

# City of Mora / Mora Municipal Utilities

## Position Description

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### CITY ADMINISTRATOR

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Department:	Administration/Finance
Grade/Points Classification:	15/311
Reports to:	City Council And Public Utilities Commission
FLSA Status:	Exempt / Salaried
Union or Non-union Position:	Non-union

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#### OBJECTIVE

To plan and direct the administration of City functions as delegated by the City Council and Public Utility Commission to ensure efficient municipal services and development in line with Council and Public Utility Commission objectives. Operates with considerable discretion in normal administrative functions and in implementing policies of the Council and Public Utility Commission. Responsible for effective recommendation in areas of policies, staffing, expenditures, etc. where Council and Public Utility Commission action is required. Serves as the General Manager of Mora Municipal Utilities.

#### SUPERVISION RECEIVED

Employees working in this position usually work under administrative direction and are free to plan, develop, and organize all phases of the work necessary for its completion within broad program guidance. Generally, they develop and utilize procedures and methods that do not conflict with major organization policies.

#### SUPERVISION EXERCISED

Provides supervision to all Department Heads and Administration Department support staff. Elements of direct control over these positions include recommending hire, promotion, transfer, and termination, and planning and evaluating performance, including issuing corrective actions, resolving informal grievances, and initiating disciplinary actions.

#### ESSENTIAL FUNCTIONS

To perform this job successfully, an employee must report to work on a timely and regular basis and be able to perform each essential function satisfactorily. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

1. Directs and controls all line operations of the City. Works closely with Department Heads to plan and coordinate activities. Administers performance to ensure effective service to the public and efficient conduct of all municipal affairs.
2. Supervises all staff functions of the City. Responsible for all financial reporting, human resources, labor relations, and all other City functions.
3. Develops and ensures effective utilization of appropriate budgeting, administrative planning, and control procedures. Ensures that proper control reports are developed and used, supervises effective operation of purchasing procedures. Recommends changes in these procedures to the Council and Public Utility Commission.
4. Ensures the development of an effective municipal organization. Includes recommending changes in organizational structure as appropriate, recommending staffing changes or additions.

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5. Ensures effective management and use of City assets.
6. Serves as the EDA Executive Director. Attends all EDA meetings and prepares reports for the EDA Board.
7. Attends all HRA Board meetings and maintains a strong working relationship/collaboration with the HRA Executive Director and staff.
8. Provides administrative support to the City Council and Public Utility Commission. Prepares agendas and attends meetings. Presents recommendations concerning policies and objectives, participates in discussions as appropriate, and implements Council and Public Utility Commission decisions. Keeps the City Council and Public Utility Commission fully advised of all significant matters and effectively presents all items which require Council or Commission action or approval. Responsible for enforcing City Ordinances and Resolutions.
9. Ensures proper public relations. Follows up with all departments to make sure that public services are efficiently provided and that all complaints and public contacts are effectively handled. Participates in local affairs as is appropriate. Represents the city at various activities and events.
10. Stays abreast of developments in the municipal and utility field.
11. Cooperates with other governmental units on matters of mutual interest.
12. Administers the affairs of the Administrator's office effectively and in accordance with Minnesota Law.
13. Performs other related duties as assigned or apparent.

### MINIMUM QUALIFICATIONS

Master's degree in Public Administration or a related field, plus two (2) years public-sector administration experience as an Administrator or Assistant Administrator; or

Bachelor's degree in Public Administration or a related field, plus three (3) to five (5) or more years public-sector administration experience; or

An equivalent combination of education and experience sufficient to perform the essential functions of the position.

Supervisory experience required.

Valid Minnesota Class D driver's license required.

### EQUIPMENT

Computer, Microsoft Office software, printer, telephone, copier, fax, vehicle, and other job-related software and equipment.

### PLANNING

Planning relates to different and complex situations requiring analysis, complex projections, and generally new alternatives. Most planning extends into the future for one or two years.

### KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### Knowledge of:

- Department, building, and City/PUC policies, procedures, and practices.
- Laws, regulations, ordinances, etc., applicable to City government.
- Budgeting, accounting, and government financing.
- Considerable knowledge of government processes, services, and planning.

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- Management principles and practices as they apply to public sector management, including personnel management and organization development.

### **Skill in:**

- Reading, writing, and speaking English, clearly and persuasively in positive or negative situations, responding well to questions, and participating in meetings. Strong communication skills.
- Good interpersonal skills, including the ability to focus on solving conflict, not blaming; listening to others without interrupting, keeping emotions under control, and remaining open to others' ideas.
- Working as a team and contributing to building a positive team spirit.
- Strong organizational skills.

### **Ability to:**

- Develop and maintain effective working relationships with the mayor and council members, PUC Commissioners, Department Heads, staff, and members of the public. Ability to approach others in a tactful manner, react well under pressure, treat others with respect, keep commitments, work with integrity, and uphold organizational values.
- Read, analyze, and interpret plans and specifications, contracts, ordinances, technical journals, financial reports, and legal documents.
- Prepare contracts, ordinances, resolutions, policies, reports, and correspondence.
- Show respect and sensitivity for cultural differences.
- Apply principles of logical thinking to a wide range of intellectual and practical problems.
- Considerable ability to plan and analyze City operations; develop alternatives and determine the costs, advantages, and disadvantages of various alternatives.
- Research and prepare accurate and thorough reports.
- Analyze and make recommendations on utility rates for Electric, Water and Wastewater Departments.
- Follow safety procedures and address potentially unsafe conditions.
- Read and interpret written instructions and to carry-out oral and written directives.
- Prioritize responsibilities, use good judgment, and make independent decisions.
- Effectively manage staff and workload in emergency and crisis situations.
- Continuously build upon own knowledge and skills and share expertise with others.
- Demonstrate accuracy and thoroughness and to look for ways to continuously improve and promote quality. Ability to work in a timely manner and strive to increase productivity.
- Adapt to changes in the work environment, manage competing demands, delays, or unexpected events.
- Follow instructions, respond to council/PUC direction, take responsibility for own actions, and to commit to long hours of work when necessary.
- Work in/for other departments or divisions as needed, in addition to assigned department. This requires the ability to understand and maintain moderate to extensive knowledge of other department's operations.

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

The noise level in the work environment is usually quiet. Occasional travel outside the city is required. Evening meetings are required. Occasional outdoor work inspecting construction sites and observing field conditions. See the physical activity requirements sheet, attached.

### **ADA CONSIDERATIONS**

The City of Mora is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with

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disabilities and encourages both prospective and current employees to discuss potential accommodations with a representative of the Human Resources department.

11/30/2021

### **ACKNOWLEDGMENT**

I have read the requirements for this position and am able to perform all essential functions and physical demands associate with this position.

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Print Name

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Date

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Signature