

CITY OF MINNEOTA JOB DESCRIPTION CITY ADMINISTRATOR

POSITION TITLE:	City Administrator
DEPARTMENT:	Administration
FLSA STATUS:	Exempt
EFFECTIVE DATE:	March 12, 2024
IMMEDIATE SUPERVISOR:	City Council
HOURS WORKED:	8:00 a.m. to 5:00 p.m. 40+ hrs. M - F and evenings for meetings.

PRIMARY OBJECTIVES:

- 1) Assists in the implementation of City Council goals and policies, and
- 2) Provides supervision of all municipal functions including administration, community policing, fire department, public works, and utility operations, and
- 3) Serve as the primary planning and zoning official for the City, and
- 4) Assists in economic development activities by being knowledgeable in local, regional, and state resources that are available to assist businesses, and
- 5) Assists in monitoring and establishing the annual budget for the City; and
- 6) Completion of tasks assigned by the City Council in an efficient manner.

EQUIPMENT/JOB LOCATION:

Works primarily from an office in City Hall. Equipment used includes but is not limited to personal computer, printer, fax, calculator, and copy machines.

ESSENTIAL FUNCTIONS OF THE JOB:

Governmental Operation

- Develop and administer the rules, regulations and procedures necessary to insure proper functioning of all departments to meet goals and objectives established by the City Council.
- Supervise and manage all City operations, including, but not limited to, the departments of Administration, Police, Fire, Public Works, Planning and Zoning, and Utility Operations within the policies and budget constraints of the City.
- Serve as Assistant Treasurer of the Economic Development Authority.
- Advise the City Council as to the future needs of the City, making recommendations to the Council in a five-year capital improvement program reviewed and updated annually.

- Attend and take part in discussion at all meetings of the City Council and other official bodies as directed by the Council. The City Administrator shall also represent the City at all official or semi-official functions as may be directed by the City Council or the Mayor. Represents the City and cooperates with other governmental agencies and officials in areas of mutual interest.
- Oversees handling of complaints, concerns, issues and requests for services to ensure prompt and courteous response to citizens. See that all codes and ordinances are duly fully enforced.
- Coordinates the preparation of agendas and supporting documents for all City Council meetings.
- Prepares a variety of reports and makes presentations to the City Council and Advisory Commissions, recommends as appropriate the adoption of measures necessary for the health, safety, and welfare of the community or for the improvement of government operation.
- Serves as safety training coordinator for all City employees.
- Serves as liaison between City employees, the City Council, and City Advisory Commissions.

Finance

- Keep the City Council advised of the financial condition of the City and make such recommendations as he/she may from time to time, determine desirable and necessary to insure effective management of financial assets.
- Prepare and submit the annual budget to the City Council.
- Responsible for the administration of all City funds including the enterprise funds which include sanitary sewer, water, and refuse collection.
- Works with the City Clerk and City Council to insure favorable investment of available funds, effective and proper accounting practices, appropriate insurance and effective financial planning.
- Maintain a familiarity with alternate revenue sources including federal and state aids, loans, grants, and other possible sources, and submits recommendation to the City Council for actions necessary to pursue such sources.

Planning and Zoning

- Coordinates the process for the issuance of zoning permits, variance requests, conditional use permit requests, and other matters relating to planning and zoning.
- Prepares and submits grant applications, as directed by the City Council.
- Perform other duties as may be required by the City Council and consistent with Minnesota Statutes and City Ordinances.
- Maintains zoning maps and records, prepares public notices.
- Evaluates potential projects, programs, and services to determine feasibility and community impact and makes recommendations to the City Council.

Human Resources

- Supervises and participates in the selection of employees, evaluates employees and recommends salary adjustment, determines staffing and structure needs.
- Represents the City Council exclusively in all human resource and collective bargaining matters and negotiates with representatives of employee organizations.
- Coordinates the work of all contracted Consultants, including, the City Attorney, City Engineer, and Building Inspector.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- The ability to manage and make decisions using skills, knowledge and reasonable judgment.
- Ability to communicate effectively, both orally and in writing.
- Problem solving skills.
- Ability to build and maintain a team oriented work environment
- Considerable knowledge of laws, rules and regulations applicable to City government.
- Considerable knowledge of budgeting, accounting and government financing.
- Considerable knowledge of government processes, service, economic development and planning.
- Considerable knowledge of management principles and practices as they apply to the public sector including personnel management, organizational development, and project management.
- Thorough ability to prepare, present, and administer budgets, to invest funds and manage finances.
- Thorough ability to communicate effectively and establish effective working relationships with elected officials, staff, other public officials, and the public including making formal presentations.
- Considerable ability to research and prepare accurate and thorough reports.
- Considerable ability to perform mathematical calculations and to analyze data.

PHYSICAL DEMANDS:

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

- Sit for extended periods of time.
- To have hand and arm (or equivalent) dexterity adequate to allow for extensive use of a keyboard for data entry.
- To talk and hear with enough proficiency to allow for communicating with customers by phone or in person.
- To have adequate vision to accommodate frequent viewing of computer screens and printed reports.
- The employee must frequently lift and or move up to ten (10) pounds and infrequently lift or move up to 25 pounds.
- The noise level is usually moderate.

MINIMUM QUALIFICATIONS:

- Four year degree in public administration, political science, business management or a closely related field and two years of experience in working for City government. Will consider equivalent level of experience as a City Administrator in lieu of a four year degree.
- Knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development.
- Knowledge and demonstrated skill in preparing and administering municipal budgets; 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; ability to efficiently and effectively administer a municipal government.

NON-DISCRIMINATION POLICY:

The City of Minneota will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Minneota reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)