

*dated
8/7/15
as last
modified* Section 201:00

Section 201 – City Administrator/Clerk/Treasurer

Section 1: Within the City of Foley, the position of Administrator/Clerk/Treasurer is created.

Section 2: The position of Administrator/Clerk/Treasurer shall have the following job description:

Job Title: City Administrator/City Clerk-Treasurer

General Statement of Duties:

Plan and direct the administration of City functions to ensure efficient municipal services and development in line with City Council objectives. Operate with considerable discretion in normal administrative functions and in implementing policies of the City Council. Make effective recommendations in areas of policies, staffing and expenditures.

Reports To:

City Council

Authority:

Manage all personnel in City departments.

Supervises:

Public Works Superintendent, Police Chief, Fire Chief, City Assessor, City Building Inspector, Administrative Assistant, Secretary, Swimming Pool Manager.

Examples of Principal Duties:

1. Direct and control all line operations of the City. Work closely with department supervisors to plan and coordinate activities. Monitor performance to ensure effective service and efficient conduct of all municipal affairs.
2. Supervise all staff functions of the City. Responsible for all financial reporting, human services, labor relations and other City functions.
3. Develop and ensure effective utilization of appropriate budgeting, administrative planning, and control procedures. Ensure that proper control reports are developed and used. Supervise effective operations and purchasing procedures. Recommend changes in procedures to the City Council.
4. Ensure the development of an effective municipal organization. Recommend staffing changes and changes in organizational structure as appropriate.

5. Ensure effective management of City assets.
6. 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.
7. Ensure proper public relations. Follow up with departments to make sure that public services are efficiently provided and that all complaints and public contacts are effectively provide and that all complaints and public contacts are effectively handled. Participate in local affairs as appropriate.
8. Stay abreast of developments in the municipal and utility fields.
9. Cooperate with other governmental units on matters of mutual interest.
10. Administer the affairs of the Administrator's Office effectively and in accordance with Minnesota Law.
11. Coordinate the work of contracted legal, engineering, audit and other professionals hired by the City.
12. 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.
13. Administer the duties to be performed by the position of City Clerk/Treasurer.

*Last modified Date
11/8/13*

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Last modified dated 11/8/13

POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant DATE: August 2011

DEPARTMENT: Administration and Police STATUS: Non-exempt

ACCOUNTABLE TO: City Administrator and/or Chief of Police

SUMMARY STATEMENT: Position provides administrative assistance to administration, police department, public works department and fire department. This is an intermediate administrative position requiring good working knowledge of all city departments' operations.

MAJOR AREAS OF ACCOUNTABILITY: Performs administrative support duties such as copying, filing and organizing; answering phones; handling walk-in inquiries; issuing licenses; maintaining and updating ordinances; calculating sewer/water billings and entering receipts; preparing receipts and disbursements and generating reports for the general ledger/journal; reconciling bank statements; calculating payroll; completing census data; counting pool receipts and preparing deposit tickets; logging and tracking parking tickets and administrative fines; creating fire department billings and entering receipts; assistance with typing and word processing; and other projects as assigned (typically by the City Administrator or Chief of Police). Duties may also include typing police reports such as Initial Complaint Reports, office procedures, policies and memos for the Police Department; and generating and forwarding police reports to appropriate outside law enforcement agencies.

COMMON PERFORMANCE STANDARDS: All city employees are expected to deal with citizens and co-workers in a positive and respectful way and perform their duties in a safe and effective manner. The Administrative Assistant's duties also require the ability to prioritize tasks and responsibilities on a daily basis; to handle issues and requests with (especially) citizens; to have a working knowledge of city ordinances, policies, and statutes; and to perform daily tasks and responsibilities accurately and efficiently.

EQUIPMENT USED: As required by the position, operates 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.

SUGGESTED EMPLOYMENT SELECTION CRITERIA: High school diploma or equivalent. 2 year business or accounting degree preferred. Public sector experience or other administrative experience may substitute for education. Knowledge and experience in bookkeeping/accounting, knowledge of Banyon Data Systems accounting and billing software, word processing, billing, and work with personal computers. Organizational skills and ability to work independently. Strong customer service skills and ability to work with the public.

