

JOB DESCRIPTION

**Administration
City of Arlington**

Title of Class: City Administrator
Effective Date: July 5, 2011
Pay Status: Exempt

DESCRIPTION OF WORK

General Statement of Duties: Responsible for planning, organizing, directing, and coordinating all municipal services, and is considered the Utility Superintendent and Treasurer for the City. The City Administrator is also the "Chief Administrative Officer" of the city who is responsible for maintaining the City Charter, and is responsible for directing staff in the implementation of City Council policies and coordinating the day-to-day operations of the City.

Supervision Received: Works under the direct supervision of the Mayor and City Council and receives policy direction from the City Council.

Supervision Exercised: Supervises the activities of all municipal departments and personnel of the City and the administration of municipal policy with the authority to effectively recommend their employment or removal. This shall include outside contractual obligations.

TYPICAL DUTIES PERFORMED

The City Administrator is responsible for ensuring smooth operation throughout the City and is responsible for coordinating activities and functions, creating proper procedures and processes for exchanging information and reaching decisions, and flexibility in reacting to the needs and desires of others. The listed examples may not include all duties performed by the City Administrator.

1. Administer personnel and human resource functions including staffing levels and duties, performance evaluation, promotion, discipline, and compensation plans.
2. Ensure all City laws, ordinances, resolutions, rules, and the City Charter are enforced and make recommendations for changes or additions to ordinances, resolutions, and the City Charter when necessary.
3. Represent the City in local, regional, state and federal activities of concern to the community.
4. Act as custodian of the city seal and records and sign all official papers and post and publish such notices, ordinances and resolutions as may be required.

5. Manage and invest City funds in accordance with City Council guidelines and sound financial practices. Oversees and manages financial accounting matters.
6. The City Administrator shall supervise the activities of all municipal department heads and personnel of the city and the administration of municipal policy with authority to effectively recommend their employment or removal. The City Administrator shall handle all personnel matter for the city in conjunction with the policy established by the City Council.
7. Be responsible for factual determination and execution of Council policies.
8. Be responsible for the general oversight of the community center, cemetery and library.
9. Make purchases and let contracts, subject to approval of City Council.
10. Oversee long and short term departmental planning.
11. Prepare, revise the layout, design and content of the City's newsletter and social media.
12. Organize and direct work load.
13. Report to Council and general public.
14. The City Administrator shall attend and participate in all meetings of the City Council. He or she shall be responsible for preparation of the City Council agenda and recommend to the City Council such measures as he or she shall deem necessary for the welfare of the citizens and efficient administration of the city. He or she shall attend his or her discretion or at the direction of the City Council, other committee and commission meetings.
15. The City Administrator shall prepare the annual fiscal budget, capital improvement plan and shall report the budget status and administrative status on a regular basis for the City Council. He or she shall maintain financial guidelines for the city within the scope of his or her responsibilities, submit reports to the City Council on the financial condition of the municipal accounts, and make sure the annual financial statement is prepared in accordance with Minnesota Statutes.
16. The City Administrator shall coordinate municipal programs and activities as they rectify the City Council.
17. The City Administrator shall work in cooperation with the City Council's appointed Attorney, Engineer, Water & Wastewater Operator, Auditor, Building Inspector, Planning & Zoning/EDA Consultant and Financial Advisor, and he or she shall monitor all consultant and contract work performed for the city.
18. The City Administrator shall prepare news releases and develop and discuss public relations with all concerned as required.
19. The City Administrator shall be informed regarding federal, state and county programs which affect the city. He or she shall consult with officials of both public and private agencies as may be required.
20. The City Administrator shall inform the City Council in matters dealing with administration of the city and prepare, submit, and update to the City Council for

adoption an administrative code encompassing the details of administrative procedures.

21. Serve as a Board Member of the Minnesota Municipal Power Agency (MMPA) and represent the city at MMPA meetings and activities.
22. He or she shall perform such other duties as may be prescribed by law or required of him or her by ordinance or resolutions adopted by the City Council.

KNOWLEDGE, SKILLS AND ABILITIES

1. The City Administrator must have considerable knowledge of municipal government operation and management, proper procedures, and public relations, finances including the budget process, purchasing and all administrative requirements for proper municipal operation.
2. He or she should have an understanding of the operation of public utilities including an electric utility.
3. He or she must have knowledge of or ability to acquire full knowledge of all laws and rules affecting the city including the City Charter.
4. He or she must be able to communicate effectively and provide harmonious relations with the municipal employees, elected officials, other public officials, and the general public.
5. He or she must have the ability to plan development, to collect material and analyze for reporting and to conduct and implement standards of procedure, operation and organization.
6. Knowledge of computers and software programs. General knowledge of internet use, e-mail and faxing.
7. Supervisory experience.

PHYSICAL REQUIREMENTS

The primary tasks and functions of the position consist of typical office functions. May be required to lift and/or carry supplies, materials, equipment and/or items weighing up to 50 pounds. Tasks may require extended periods of time at a keyboard.

MINIMUM QUALIFICATIONS

The City Administrator shall possess a Bachelor's degree in public administration, business administration, accounting, finance or related field; three plus years of related public management experience. Should have experience in budgeting, economic development, public utilities, and must possess a valid Minnesota driver's license.