

POSITION DESCRIPTION

POSITION TITLE: City Administrator/City Clerk-Treasurer

DATE: June 27, 2016 **DEPARTMENT:** City Administration

STATUS: Exempt **ACCOUNTABLE TO:** City Council

SUMMARY STATEMENT: The City of Foley is seeking a City Administrator/Clerk-Treasurer to provide energetic leadership for the City Council & Staff in all facets of City operations. The candidate selected shall have good communication skills along with the ability to work well with a wide variety of people, department heads and customers, as a leader in the development and implementation of policy. This position will plan and direct the administration of all City functions to ensure efficient and effective municipal services that are in line with City Council policies and objectives. Areas of responsibility or direct services are: personnel, finance, accounting, staffing, clerk, planning, development and zoning.

MAJOR AREAS OF ACCOUNTABILITY (PER ORDINANCE SECTION 201)

- Direct and control all line operations of the City. Work closely with City Council in order to ensure department supervisors plan and coordinate activities. Monitor performance to ensure effective service and efficient conduct of all municipal affairs keeping the Council informed.
- Supervise all staff functions of the City.
- Responsible for all financial reporting, human services, labor relations and other City functions.
- Develop and ensure effective use of appropriate budgeting, administrative planning, and control procedures. Ensure proper control reports are developed and used. Supervise operations and purchasing procedures. Recommend changes in procedures to the City Council.
- Develop an effective municipal organization. Recommend staffing changes and changes in organizational structure as appropriate.
- Effective management of City assets.
- Provide administrative support to the City Council. Prepare agendas and attend meetings. Present recommendations concerning policies and objectives. Participate in discussions as appropriate. Implement Council decisions. Keep the City Council fully advised of all significant matters. Effectively present all items that require Council or Commission action or approval. Enforce City Ordinances and Resolutions.
- Ensure proper public relations. Follow up with departments to make sure that public services are efficiently provided. This includes making sure complaints and contact with the public are handled appropriately. Participate in local affairs as appropriate.
- Stay abreast of developments in the municipal and utility fields.
- Cooperate with other governmental units on matters of mutual interest.
- Administer the affairs of the Administrator's Office effectively and in accordance with Minnesota Law.
- Coordinate the work of contracted legal, engineering, audit and other professionals hired by the City.

- Act as Zoning Administrator for the City and coordinate the application and enforcement of official land use controls as found in the City's ordinances, regulations, and policies.
- Administer the duties to be performed by the position of City Clerk/Treasurer.

Administrative:

- To ensure a coordinated and efficient effort, this role will plan, organize and define the organization of City Administration as well as meet the goals and objectives established by the Council and various Boards and Commissions.
- Oversee the provision of programs and services as established by the City Council.
- Coordinate and oversee the work of consultants hired by the Council.
- Attend City Council and other meetings as appropriate or required.
- Make recommendations for improvement of operational efficiency of the city based upon thorough study and use of problem solving techniques.
- Pursue new knowledge and information regarding laws, policies, and practices affecting city operations, and strive to keep the council informed of important changes and additions.
- Maintain effective communications with the Council. Provide information in a manner in which all members of the Council are informed on an equal basis.
- Enforce the laws and ordinances of the City and make recommendations for necessary changes of existing ordinances.
- Serve as the City's public information representative:
 1. Represents the City with other governmental agencies and officials and in regard to local, regional, state and federal activities of concern to the City.
 2. Develop effective working relationships with neighboring jurisdictions and other governmental agencies.
- Supervise all activities of the Engineering, Public Works, Police Department, and City Pool Staff.
- Supervise the overall design, planning, and control of improvement projects.
- Oversee administrative portion of all improvement projects. Review plans and specifications, advertisement for bid notices, contracts, pay requests, change orders, etc. Return bid bonds, prepares assessment hearing notices, correspondence, assessment rolls, certifications, resolutions, etc.
- Supervise and review the preparation of feasibility reports.
- Develop long- and short-range operational plans for the Engineering, Public Works and Police Department.
- Establish, approve, review and update capital improvement plans.
- Write complex materials, such as proposals, justifications, recommendations, bids, ordinances, and City Council resolutions.
- Advise the City Council on all Engineering related issues. Provide staff support to City Advisory Commissions.
- Manage the Municipal State Aid system.
- Oversee the implementation of all water and wastewater rules, regulations and policies.
- Direct all personnel matters as provided by the Personnel Policies of the City and bring major issues to the council for appropriate action.
- Carry out supervisory responsibilities in accordance with the City policies and applicable laws; interviewing; training; planning, assigning, and directing work; evaluating performance, rewarding and disciplining; suspending; transferring; adjusting grievances; addressing complaints and resolving problems of employees. Responsibilities also

