

City Administrator

FLSA Status: *Exempt*

General Definition of Work

Performs complex executive work directing City government operations including serving as the City's Chief Executive and Chief Operating Officer, managing and directing daily operational activities through direct communication with department heads, ensuring the professional administration of City affairs, ensuring ordinances, resolutions and policies of the City and City Council are faithfully and equitably enforced, and related work as required. Work involves setting policies and goals under the direction of the City Council. Organizational supervision is exercised over all personnel within the organization.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

- Exercises supervisory authority over City employees through the department structure and civil service rules.
- Leads and administers the human resource function.
- Administers personnel matters consistent with civil service rules and personnel policy; develops and issues administrative rules, policies and procedures necessary to ensure the proper functioning of all departments.
- Oversees hiring, promotion and termination recommendations, as well as rewards, disciplines, grievances, training, performance appraisal and other employment conditions.
- Manages the use of outside consultants for contracted functions.
- Serves as the chief negotiator on the City's behalf involving any union issues including contract negotiations.
- Reports to and serves as the liaison to the Council and Mayor.
- Directs preparation of the Council agendas and minutes; staffs Council meetings.
- Provides direction and leadership to Council and staff; ensures that adopted policies are implemented.
- Prepares, directs and oversees the development of various budgets, plans and reports.
- Performs or supervises the community planning and economic development activities for the Economic Development Authority.
- Takes leadership role in projects involving development initiatives.
- Provides direction to staff and council on all planning aspects.
- Represents the City to the employees, in the media and government agency in a positive image.
- Follows legal communication requirements including access to information and open meetings; counsels others regarding appropriate procedure and content.
- Attends various meetings; memberships to various governmental organizations.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and practices of public administration; thorough knowledge of municipal finance practices; comprehensive knowledge of the laws, ordinances and regulations underlying a municipal corporation; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to establish and maintain effective working relationships with department heads, City Council and the public; ability to plan and direct the work of operating departments.

Education and Experience

Master's degree with coursework in public administration, or related field and extensive experience working in government in a supervisory position, or equivalent combination of education and experience.

Physical Requirements

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This work is sedentary and requires little to no exertion of force; work regularly requires speaking or hearing and frequently standing, walking, sitting, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office with typewriters and/or computer printers, light traffic).

Special Requirements

Possession of an appropriate driver's license valid in the State of Minnesota.