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.

Employment selection criteria are representative of minimum levels of knowledge, skills and experience required. To perform this job successfully, the job incumbent must possess the abilities and aptitudes to perform each duty proficiently.

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dated
11/8/13

POSITION DESCRIPTION

POSITION TITLE: Public Works Director DATE: March, 2012

DEPARTMENT: Public Works STATUS: Exempt

ACCOUNTABLE TO: Primary reporting relationship to the Mayor and City Council
(secondary relationship to the City Administrator)

SUMMARY STATEMENT: Responsible for the operation of several departments, such as street, highway, utilities, park and engineering, which often comprise Public Works. Supervises and coordinates projects, budgets, and personnel in all public works functions within in the city. Responsible for planning and maintaining city utilities, buildings, and equipment.

MAJOR AREAS OF ACCOUNTABILITY: Has budgetary and operations responsibility for public works function (i.e., streets, parks, sewer and water, and utilities) and supervisory responsibility for public works personnel. Acts as an advisor to the City Council and has some responsibility for specifications and purchase of all public works vehicles and equipment; and specifications for public works buildings. Prepares budgets for the department and personnel; prepares estimates, bids and proposals, and schedules for contractors and subcontractors. Works closely with architects and engineers in reviewing drawings and specifications on city projects and provides quality checks on-site (re: time and budget requirements). Prepares and files all required reports on a regular basis (e.g., Minnesota departments of Health, Agriculture, Natural Resources, and PCA). Acts in the capacity of city forester when necessary.

Performs maintenance duties and tasks on a regular basis. Examples include repair and maintenance of equipment, buildings, and utilities such as waterlines, sewer mains, and two wastewater treatment plants. May use heavy equipment such as snow plows and dump trucks, light equipment such as mowers and snow blowers, and hand tools for repair and maintenance.

COMMON PERFORMANCE STANDARDS: All city employees are expected to deal with citizens and co-workers in a positive and respectful way and perform their duties in a safe and effective manner. The Public Works Director's duties also require the ability to supervise department personnel directly oversee the department's operations. Supervisory employee means a person who has the authority to undertake a majority of the following supervisory functions in the interests of the employer: hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees, direction of the work of other employees, or adjustment of other employees' grievances on behalf of the employer. The Public Works Director is responsible for attending all council meetings and serving as a resource for the mayor and council. The incumbent is also responsible for regularly performing maintenance/repair tasks and duties. Serves as a primary contact for citizens' concerns and needs. The incumbent is responsible for ensuring all projects and tasks performed by the city or by contractors meet timeliness and budget requirements. Also responsible for equipment and infrastructure (e.g., streets, water and wastewater) maintenance and repair.

EQUIPMENT USED: Administrative duties require word processing equipment, typewriter, adding machine, phone, copier, fax machine, and other standard office equipment. Field duties may require operating heavy or light equipment including, but not limited to, a snowplow, wheel loader, tractor, dump truck, sewer jetter, mower, stand-by generator, portable pump, air compressor, wood chipper, and telemetry system for monitoring water and wastewater systems. A welder, hand tool, air hammer, hydraulic saw, pumps, finishing tools, power tools, and test equipment (e.g., for the swimming pool) may also be used. Duties may involve very frequent walking (e.g., for meter reading) or continuous sitting while driving.

WORK ENVIRONMENT: The job is often performed in a normal office environment, where constant sitting and continuous movement or normal lifting of office supplies are customary. However, job duties take the incumbent outside at least half the time and requires very frequent travel. Incumbent frequently works with temperature extremes, snow fall, severe noise, noxious odors and fumes, and/or hazards from working with all equipment. Regular tasks and duties require frequent lifting of 30 pounds and infrequent lifting of objects heavier than 30 pounds.

