



POSITION DESCRIPTION

TITLE: City Administrator
REPORTS TO: City Council
DEPARTMENT: Administration
STATUS: Full-time/Exempt/ Non-Union

POSITION SUMMARY

Directs and manages the operations of the City under general direction from the Mayor and City Council, to include management and oversight of all City departments and functions, direct supervision of the department directors and administrative staff, and coordination of special projects. The City Administrator is responsible for the implementation of all policy set by the Council. Work may be performed by the incumbent or delegated to subordinate staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Acts as the Chief Executive Officer for the City; directs and manages the operations of the City; provides direction to all city functions falling under the authority of the City Council; supervises all subordinate department heads and administrative staff; hires, trains, evaluates performance, and disciplines senior management personnel and oversees this process for all City employees through subordinate managers.
2. Establishes policies and procedures for the overall City functions; oversees and participates in the resolution of inquiries and complaints from the public and other organizations; establishes, monitors, and evaluates progress towards goals and objectives.
3. Serves as a liaison between City staff, the Mayor, and the City Council; attends all City Council meetings; briefs council members on pending agenda items and other issues; responds to inquiries and provides council members with information on the status of City operations and projects; provides analysis as needed to assist the Council in making informed policy decisions; prepares meeting agendas, and provides administrative support to the Mayor and City Council as needed.
4. Performs financial and managerial analyses for the Mayor and City Council pertaining to City operations and programs under consideration; gathers information, evaluates data and makes recommendations based on findings; prepares reports and makes presentations to the City Council and other interested parties.
5. Keeps the Mayor and City Council apprised on departmental activities; assists departments with resolution of problems requiring the attention of City management; monitors and evaluates progress of departments towards the goals and objectives of the City.
6. Facilitates problem solving at all levels of the organization; works with department directors and senior management to ensure effective coordination and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; responds to inquiries from the public regarding issues unresolved at the department level.

7. Facilitates internal and external communication throughout all levels of the organization, conducts meetings with department directors.
8. Responsible for the preparation of the annual budget; prepares budget for Administrative Office; reviews departmental budget requests; coordinates the scheduling of budget meetings and ensures compliance with all legal and procedural requirements.
9. Coordinates special projects for the City, including the planning design, implementation, and evaluation of construction/renovation projects, management studies, introduction of new programs, and various professional services; identifies and ensures proper allocation of financial, material, and human resources committed to the project; formulates solutions and resolves problems; facilitates implementation of the project and provides administrative support as needed.
10. Oversees professional contractors/consultants providing services for City projects, participates in the evaluation and selection of contractors/consultants; interfaces with and monitors the contractors/consultants to ensure timely and quality completion of the project.
11. Assists the Mayor and City Council with strategic and long-range planning for the City; participates in planning efforts at the local and regional level; keeps City Council apprised of developments at the state and federal level that impact the City; monitors pending legislation for impact on the City; oversees compliance with new legislation.
12. Negotiates labor contracts with unions and cooperative agreements with other municipalities, individuals, organizations, and other governmental units.
13. Represents the Mayor, City Council, and the City at various meetings, functions, and events; serves as a liaison to various civic or governmental organizations and committees, task forces, boards, and commissions; provides information about City operations.

Note: These examples are intended only as illustrative of various types of work performed and are not all inclusive. The City reserves the right to add, modify, change or rescind work assignments.

REQUIRED KNOWLEDGE AND ABILITIES

1. Thorough knowledge of the principles and practices of public administration and management of municipal divisions and departments.
2. Knowledge of the principles of governmental accounting, budgeting, human resources, communications, and office management.
3. Experienced government leader with a deep understanding of statutes, laws, legal challenges, and personnel management.
3. Ability to direct and perform general administrative work; ability to research and analyze information on a variety of subjects.
4. Knowledge of current leadership and organizational structure theories and management.
5. Ability to exercise sound judgment and discretion in planning, developing, and administering programs and services.
6. Ability to effectively carry out administrative procedures for municipal operations.
7. Ability to motivate the City's Management Team to meet organizational goals and the City's mission and vision.
8. Knowledge of community development, comprehensive plans, and tax increment financing.

9. Ability to communicate effectively and to maintain positive work relationships with City staff, elected officials, the public and other governmental units and municipalities.
10. Knowledgeable about Joint Powers Agreements and promoting the needs of Lino Lakes in those Agreements.
11. Working knowledge of Microsoft Office - Outlook, Word, Excel, Teams and PowerPoint.

MINIMUM QUALIFICATIONS

1. Master's degree in Public Administration, Business Administration, Urban Planning, Finance, or related field.
2. Five years' experience as City Administrator/Manager, Assistant City Administrator or related profession that demonstrates ability to perform at an executive level.
3. Two to three years of labor relations and contract negotiation experience.

PREFERRED QUALIFICATIONS

1. Demonstrated experience with strategic planning;
2. Demonstrated leadership, team building and communication skills.
3. Experience with economic and community development.
4. Experience with mediation, facilitation, conflict resolution, and organizational management.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be added to enable individuals with disabilities to perform essential job functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, feel, operate objects, tools or keyboards, speak intelligibly, hear, and read. The employee is frequently required to stand, walk, and reach hands and arms. The employee must frequently move, turn, lift and carry objects weighing up to 20 pounds. Examples of lifting and carrying include, but are not limited to, paper, electronic equipment, books, and exhibit displays. Specific vision abilities required for this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Office environment; significant exposure to computer screens; the noise level is usually quiet, although the ability to work with noise and distractions is required; this position works in an office setting.

CONDITIONS OF EMPLOYMENT

Must comply with organizational and departmental policies.

EXPECTED HOURS OF WORK

This is a full-time position. Normal business hours and regular evening meetings.

It is the policy of the City of Lino Lakes to provide equal employment opportunities to all persons. All employment policies and practices shall be non-discriminatory in compliance with federal laws and state statutes. The City of Lino Lakes is committed to building a diverse, welcoming and respectful workforce. We seek and welcome candidate applications from historically underrepresented groups and those living with disabilities as well as veterans.