



Position Description

JOB TITLE: City Administrator		DEPARTMENT: Administration	
REPORTS TO: Winsted City Council	SUPERVISES: Chief of Police, Maintenance Supervisor, City Clerk/Treasurer, Fire Chief		FLSA STATUS: Exempt
			EFFECTIVE DATE:

POSITION SUMMARY

Under limited direction, this position is the Chief Administrative Officer for the City and plans and directs all City operations in line with objectives and guidelines established by the City Council, including financial and administrative functions, personnel management, planning and engineering activities, public works operations, fire protection, and police protection; exercises general and administrative supervision over all City employees either directly or through subordinate supervisors; and coordinates planning, legal, building and engineering activities. The City Administrator is responsible for advising the City Council regarding the impact of policy decisions, and representing the interests of the City in metropolitan and state activities as delegated by the City Council.

JOB DUTIES OR ESSENTIAL FUNCTIONS

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

- Directs and manages all aspects of the financial and administrative operations for the City, including making recommendations regarding policy development and financial planning.
- Oversees and coordinates the financial/fiscal planning and operations of the City, including development of annual general fund, water/sewer budget, and capital improvements program for consideration by the City Council; and, in consultation with the Clerk/Treasurer, oversees the administration and monitoring of expenditures.
- Works with the Clerk/Treasurer to coordinate the preparation of financial statements, financial reports, special analyses, and information reports for presentation to the City Council.
- Implements City Council directives, policies, and ordinances.
- Researches and prepares reports and recommendations for City Council consideration on a variety of City issues to improve the health, safety, welfare, and economic development of the City, including improved methods of operation, replacement, or upgrading of equipment and exploration of grants or other funding sources.
- Manages large infrastructure projects.

- Communicates, implements, and monitors short-term and long-term goals, objectives, policies, and directives of the Council.
- Provides leadership in goal setting and future planning efforts for the mayor and City Council.
- Plans and directs delivery of City services to the public by working closely with department heads to plan and coordinate their functions and works in cooperation with the City's attorney, engineer, planner, and building official to ensure efficient and effective provision of services.
- Plans, develops, and directs personnel programs, policies, and procedures designed to maximize work potential and interests of each employee and effectively accomplish the City's goals and objectives.
- Represents the City in the negotiation, coordination, and oversight of a wide range of management, administrative, consulting, legal, and other service contracts and agreements as authorized by the City Council.
- Provides support, communications, and data analysis in the areas of parks, planning and zoning, economic development, and airport facilities.
- Communicates with the public and responds to the questions and complaints regarding City plans, operations, and activities.
- Provides information and management of the day to day operations of the City for residents, businesses, and staff.
- Performs or effectively recommends the hiring, transfer, suspension, promotion, discharge, assignment, reward, discipline, direction of work, and adjustment of grievances of subordinate personnel.
- Trains and supervises all City employees either directly or through subordinate supervisors and works with department heads to identify goals and standards against which to measure employee performance.
- Conducts annual personnel reviews; makes recommendations to City Council regarding employee salary/benefits packages and conditions of employment; and coordinates all phases of personnel administration, including control over personnel files.
- Attends and participates in all meetings and coordinates preparation of agendas, supporting reports, recommendations, and action plans of the City Council and various City commissions and committees to.
- Represents the City at various local, regional, and state meetings and functions and while cooperatively working with other governmental agencies and officials on matters of mutual interests.
- Supports, communicates, and analyzes data for the Mayor and City Council.
- Performs other duties as assigned.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work

reason to access the data is reasonably finished, this position must properly store the not public data.

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience, and training required.

Education

Four-year Bachelor's Degree in public administration, political science, business management, or related field

Experience

Three (6) years of public administration experience

Trainings, Certificates, and Licenses

- Knowledge of modern policies and practices of public administration and working knowledge of municipal finance, human resources, public works, public safety, and community development
- Knowledge and demonstrated skill in preparing and administering municipal budgets and skill in planning, directing, and administering municipal programs
- Knowledge and demonstrated skill in preparing and analyzing comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, and the public; and ability to efficiently and effectively administer a municipal government

DESIRED QUALIFICATIONS

The requirements listed below are representative of the formal education, experience, and training preferred in order to exceptionally perform all of the functions of this position.

Education

Advanced degree equaling a Master's of Art's Degree in public administration, political science, business management, or related field

Experience

Ten (10) years of local government management experience

Trainings, Certificates, and Licenses

- Possess Credentialed Manager certification from International City/County Management Association (ICMA)

COMPLEXITY

The overall complexity of this position is high. While performing the normal duties of this job, many different processes and methods are required to apply to an established professional or technical field.

RESPONSIBILITY

Supervision

Limited direction is provided while performing the normal duties of this job.

This position exhibits formal supervisory responsibilities as a manager in charge of multiple diverse functions.

Impact

While performing the normal duties of this job, this position's work affects the work of other experts, influences important professional or administrative activities of the City, or impacts the wellbeing of many groups of people.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position:

- May occasionally push/pull 50 lbs., lift 50 lbs., carry 50 lbs., and feel; frequently stand, walk, and drive; and continuously sit, finger/enter data/keystroke, talk, and hear.
- Will use right hand and left hand for simple handling or grasping, firm handling or grasping, and fine handling or manipulation.
- Will use close vision, far vision, and color vision.

Surroundings

While performing the duties of this job, this position will experience Exposure to inside environmental conditions, exposure to outside environmental conditions, exposure to noise, dust, fumes, gases, chemicals, or oils requiring special mitigating precautions or protective gear, and working in narrow aisles or passageways.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW/APPROVALS

I acknowledge reviewing and approve of this job description.

Department Head

Date

City Administrator

Date

ACKNOWLEDGEMENT

I acknowledge reviewing this Job Description.

Employee Signature

Date