



Vision Statement: "To Enhance the Quality of Life in the Community"
Mission Statement: "To actively grow the community while promoting and protecting the high quality of life"

Position Title:	City Administrator	FLSA Status:	Exempt
Department:	Administration	Bargaining Unit:	None
Reports To:	City Council and Utilities Commission		

Nature and Purpose of Position

The City Administrator serves as chief administrative officer of the City and is responsible for proper administration of all affairs of the City and Utilities.

Core Competencies

- Work effectively as an employee of the City of Melrose and maintain good job behavior.
- Accept responsibility for the duties of the position. Work diligently toward complete and accurate work assignments. Continually develop and recommend more efficient and effective ways of carrying out the duties and responsibilities of the position.
- Develop the necessary knowledge, skills, and abilities to perform the duties of the position.
- Accept and adapt positively to changes in your position and within the City.
- Be courteous and cooperative with Public Officials and the public.
- Support the City's vision and mission.
- Promote teamwork through communication and cooperation. Treat co-workers in a respectful, considerate, and professional manner and consider the opinions and personal needs of others.
- Promote safety in every activity. Become familiar with and abide by the City's safety rules and procedures.

Essential Functions of the Position

The essential functions of the position include, but are not limited to, the following:

Performs all duties required by statute under the laws of the State of Minnesota.

1. Directs the overall administration of the city and utilities as provided by City Council and Utilities Commission direction and state and federal statutes.

2. Compiles and prepares data and information to aid the City Council and Utilities Commission in making decisions, assists the City Council and Utilities Commission in coordinating, administering, and implementing decisions in regard to requests and problems of municipal concerns; research and assist the City Council and Utilities Commission in developing and recommending solutions thereto; and coordinating efforts through directives to other departments, other agencies, and the general public.
3. Supervises and oversees the administrative portion of all improvement projects; prepares reports and summaries relating to proposed municipal projects/improvements and submit them with recommendations as may be required to the City Council and Utilities Commission for study and subsequent action.
4. Formulates, coordinates and carries out the city's strategic plan as approved by the City Council and Utilities Commission including long and short range plans.
5. Represents the City and Utilities Commission at official functions as directed by the City Council and Utilities Commission and maintains good public relations. Consults with appointed officials and other public or private agencies as may be required to include serving as the city's public official and representing the city at the State Legislature and other functions.
6. Analyzes the functions, duties and activities of the various departments and services of the city and of all employees thereof, and to make recommendations regarding the same to the City Council and Utilities Commission. Directs all personnel matters as provided by the Personnel Policies of the City and Utilities.
7. Develops and issues administrative rules, policies, and procedures necessary to ensure proper functioning of all Departments. Ensures compliance with applicable laws, regulations, rules policies, and ordinances.
8. By Ordinance, the Administrator is responsible for the statutory duties of the City Treasurer, however the Finance Director is primarily responsible for financial operations.
9. Oversees preparation and submittal of an annual budget and five-year Capital Improvement Plan to the Council and Utilities Commission.
10. Responsible for fiscal oversight and accountability for all areas of the budget.
11. Attends and participates in all Council and Utilities Commission meetings and other official bodies as directed by the Council and Utilities Commission ensures that all laws and ordinances are enforced.
12. Oversees city staff in conducting local elections in accordance with State and County requirements
13. Assists in negotiating contracts for presentation and final approval of the Council and Utilities Commission.

❖ SUPERVISORY RESPONSIBILITIES

1. Responsible for the overall direction and coordination of the City and Utilities.
2. Carries out supervisory responsibilities in accordance with City and Utilities' policies and procedures.
3. Participates in the hiring process of all employees of the City and Utilities.
4. Responsible for overall departmental concerns and/or complaints and enforcing disciplinary policies.

❖ OTHER

1. Performs other duties as apparent or assigned.
2. Performs other duties as may be prescribed by law or required by ordinance, resolution, or directive

Specifications

EDUCATION AND EXPERIENCE

- ❖ Bachelor's Degree in Public Administration or related field; three to five years related experience and/or training; or equivalent combination of education and experience.
- ❖ Experience in Public Utilities with an emphasis in Electric and Wastewater preferred.
- ❖ Considerable manager, supervisory, and leadership experience preferred.

Necessary Knowledge, Skills, and Abilities

- ❖ Considerable knowledge of municipal government operations and procedures, public relations, policy analysis, personnel management, economic development, organizational management, finances, purchasing, city planning, legal procedures, and all administrative requirements for proper city operation.
- ❖ Considerable knowledge of laws, regulations, ordinances, etc., applicable to City government. Knowledge of or ability to acquire full knowledge of all laws affecting the city.
- ❖ Considerable knowledge of budgeting, accounting, and government financing.
- ❖ Considerable ability to plan and analyze City operations; develop alternatives and determine the cost benefit analysis of various alternatives.
- ❖ Ability to maintain harmonious relations with city employees and the general public.
- ❖ Strong organizational skills.
- ❖ Ability to plan development, collect and analyze material for reporting to the Council and initiate and implement standards of procedure, operation and organization for the city.
- ❖ Proficient in the use of modern office practices and equipment.

Computer Skills:

- ❖ Considerable knowledge and proficiency in the use of computers and applicable software programs.

Mathematical Skills:

- ❖ Skilled in performing mathematical calculations specific to job duties.
- ❖ Ability to understand governmental accounting standards and accountings standards for enterprise funds.
- ❖ Ability to oversee budget preparation and administration.

Language Skills:

- ❖ Excellent communication skills and ability to communicate effectively with city officials, employees and the general public.
- ❖ Ability to read and interpret policies and procedures, and draft correspondence and reports.
- ❖ Ability to read, analyze, and interpret plans and specifications, contracts, ordinances, technical journals, financial reports, and legal documents.
- ❖ Ability to prepare contracts, policies, reports and correspondence.
- ❖ Ability to present reports and make recommendations to Council, Utilities Commission and other Boards and Commissions.

Physical Requirements/Work Environment

- ❖ The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.
 - The employee is frequently required to sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms.
 - Specific vision abilities required by this job include close vision and the ability to adjust focus.
 - The employee must occasionally lift and/or move up to 25 pounds.
 - The noise level in the work environment is moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.