

Title of Class: City Administrator
Effective Date:
Revised: **May 24, 2022**
Pay Status: Full-Time, Non-Union, Exempt

DESCRIPTION OF WORK

General Statement of Duties: Responsible for planning, organizing, directing, and coordinating all municipal activities, utilities and personnel. The City Administrator is the chief administrative officer of the city and is responsible for running the day-to-day operations of the city and attending City Council Meetings and other meetings, as necessary.

Supervision Received: Works under the direct supervision of the Mayor and City Council and receives policy direction from the City Council.

Supervision Exercised: Shall supervise the activities of all municipal department heads and personnel of the City and the administration of municipal policy with authority to effectively recommend their employment or removal.

TYPICAL DUTIES PREFORMED

The City Administrator is the chief administrative officer of the city and controls and directs the administration of all City affairs. The listed examples may not include all duties performed by the City Administrator.

1. Recommends the adoption of measures necessary or expedient for the health, safety, and welfare of the community, or for the improvement of the organization and/or operation of municipal government. Responsible for the enforcement of all applicable state statutes, ordinances, and resolutions of the city, and makes recommendations for revisions or additions, as necessary.
2. Develops or directs the development of City Council agendas, informational packets, and meeting minutes.
3. Facilitates City Council and Committee meetings as required. Advises City officials, both elected and appointed; presents findings and serves as staff liaison to City Council; Airport, Cemetery, Pool, EDA, Planning and Zoning, Library Committees and other community and citizen advisory groups requested or required.
4. Ensures all meeting notices are posted, published, and mailed as required by law.
5. Supervises and directs the operation of all departments, offices, and municipal utilities of the city.

6. Provides supervision to staff. Manages recruitment and selection efforts; recommends new hires. Directs orientation, training, and supervision of new staff. Evaluates and directs staff within City guidelines and policies. Interprets personnel rules and ensures Staff accountability to policies and procedures. Provides interpretation of relevant rules, statutes, and policies to staff specific to their program area.
7. Develops and administers personnel policies; administers the City's Pay Equity and Affirmative Action plans; maintains city-wide personnel files in compliance with state law.
8. Serves as the Executive Director of the Hector Economic Development Authority (EDA) and is responsible for supervising the management of Prairie View Senior Housing, and acts as the property manager of Hummingbird Court.
9. Supervises the conduct of local elections. Responsible for training election judges, sending out notices of each regular and special election, record the election procedure and notify officials of their elections and appointments to office and certify to the County Auditor all election results.
10. Acts as custodian of the City Seal and records; signs all official papers and posts and publishes such notices, ordinances and resolutions as may be required.
11. Directs the investment of City funds, the collection and custody of City revenue, and the position of revenues and expenditures. Reviews and approves/denies all expenditures up to the amount authorized by the City Council.
12. Prepares necessary resolutions for adoption of budget and tax levies, submits required reports to the state, and ensures proper posting and publication as required by law.
13. Supervises the preparation, implementation and monitoring of the annual operating and capital budgets. Prepares and submits the annual budget and capital improvements program to the City Council.
14. Working with the contracted financial management services, submits to the City Council and makes available to the public a complete report on the finances and activities of the City at the end of each fiscal year. Keeps the Council fully advised of the financial condition and needs of the City, and makes recommendations as deemed desirable.
15. Supervises the City's purchasing and procurement function; let contracts, subject to approval of City Council.
16. Oversees long and short-term departmental planning.
17. Administers the functions of zoning, annexations, subdivisions, variances, coordination of the development and redevelopment review process, and similar land use requests for the city.

18. Prepares amendments to the City zoning ordinance, subdivision regulations, and City land use plan.
19. Directs and coordinates the administration, enforcement, and interpretation of the city zoning ordinance; responds to land use complaints; presents findings of fact regarding zoning ordinance violations to the City Attorney.
20. Conducts research and prepares detailed staff reports for City variances; conducts public General hearings for variances; prepares and publishes legal notices for public hearings.
21. Makes formal presentations to a wide variety of groups and organizations.
22. Prepares reports relating to municipal services, projects, and issues for submittal to the City Council. Makes such other reports of the activities of the city as are required by the City Council.
23. Provides information and recommendations to the City Council.
24. Represents the City at meetings and official functions.
25. Directs special studies as required.
26. Performs physical demands and work environment requirements for this position.
27. Maintains contact with federal, state, and county agencies regarding local relationships between the city government and the general public.
28. Attendance during regularly scheduled work hours and outside of regular hours, as necessary.
29. Engages in effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.