SUGGESTED EMPLOYMENT SELECTION CRITERIA: Preferred qualifications include completion of a bachelor's degree in Civil Engineering, Business Administration, or related field, and at least 6-8 years' Street, Highway, Utilities, Park, or Engineering experience, including four years of supervisory experience OR equivalent. Minimum qualifications include 10 years Street, Highway, Utilities, Park or Engineering experience, including four years supervisory experience and a thorough understanding of civil engineering. Incumbent must possess class D water and class D wastewater operator's licenses and a class B driver's license. Continuing education is required to maintain water and wastewater licenses. Certificates in swimming pool maintenance and tree inspection may also be requirements.

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Employment selection criteria are representative of minimum levels of knowledge, skills and experience required. To perform this job successfully, the job incumbent must possess the abilities and aptitudes to perform each duty proficiently.

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Last modified dated 11/8/13

POSITION DESCRIPTION

POSITION TITLE: Chief of Police DATE: May, 2013

DEPARTMENT: Police Department STATUS: Exempt

ACCOUNTABLE TO: Primary reporting relationship to the Mayor and City Council
(secondary reporting relationship with City Administrator)

SUMMARY STATEMENT: Top position responsible for the supervision and coordination of the Police Department and its personnel. Represents the department to the public in administrative and patrol duties. Provides department leadership in the prevention, detection, or investigation of criminal activities and the protection of lives and property. Occasionally or regularly serves as a Patrol Officer. Serves as Emergency Management Director.

MAJOR AREAS OF ACCOUNTABILITY: Plans, organizes, supervises and is responsible for all operations of the Police Department. Protects life, safeguards property, and maintains peace and order in the city through enforcement of laws and ordinances. Responds to citizen calls for assistance during crisis situations. Checks property, suspicious persons and all other suspicious or dangerous conditions within the City. Directs traffic. Investigates calls, complaints and offenses involving robberies, theft, automobile accidents and similar major and minor crimes. Collects evidence and identifies, locates and questions witnesses and suspects for the purpose of making arrests where justified. Supervises the activities of a squad or shift of full-time or part-time Patrol Officers engaged in the protection of life and property and the enforcement of laws and ordinances. Performs administrative duties in maintaining police records, reviewing reports, providing instruction to department personnel and coordinating the work of personnel. Prepares budgets and maintains other reports and records required in the department. Serve as Emergency Management Director.

COMMON PERFORMANCE STANDARDS: All city employees are expected to deal with citizens and co-workers in a positive and respectful way and perform their duties in a safe and effective manner. The Chief of Police's duties also require the ability to supervise department personnel and coordinate the department's operations. Supervisory employee means a person who has the authority to undertake a majority of the following supervisory functions in the interests of the employer: hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees, direction of the work of other employees, or adjustment of other employees' grievances on behalf of the employer. The Chief must work effectively with other law enforcement agencies, the county attorney's office, and the civil service commission. Executes tasks of a Patrol Officer when scheduled.

EQUIPMENT USED: As required by the position, uses all appropriate and necessary equipment for a Chief and Patrol Officer in the execution of duties (e.g., squad car, radio and other communication devices, firearm, hand-cuffs, rubber gloves). Administrative duties require office supplies such as word processing equipment, typewriter, adding machine, copier, fax machine, and other standard equipment.

WORK ENVIRONMENT: Administrative aspects of the job are performed in a normal office environment. Constant sitting and continuous movement or normal lifting of office supplies are customary. Active police duty involves driving in the squad car, street patrol (i.e., walking on patrol), and outside work which is subject to variable and extreme weather conditions. Patrol duties may also

involve very dangerous or fatal hazards (e.g., from high-speed chases, other traffic, or criminals/suspects).

SUGGESTED EMPLOYMENT SELECTION CRITERIA: In addition to meeting minimum qualifications for a Police Officer at the City of Foley, job incumbent must have extensive (i.e., seven or eight years) experience in a law enforcement agency, including considerable supervisory experience. On-going education and training (e.g., State training in Use-of-Force, firearms, MN Chief's Association's New Chief's Orientation, defensive driving training, First Responder training, and other training requirements as mandated by the State of Minnesota to include minimum 48 hours continuing education every three years to maintain a Minnesota Peace Officer License).

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.

Employment selection criteria are representative of minimum levels of knowledge, skills and experience required. To perform this job successfully, the job incumbent must possess the abilities and aptitudes to perform each duty proficiently.

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