan, organize and prioritize work tasks.
- Demonstrated experience preparing work results with completeness and accuracy and solve complex problems.
- Demonstrated experience handling interruptions and concentrating on the task at hand.
- Demonstrated experience handling multiple ongoing tasks and completion of work in a timely manner.

Safety

It is the responsibility of all City staff to promote and contribute to a safe work environment. This is accomplished by proactively identifying and correcting the unsafe condition or notifying the appropriate personnel to address the problem.

All Employees shall follow all City and other applicable safety policies and procedures related to the job. Operates all equipment according to proper safety procedures and standards; does not exceed load limits, performance abilities and adheres to all traffic laws.

Work Environment

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

Schedule

This is a full-time exempt position and will work the hours necessary to complete the work. Evening and some weekend work may be necessary.

Physical Demands

Ability to sit and use a telephone and computer, stand or walk for prolonged periods of time, as well as the ability to lift a minimum of 25 pounds. Manual dexterity required. Must be able to speak, read and write English.

Mathematic Skills

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages.

Reasoning Ability

Ability to solve and deal with practical problems. Ability to interpret a variety of instructions in written, oral or other forms.

Other Knowledge, Skills & Abilities

Ability to read, review and interpret State Statutes, City policies and ordinances.