include the ability to effectively recommend hiring, promoting, demoting, and discharging employees.

- Lead all departments in the pursuit of a common vision and effectively work with Council and staff to attain that vision.
- Direct and supervise all Department Heads and employees in the efficient delivery of municipal services; establish and maintain an organizational structure of offices, departments, positions, and units within the City. Provide necessary guidance to employees to ensure a smooth running organization through advising, training and supporting staff.
- Prepare and submit with Department Heads an annual budget to the Council. Keep Council informed of the financial condition of the City and recommend action as appropriate. Ensure accuracy of fund accounting entries and ledgers. Oversee preparation of information for bond ratings, bond issues, bond offering statements, and continuing disclosure statements.
- Oversee preparation of information for annual audit and review reports.

Knowledge of:

- Laws, rules and regulations applicable to city government.
- Budgeting, accounting and government financing.
- Management principles and practices as they apply to public sector management including personnel management and organizational development.
- Operational characteristics, services and activities of engineering, public works, and utilities program.
- Operational characteristics, services and activities of Police Departments, Public Safety and Emergency Management Services.
- Statutory Clerk and Treasurer responsibilities to issue liquor licenses, keep minutes, records, postings, elections and other miscellaneous items.
- Principles and practices of engineering, business and construction management.

COMMON PERFORMANCE STANDARDS: The City Administrator shall set the example on treating Council Members, city employees, residents and members of the public with respect and in a positive effective manner. The Administrator duties require the ability to prioritize tasks and responsibilities on a daily basis; to handle issues and requests especially city residents, to have knowledge of city ordinances, policies, and statutes; and to perform daily tasks and responsibilities accurately and efficiently.

EQUIPMENT USED: As required by the position, a computer, typewriter, adding machine, phone, copier, fax machine, and other standard office equipment.

WORK ENVIRONMENT: The job is performed in a normal office environment. Constant sitting and continuous movement or normal lifting of office supplies is customary.

EMPLOYMENT SELECTION CRITERIA: Minimum qualifications are a four-year degree in Public Administration, Business or related and a minimum of 2 years local government experience preferably as a City Administrator. Candidates must have a background in municipal operations, finance, planning, development, personnel and demonstrate an energetic leadership style. Qualified candidates will have experience setting an organizational tone that is proactive, deliberate and create a culture that values customer service, initiative, continuous improvement, and respect for all.

Note: The purpose of this position description is to capture the essential duties and accountabilities of the job. It is not a catalog of every task or assignment; rather, it provides a general outline of job content and responsibilities. All job requirements are subject to modification to reasonably accommodate individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. Management retains the discretion to add duties or change the duties of this position at any time.

The following job advertisement can be used for online ads when the cost is lower:

City Administrator, Clerk/Treasurer

Foley, MN. Community of 2,708 is seeking a City Administrator/Clerk/Treasurer. The 5-member City Council is looking for a leader to develop and implement policy and perform administrative functions of a clerk and treasurer with impeccable accuracy. City has a \$2.4 million budget with financial and capital improvement planning needs. The person must be a strong communicator and work well with a wide variety of individuals. Knowledge in all aspects of city government, public works, utilities, accounting, personnel, planning, economic development and management team building desired.

Minimum qualifications are a four year degree in Public Administration, Business or related and a minimum of 2 years local government experience, preferably as a City Administrator. Interested parties are to submit a cover letter, resume and professional references, by July 27th to City of Foley, PO Box 709, Foley, MN 56329. For more information visit the City's website at www.foley.mn.us

The salary range is from \$56,000 -\$87,000., dependent upon qualifications and experience.

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