Additional Functions of the Job

30. Performs other related functions as specified in Minnesota Statutes, as required by the City Council, or as assigned or apparent.
31. Responsible for factual determination and execution of Council policies.

32. Maintains and updates the City's website and Facebook page as a city promotional and communication tool.
33. Prepares, revises the layout, design, and content of the City's newsletter.
34. Monitors all consultant and contract work performed for the city; coordinates the activities of the City Attorney.
35. Works in cooperation with the City Council's appointed Attorney, Engineer, Financial Manager, Auditor, Building Inspector and Financial Advisor.
36. Prepares news releases and develop and discuss public relations with all concerned as required.
37. Consults with officials of both public and private agencies regarding federal, state and county programs which affect the city.
38. Acts as the official Treasurer of the City.
39. Perform other duties and responsibilities as apparent or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of municipal government operation, proper procedures, and public relations, finances including the budget process, purchasing and all administrative requirements for proper municipal operation.
2. Provide harmonious relations with the municipal employees and the general public.
3. He or she must have the ability to plan ,collect material and analyze for reporting and to conduct and implement standards of procedure, operation, and organization.
4. Knowledge of computers and software programs. General knowledge of internet use, e-mail, and faxing and website maintenance.
5. Knowledge of the principles of municipal administration and of pertinent laws and ordinances.
6. Knowledge of federal, state, and local laws and regulations governing human resources activities.
7. Knowledge of local and state laws governing municipal finance activities and the principles of public administration relative to municipal finance administration.
8. Knowledge of general laws and regulations concerning planning and zoning.
9. Knowledge of federal, state, and local regulations governing planning and community development.
10. Knowledge of municipal utility systems.

11. Ability to analyze work problems in administration and devise an effective course of action in situations where numerous diverse demands are involved.
12. Ability to make clear oral and written presentations.
13. Ability to seek, apply for and manage awards of grants.
14. Adaptability in adjusting to changes in policy and procedures.
15. Ability to secure the confidence and elicit the cooperation of departmental personnel and the public in reaching goals for development and progress in City administration.
16. Ability to make arithmetical calculations with speed and accuracy.
17. Ability to delegate authority and responsibility.
18. Ability to supervise, organize, and motivate staff.
19. Ability to physically inspect and negotiate all types of construction sites.
20. Ability to maintain confidentiality as needed.
21. Ability to establish and maintain cooperative and effective working relationships with City officials, representatives of other governing bodies, industrial and business representatives, citizens, citizen groups and the general public.

PHYSICAL REQUIREMENTS

- Requires incumbent to work inside, outside, on uneven ground, alone, with others, around others, and have contact with the public.
- Activities that occur extensively (more than 6 hours) are talking, hearing, seeing with near vision, far vision, depth perception, accommodation, and color vision.
- Activities that occur frequently (from 4 to 6 hours) are sitting; using fingers, wrists, and hands; handling; fine manipulating; using peripheral vision; use of smell; and carrying and lifting up to tenpounds.
- Activities that occur occasionally (from 1 to 3 hours) are standing; walking; bending/stooping; sense of touch; use of the left, right, and both feet for repetitive movements; and carrying and lifting up to twenty-five pounds.
- Activities that occur infrequently (up to 60 minutes) are squatting; crawling; crouching; kneeling; pushing; pulling; twisting; climbing; reaching at, above, and below shoulder level with right, left, and both shoulders; carrying and lifting up to fifty pounds.

MINIMUM QUALIFICATIONS

The City Administrator should have knowledge and skills (equivalent to an Associate Arts or bachelor's degree in business, finance, administration, municipal operations, or office management with three years' experience) possess a bachelor's degree in public administration or related field; one-year related experience and/or training; or equivalent combination of education and work experience. Must possess a valid Minnesota driver's license.

PREFERRED QUALIFICATIONS: Administrative experience in a similar - sized municipality with knowledge through on-the-job training or formal internships through a college or university. Professional certificates from trade association such League of Minnesota Cities , GFOA, ICMA.

The responsibilities and duties, and knowledge, skills and abilities are intended only as an illustration of various types of work performed, are not all inclusive. The job description is subject to change as the needs of the city and the requirements of the position change. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City Administrator

Date